

# Banquet General Information and Policies

## Food and Beverage

The Boulevard Inn is the exclusive provider of all food and beverage services to all of its guests in designated function space. We ask that you and your guests respect this policy so that we can ensure a safe and pleasant experience. Exceptions will be made only for wedding cakes. Due to health regulations, no food can be taken from the hotel.

All food and beverage prices are subject to change due to market conditions and are not guaranteed until such time as an event order has been signed and returned. To ensure availability of all desired menu items, arrangements should be finalized as soon as possible or at least ten days prior to the event.

## Service Charge & Sales Tax

All food and beverages are subject to an 18% service charge and applicable state sales tax.

## Guarantee Policy

We ask that you provide us with a final count of attendance 72 business hours prior to your event. You will be charged for this count or the actual attendance - whichever is higher. Please understand that if you do not provide us with the guaranteed count 72 business hours prior to the event we will prepare for the estimated attendance. You will be billed for this amount and agree to pay accordingly.

## Cancellation Policy

Events cancelled less than 72 hours in advance of the function will be charged for the guaranteed attendance. Our sales contracts contain additional information regarding cancellation fees and policies.

## Function Space

The Boulevard Inn reserves the right to adjust the meeting room assignment based on actual attendance. All rooms must be vacated promptly at the scheduled time per the Function Agreement.

## Displays and Signage

We ask that you do not use displays and/or signage without our prior approval. The Boulevard Inn does not permit affixing any materials to the walls, floors, or ceilings of meeting rooms with nails, staples, push pins, tape or other substances unless given prior approval. Table decorations are also subject to management approval.

## Conduct of Event and Property Damage

The Boulevard Inn reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged based on actual repair or replacement cost.

## Personal Property

The Boulevard Inn shall not assume any responsibility for damage or loss of any merchandise or articles left in the hotel prior to, during or following an event.

## Entertainment

Entertainment is booked by the customer and is solely their responsibility. All entertainment is subject to approval of Boulevard Inn Management.

## Shipping and Receiving

Packages for meetings may be delivered to The Boulevard Inn three business days prior to the meeting date. Please mark the packages with the arrival date and the phrase "HOLD FOR ARRIVAL." The hotel will not be responsible for unloading or moving any material that weighs over thirty pounds.

## Audio Visual

For your convenience, audiovisual equipment and services are available to rent.

