




POCO DIABLO
RESORT
SEDONA

BREAKFAST

Start your meeting off right with a well-nourished group of attendees accompanied by freshly brewed coffee and a selection of hot herbal teas.

CONTINENTAL BREAKFAST \$29

SEASONAL FRUIT PLATTER
ASSORTED FRUIT FLAVORED INDIVIDUAL YOGURTS
ASSORTMENT OF BREAKFAST BREADS AND PASTRIES

WILLOW'S CONTINENTAL \$32

SEASONAL FRUIT PLATTER
BUILD YOUR OWN PARFAIT:
Served with Greek yogurt, seasonal sliced fruit,
and house-made granola
ASSORTMENT OF BREAKFAST BREADS AND PASTRIES
BRÛLÉED RUBY RED GRAPEFRUIT

GRAND CONTINENTAL \$34

SEASONAL FRUIT PLATTER
ASSORTED BREAKFAST BREADS AND PASTRIES
BRÛLÉED RUBY RED GRAPEFRUIT
BUILD YOUR OWN LOX AND BAGEL
Served with an assortment of bagels, cream cheese,
smoked salmon, tomato, red onions and capers

SUNRISE BUFFET \$39

SEASONAL FRUIT PLATTER
ASSORTED INDIVIDUAL FLAVORED YOGURTS
ASSORTED BREAKFAST BREADS AND PASTRIES
CLASSIC SCRAMBLED EGGS WITH GARDEN HERBS AND CHEESE
BREAKFAST POTATOES
CHOICE OF ONE PROTEIN:
bacon, sausage, ham, turkey bacon

DEVILS BRIDGE BUFFET \$42

SEASONAL FRUIT PLATTER
BUILD YOUR OWN PARFAIT
Served with Greek yogurt, seasonal sliced fruit,
and house made granola.
ASSORTED BREAKFAST BREADS AND PASTRIES
BREAKFAST DEVILED EGGS
MINI FLORENTINE QUICHE
OVERNIGHT OATS
CHOICE OF ONE PROTEIN:
bacon, sausage, ham, turkey bacon



*Pricing per person excludes 24% service charge and 10.4% sales tax.
Pricing is based upon a minimum of 25 people.*

BREAKFAST

BREAKFAST ENHANCEMENTS

OVERNIGHT OATS \$7

LOX AND BAGEL \$14

toasted bagel, cream cheese, smoked salmon,
red onion, capers

BREAKFAST BURRITO \$12

scrambled eggs, spicy chorizo, breakfast potatoes, and cheese

BREAKFAST SLIDER \$9

eggs, cheese, tomato jam, served on a brioche bun

VEGAN BREAKFAST BURRITO \$16

vegan chorizo, potatoes, and pico de gallo

BOXED BREAKFAST

HOT | \$22

Choice of breakfast burrito, croissant sandwich,
or bagel sandwich. Includes egg, bacon, and cheese.
Served with whole fruit and individual juice

COLD | \$17

Assorted yogurt and granola, breakfast pastries,
whole fruit and individual juice.



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BRUNCH | \$60

SEASONAL FRUIT PLATTER
ASSORTED YOGURTS
ASSORTED BREAKFAST BREADS AND PASTRIES
CLASSIC SCRAMBLE EGGS WITH HERBS AND CHEESE
BREAKFAST POTATOES
CHOICE OF ONE PROTEIN:
bacon, sausage, ham, turkey bacon

Accompanied by freshly brewed coffee
and hot herbal tea.

CHOICE OF 2 ENHANCEMENTS:

CHEESE BLINTZ

OVERNIGHT OATS

LOX AND BAGEL
toasted bagel, cream cheese, smoked salmon,
red onion, capers

BREAKFAST BURRITO
scrambled eggs, chorizo, potatoes, cheese

BREAKFAST SLIDER
eggs, cheese, tomato jam served on a brioche bun

ASSORTED BREAKFAST BREADS AND PASTRIES

VEGAN BREAKFAST BURRITO
vegan chorizo, potatoes, and pico de gallo

QUINOA BOWL
red quinoa, pickled vegetables, chicken breast

AVOCADO TOAST STATION
served with artisanal bread, toaster, guacamole,
sliced avocado, goat cheese, and assorted salsa

ACAI BOWL
acai, toasted coconut, seasonal fruit

ADD A THIRD ENHANCEMENT \$68



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BREAKS

CLIMATE \$18

WHOLE FRESH FRUIT
VEGETABLE CRUDITÉ WITH HUMMUS
HOUSE-MADE TRAIL MIX

COPPER \$22

CARAMEL CORN
MINI CARAMEL FLAN
CINNAMON DUSTED CHURRO

BUILD YOUR OWN

CARAMEL CORN \$8 PER PERSON
MINI CARAMEL FLAN \$9 PER PERSON
CINNAMON DUSTED CHURRO \$8 PER PERSON
WHOLE FRESH FRUIT \$4 PER PIECE
VEGETABLE CRUDITÉ WITH HUMMUS \$14 PER PERSON
HOUSE-MADE TRAIL MIX \$35 PER POUND
ASSORTED COOKIES \$40 PER DOZEN
ASSORTED GRANOLA/ENERGY BARS \$4 PER PERSON
WAGYU BEEF JERKY \$6 PER PIECE

BEVERAGES

COFFEE \$70 PER GALLON
regular or decaffeinated

HOT TEA \$70 PER GALLON
selection of assorted hot teas

ASSORTED COCA COLA SOFT DRINKS \$5 EACH

PERRIER SPARKLING WATER \$5 EACH
sparkling mineral water, 500 ml

DASANI \$5 EACH
still natural mineral water

ICED TEA \$30 PER GALLON

LEMONADE \$30 PER GALLON



Pricing per person excludes 24% service charge and 10.4% sales tax

BOXED LUNCH

BOXED LUNCHES \$32

Please select from the following options and supply counts of each (up to two max)

VEGETARIAN WRAP

sautéed vegetables, hummus, sprouts, wrapped in a spinach tortilla

TURKEY CLUB

turkey, lettuce, tomato, bacon, herb aioli, served on sourdough bread

ITALIAN SANDWICH

salami, ham, prosciutto, oil and vinegar, served on hoagie roll

ROAST BEEF

roast beef, lettuce, tomato, horseradish aioli, served on sourdough bread

CHICKEN SALAD

grilled chicken, pickled red onion, lettuce, tomato, served on sourdough bread

Served with Kettle chips, whole fruit, bottled water, and cookie or brownie.

Select up to two options and provide guarantee count for each.



Pricing per person excludes 24% service charge and 10.4% sales tax

LUNCH BUFFET

DOODLEBUG BUFFET \$48

CHOPPED SALAD
iceberg, bacon, red onion, olives, tomato, blue cheese

MACARONI SALAD
pasta, cheddar, celery, bell pepper, zesty aioli

(Choice of 2 proteins)

HICKORY SMOKED BRISKET
Tennessee mop sauce

BRAISED SHORT RIB
Texas red bbq sauce

GRILLED CHICKEN
white bbq sauce

POTATO SALAD

COLE SLAW

DESSERTS
Apple Pie
Brownies

BELL ROCK BUFFET \$35

QUINOA BOWL
red quinoa, red and yellow bell pepper, celery, green onion, pickled red onion, lemon-thyme vinaigrette

BEAN SALAD
black bean, red bean, green bean, onion, cilantro, champagne vinaigrette

GREEN GODDESS SALAD
Bibb lettuce, avocado, grilled artichoke, green goddess dressing

ADD PROTEIN:
Miso Soy Tofu \$7 per person
Grilled Chicken \$6 per person
Grilled Steak \$9 per person
Sautéed Shrimp \$8 per person

DESSERT
Cheesecake
Key Lime Pie

MEXICAN BUFFET \$42

MEXICAN CHOPPED SALAD
romaine, corn, beans, red onion, crispy tortilla

CEVICHE
shrimp, avocado, cilantro, onion, tomato

CHEESE ENCHILADA
corn tortilla, cheese, red sauce

CHICKEN FLAUTAS
corn tortilla, chicken, cheese

BARBACOA BURRITO
flour tortilla, barbacoa, rice, beans, cheese

SPANISH RICE

REFRIED BEANS

DESSERTS
Churros
Sopapillas

*Pricing per person excludes 24% service charge and 10.4% sales tax.
Pricing is based upon a minimum of 25 people.*

PLATED LUNCH | \$42

SELECT ONE SALAD

GREEN GODDESS SALAD

Bibb lettuce, avocado, grilled artichoke, green goddess dressing

MEXICAN CHOPPED SALAD

romaine, corn, beans, red onion, crispy tortilla

CHOPPED SALAD

iceberg, bacon, red onion, olives, tomato, blue cheese

MIXED GREENS

spring mix, cucumber, tomato, red onion, red wine vinaigrette

SELECT ONE ENTRÉE

QUINOA BOWL

grilled chicken, red quinoa, red and yellow bell peppers, celery, green onion, pickled red onion, lemon-thyme vinaigrette

CHICKEN PICCATA

lemon caper butter

GRILLED SALMON

romesco sauce

STEAK FRITES

hangar steak, pomme frites

SELECT ONE DESSERT

CHEESECAKE

KEY LIME PIE

CHOCOLATE FUDGE BROWNIE

Served with lemonade, iced tea and water



Pricing per person excludes 24% service charge and 10.4% sales tax

DINNER BUFFETS

ITALIAN BUFFET \$82

SALADS

PANZANELLA SALAD

Tuscan bread salad, tomatoes, basil, red onions, capers, whipped ricotta cheese

BABY ROMAINE

pecorino parmesan cheese, garlic croutons, caesar dressing

BREAD

WARM GARLIC BREAD WITH RED SAUCE

ENTREES

BAKED ZITI

spicy sausage, red sauce, grilled peppers

CHICKEN PICCATA

lemon caper butter

GRILLED SALMON

romesco sauce

SIDES

WHITE BEAN RAGOUT

pancetta, tomato, kale

ROASTED VEGETABLES FARO

DESSERTS

TIRAMISU

coffee, lady finger cookies, mascarpone cheese

CANNOLI

chocolate chips, cherries, pistachio

UPGRADES

MEAT LASAGNA \$12

EGGPLANT PARMESAN \$7

SPAGHETTI & MEATBALLS \$10

*Pricing per person excludes 24% service charge and 10.4% sales tax.
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DINNER BUFFETS

ASIAN STYLE BUFFET \$78

SALADS

CHOPPED

cabbage, carrots, snow peas, dikon radish, cilantro, peppers, hardboiled egg, peanut dressing

GRILLED BOK CHOY & CUCUMBER

red cabbage, sesame seeds, rice wine vinegar, pickled cucumber

ENTREES

SWEET & SOUR CHICKEN

pineapple, green onion

MOO SHU PORK

fried vegetables, egg, snap peas

BEEF WITH BROCCOLI

sesame seed, hoisin

SIDES

STEAMED WHITE RICE

FRIED RICE WITH PEAS, EGG, CARROT

GRILLED ZUCCHINI AND SQUASH

DESSERTS

BLACK SESAME SEED PUDDING

with sea salt caramel

GINGER LEMON CAKE

ENHANCEMENTS

KIMCHI FRIED RICE \$5 PER PERSON

beef tip, kimchi, fried rice

PORK EGG ROLLS \$4 PER PERSON

VEGETABLE SPRING ROLLS \$3 PER PERSON

*Pricing per person excludes 24% service charge and 10.4% sales tax.
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DINNER BUFFETS

SEDONA BUFFET \$92

SALADS

QUINOA SALAD

grilled vegetables, artichokes, lemon dressing, baby spinach

LITTLE GEM SALAD

oven roasted tomato, pickled vegetable, sunflower seeds, garlic croutons, prickly pear vinaigrette

BEAN SALAD

red kidney, black bean, black eye, pickled green beans, sun dried tomato, coriander vinaigrette

ENTREES

SLOW BRAISED PORK TACOS

corn tortilla, shredded cabbage tossed in lime dressing, trio of salsas

CHILE COLORADO

beef, cilantro, queso

PAN-FRIED TILAPIA

corn and black bean salsa

SIDES

SPANISH RICE

ARIZONA LOCAL GRILLED VEGETABLES

ELOTE

grilled corn, cheese, spicy mayo

DESSERTS

COCONUT FLAN

with caramel sauce and egg custard

KEY LIME PIE

CHURROS

with sweet cream, chocolate sauce, sugar

*Pricing per person excludes 24% service charge and 10.4% sales tax.
Pricing is based upon a minimum of 25 people.*

DINNER BUFFETS

BUILD YOUR OWN BUFFET \$94

SALADS *(select two)*

QUINOA SALAD

grilled vegetables, artichokes, lemon dressing, baby spinach

LITTLE GEM SALAD

oven roasted tomato, pickled vegetable, sunflower seeds, garlic croutons, prickly pear vinaigrette

CHOPPED SALAD

cabbage, carrots, snow peas, dikon radish, cilantro, peppers, hardboiled egg, peanut dressing

BABY ROMAINE

pecorino parmesan cheese, garlic croutons, caesar dressing

MEXICAN CHOPPED SALAD

romaine, corn, beans, red onion, crispy tortilla

ENTRÉE *(select two)*

SLOW BRAISED PORK TACOS

corn tortilla, shredded cabbage tossed in lime dressing, trio of salsas

BEEF WITH BROCCOLI

sesame seed, hoisin

BAKED ZITI

spicy sausage, red sauce, grilled peppers

CHICKEN PICCATA

lemon caper butter

GRILLED SALMON

romesco sauce

PAN-FRIED TILAPIA

corn and black bean salsa

PROSCIUTTO-WRAPPED AIRLINER CHICKEN

oyster mushroom ragout, potato mash, natural pan jus

SLOW-COOKED CORIANDER PORK TENDERLOIN

pom puree, root vegetable hash, smoked tomato jus

DESSERTS

MINI ASSORTED DESSERTS

Pricing per person excludes 24% service charge and 10.4% sales tax.

Pricing is based upon a minimum of 25 people.

PLATED DINNER

Fresh baked rolls with salted whipped butter

SALADS *(choice of one salad)*

BABY LETTUCE SALAD

cucumber, olive oil poached tomato chutney, dried fruits, sunflower seed, ancho creamy dressing

BABY WEDGE SALAD

iceberg, apple wood bacon, crispy onions, Maytag blue cheese, heirloom tomato, creamy herb dressing

CAESAR SALAD

romaine, parmesan, zesty caesar dressing

HEIRLOOM TOMATO SALAD

heirloom tomato, feta, herb pesto

ENTRÉE CHOICES *(choice of one Entrée)*

FISH \$86

ocean trout with cauliflower puree, braised mushrooms, almond brown butter

CHICKEN \$88

prosciutto-wrapped airliner chicken with oyster mushroom ragout, potato mash, natural pan jus

BEEF \$98

pepper-crusted bistro filet (8oz.) with fingerling herb potatoes, baby root vegetables, portabella, bordelaise sauce

FISH \$92

pistachio-crusted sea bass with roasted sun chokes, tea infused rice, triple citrus burre blanc

PORK \$85

slow-cooked coriander pork tenderloin with pom puree, root vegetable hash, smoked tomato jus

DESSERT

WARM BREAD PUDDING WITH SALTED CARAMEL SAUCE

STRAWBERRY SHORT CAKE

FLOURLESS CHOCOLATE TORT

COFFEE POT DE CRÈME

Pricing per person excludes 24% service charge and 10.4% sales tax

CANAPÉS *(minimum order 1 dozen)*

COLD

TUNA POKE \$5 PER PIECE

avocado, seaweed salad, crispy chip

AHI TACOS \$5 PER PIECE

wonton shell, wasabi aioli, micro cilantro

ROASTED ARTICHOKE TARTLET \$4 PER PIECE

whipped goat cheese, baby fire roasted artichoke, balsamic caviar

TOMATO & BACON JAM \$3 PER PIECE

thick-cut French bread, apple wood bacon

BABY BURRATA & PROSCIUTTO \$4 PER PIECE

burrata, prosciutto, aged balsamic

ROASTED BEETS \$4 PER PIECE

roasted beets, goat cheese

HOT

DUCK EMPANADA \$6 PER PIECE

duck confit, wild mushroom, chimichurri sauce

SPICY THAI CHICKEN SKEWERS \$4 PER PIECE

cucumber yogurt, mint oil

MINI MEATBALLS \$3 PER PIECE

ground beef, red gravy, parmesan cheese

MINI NAVAJO TACO \$6 PER PIECE

beef, crème fraiche, cheese

POTATO CROQUETTE \$4 PER PIECE

salt cured shaved ham, garlic aioli, chives

ASIAN ORANGE SHORT RIB \$6 PER PIECE

hoisin, orange, cabbage slaw

CORN FRITTER \$4 PER PIECE

spicy aioli, micro greens



Pricing per person excludes 24% service charge and 10.4% sales tax

DISPLAYS *(each feed 25 people)*

ARTISINAL CHEESE \$475

imported and domestic cheeses, artistic crackers, assorted jellies, jams

CURED MEATS \$495

assortment of cured meats, stone ground mustard, pickled vegetables, salted nuts

ARTISINAL CHEESE AND CHARCUTERIE \$550

assortment of cured meats, imported and domestic cheeses, stone ground mustard, pickled vegetables, assorted jam and jellies

VEGETABLE \$475

grilled vegetables, raw vegetables, pickled vegetables, herb creamy dip

NEPTUNE'S DELIGHT \$650

chilled lobster tails, jumbo shrimp, ahi tuna, cocktail sauce, horseradish, seaweed salad, crab legs, lemons

SLICED FRUIT DISPLAY \$275

assorted sliced seasonal fruit with yogurt dipping sauce

LATE NIGHT

BEEF SLIDERS \$58 PER DOZEN

(minimum 2 dozen)

beef patty, tomato jam, brioche bun

FIRECRACKER SHRIMP WRAPS \$58 PER DOZEN

(minimum 2 dozen)

gluten-free crispy shrimp, sriracha cream sauce, bibb lettuce

EMPANADAS \$62 PER DOZEN

(minimum 2 dozen)

chicken empanadas, chipotle aioli

CURED MEAT FLATBREAD \$18 PER FLATBREAD

(minimum 4 flatbreads)

serrano ham, prosciutto, salami, red sauce, manchego

ARTICHOKE FLATBREAD \$16 PER FLATBREAD

(minimum 4 flatbreads)

grilled artichoke, valdeón, aged balsamic, shaved red onion

Pricing per person excludes 24% service charge and 10.4% sales tax

BAR PACKAGES

\$150 ++ up to 3 hours

\$50 ++ per hour after

Max 4 hours hosted bar packages

Max 5 hours bar total

	One Hour	Two Hours	Three Hours	Four Hours
Hosted Beer & Wine	\$22.00 per person	\$33.00 per person	\$44.00 per person	\$55.00 per person
Hosted Deluxe bar	\$25.00 per person	\$37.00 per person	\$49.00 per person	\$61.00 per person
Hosted Premium bar	\$28.00 per person	\$42.00 per person	\$56.00 per person	\$70.00 per person
Ultra Brand bar	\$32.00 per person	\$48.00 per person	\$64.00 per person	\$80.00 per person

Prices are per person and exclude service charge (24%) and sales tax (10.4%)

ON CONSUMPTION BAR	Hosted (per drink)	Cash (per drink)
Domestic Beer	\$6.00 each	\$7.00 each
Imported Craft Beer	\$7.00 each	\$8.00 each
Soda's Bottled Water Juice	\$4.00 each	\$5.00 each
House wine	\$12.00 each	\$13.00 each
Deluxe Bar Brands	\$12.00 each	\$13.00 each
Premium Bar Brands	\$14.00 each	\$15.00 each
Cordials	\$10.00 each	\$11.00 each
Cognac	\$13.00 each	\$12.00 each

Prices are per drink and exclude service charge (24%) and sales tax (10.4%) (++)

BLOODY MARY BAR | \$13 per person ++

MIMOSA BAR | \$11 per person ++

Ask about creating a signature cocktail for your special day and our mixologist will create pricing and options for your consideration.

DELUXE BRANDS

Vodka - Platinum 10x
 Gin - New Amsterdam
 Bourbon - Benchmark
 Tequila - Corazon Blanco
 Rum - Ron Rico
 Scotch - Johnny Red

PREMIUM BRANDS

Vodka - Tito's
 Gin - Beefeater
 Bourbon - Old Forrester 100 Proof
 Tequila - Herradura Silver
 Rum - Plantation 3 Star
 Scotch - Glanbar 12 Yr

ULTRA BRANDS

Vodka - Belvedere
 Gin - Bombay Sapphire
 Bourbon - Makers Mark
 Tequila - Don Julio Silver
 Rum - Diplomático Planas
 Scotch - Glenmorangie SM

BANQUET WINE- BY THE BOTTLE

SPARKLING

Borgoluce, Valdobbiadene Prosecco Superiore DOCG Italy 55

Cote Mas Cremant de Limoux, Brut Languedoc-Roussillon France 65

WHITES

Rosé, Whispering Angel Provence, France 65

Chardonnay, Far Niente by Nicol & Nicol, "Post and Beam", Carneros, California 78

Vermentino, Los Milics "Jules", Santa Cruz County, Arizona 58

Pinot Girgio, Castello Banfi, San Angelo Toscana IGT Tuscany 50

Sauvignon Blanc, Ant Moore Marlborough, New Zealand 45

REDS

Pinot Noir, Ken Wright Cellars Willamette Valley, Oregon 65

Cabernet Sauvignon, Halter Ranch Vineyards, Paso Robles, California 78

Bordeaux-Blend, Callaghan "Buena Suerte", Sonoita, Arizona 58

Zinfandel, Paydirt, California 50

Shiraz, Penfolds Max's Shiraz, South Australia 45

AUDIOVISUAL MENU

Prices listed are per day and per room and do not include a service charge (24%), 10.9% sales tax, and additional labor charges.

MICROPHONES

Wired microphones \$50
Wireless hand-held microphone \$75
Table mic with stand \$75

SOUND SYSTEM & SPEAKERS

Portable sound system with iPod hookup \$100
Portable sound system with wired microphone \$150

MISCELLANEOUS EQUIPMENT

White board with markers \$25
8' Tripod screen \$150
Post-It flip chart package \$45
10' screen \$250
Phone line DID phone \$30
Easel \$10
Extension cord \$10
Flipchart package \$45
Conference phone \$125
Power strip \$10 each
Lavalier \$50

Projectors
LCD Projector \$325.00

Pipe and Drape 10x20 (per pc.) \$20 each
Dance Floor (12x18) \$250
Risers (4x8) \$50 each

Additional labor charges may apply for extensive setups.

Poco Diablo Resort does not provide service, cables or labor for any equipment brought into the resort by the group. A patch fee will apply should the group bring in their own audio visual.

EVENT INFORMATION

MENU SELECTION:

Menus and details for your event should be finalized at least three (3) weeks prior to your event date. To expand the variety our professional catering and culinary staff will be happy to tailor a menu to your specific taste and needs. Prices are based on one (1) selection per banquet meal. Multiple choice menus are subject to an additional charge. Menu items and pricing is subject to change.

BEVERAGE AND BAR SERVICE:

The hotel offers a complete selection of beverages including non-alcoholic beverages for your event. The hotel does not permit alcohol to be brought onto the premises from outside sources without special advanced authorization from the hotel. The hotel will assess a negotiated corkage fee per bottle for all wine or champagne brought in for an event. Bartender fee of \$150 per bartender will apply to all bars. One (1) Bartender required per 100 guests for dinner service; One (1) Bartender per (75) guests required for cocktail reception.

GUARANTEES:

The Hotel requires a final confirmation or "guarantee" of your guest attendance per meal no later than (7) business days prior to your scheduled event. Should your final revenue guarantee fall below your original contracted minimum, the Group will be financially responsible for the difference. Once received, the final guarantee is not subject to reduction however we can accept increases in the number expected up to 24 hours prior to the event. If no guarantee is received your original expected attendance per contract will be used for attendance and billing. Hotel is prepared to serve 3% in excess of the guaranteed number of guests. A per person surcharge will apply if the final attendance is in excess of the guarantee. Group is also responsible for payment onsite for any overage or additions to the event order beyond what was originally guaranteed.

LABOR CHARGE:

Labor fees may apply in instances where there is excessive clean-up to the property or if the event exceeds the agreed upon time. The Hotel reserves the right to charge for overtime wages or other expenses incurred. Damages will be the sole responsibility of the Group. Please note that chef attendant and bartender fees may apply based upon menu selections.

FOOD AND BEVERAGE POLICY:

Consuming raw or undercooked meat or seafood may increase your risk of food borne illness. Outside Food and Beverage is not permitted.

BUFFETS:

All buffet menus are designed and priced for (60) minutes of service and/or replenishing. Buffets opened longer than (60) minutes are subject to an additional per person surcharge per half hour extended. Minimum Buffet Fees will apply with fewer than 15 attendees, at the current rate of \$7.00 per person.

MENU MINIMUM:

All buffet menus are designed and priced for (60) minutes of service and/or replenishing. Buffets opened longer than (60) minutes are subject to a \$10.00 per person surcharge per (30) minutes extended. Minimum order of (18) persons per buffet, plated, break package or reception station. For orders less than (18) persons a \$7.00 Per Person surcharge will apply.

PAYMENT:

Payment shall be made in advance of the function unless credit has been established with the hotel. In such case, the complete account is due and payable no later than 30 days from the date of the function.

EVENT INFORMATION

SIGNAGE:

The hotel does not permit affixing anything to the walls, doors, or ceilings that would leave damage. Pre-approved signage is permitted in the registration area and in private function areas only. No signs are permitted in the Hotel lobby on the building exterior or other public area. The Hotel reserves the right to approve all signage. All signs must be professionally printed and should be free standing or on an easel. The Hotel will assist in placing all signs and banners. A \$50.00 charge per banner will apply.

ROOM ASSIGNMENT AND SEATING

Function rooms are assigned by the hotel according to the anticipated guests count and set up requirements. The hotel reserves the right to make room changes to a more suitable room should the initial requirements change.

Banquet seating will be rounds of ten (10) guests each. If a lower ratio is required, additional labor charges will apply. The Hotel will set tables and chairs 3% over the guarantee based upon space availability.

LINEN

White, black and pecan linens and napkins are available through the hotel at no extra charge. Specialty linens and napkins are available through outside sources. Your catering or event manager will be happy to assist you.

FLORALS, DÉCOR, ENTERTAINMENT

The hotel has a list of recommended vendors and are happy to facilitate needs. Proper advanced notification is required when scheduling entertainment and the use of volume enhancing equipment. The Hotel reserves the right to control the volume on all functions.

Additionally we can do the billing keeping your master account clean and simple. Should you make your own arrangements all deliveries should be coordinated with your catering or event manager.

SHIPPING & PACKAGES

Packages for meetings may be delivered to the Hotel three (3) working days prior to the date of the function. The following information must be included on all packages to ensure proper delivery;

- 1) Name of Organization
- 2) Guest Name
- 3) Attention Catering or Conference Services Manager (indicate name)
- 4) Date of Function

Package handling fee of \$4 a package will be assessed. Other charges may apply.

Special mailing services are available through the Business Center at a nominal fee. For all your business needs, including copying, faxing, creative services, and video duplication our Business Center is open 24 hours to all in-house guests.

For your convenience and safety, we ask that all deliveries made on your behalf to our conference center be made through our loading and unloading area. This includes all outside contractors such as musicians, florists, design companies etc.

LOST & FOUND:

The hotel will not assume or accept responsibility for damages to or loss of any merchandise or articles in the hotel prior to, during or following and event.

PRICES ARE PROVIDED:

Prices are provided for guidance in budget development only, and are subject to increase. Event Orders will confirm all final arrangements and prices.