



## Catering Policies

### General Information

Catered events can be tailored and our culinary staff can create events beyond these offerings. Our Catering staff will discuss with you any special requests you may have prior to the function date.

### Food and Beverage

#### Hotel Sole Provider

The Hotel must provide all food and beverage served in the Hotel. Absolutely no outside food or beverage will be permitted into the Hotel by the patron or any of the patron's guests or invitees for general consumption.

#### Food Allergies

Menu items may contain nuts, dairy, fish or other ingredients that individuals may be allergic to. Please check with your Catering Manager for additional information.

#### Food Time Period

To avoid possible violations and food born illness outbreak, all food items must be returned to the kitchen before a two-hour period has expired.

#### Menu Selections

Finalized menu and wine selection must be received two weeks prior to the scheduled event.

#### Entrée Choices

Entrée selection on all catering menus is limited to two entrées. The highest priced entrée will apply for all split selections. Vegetarian option is available upon request. Exact confirmed number of attendees must be specified by noon seventy-two (72) business hours prior to the function. In addition, each attendee must receive a place card at their event denoting their entrée selection.

#### Bar

The Warwick Hotel subscribes to the responsible service of alcoholic beverages. Proper photo identification will be required of any persons of questionable age. The Hotel will refuse alcoholic beverage service to any person who, in the Hotel's judgment, appears intoxicated. The bar will be closed if a guest or attendee is found to be providing alcoholic beverages to a minor age guest. In addition, no shots, shooters or cocktails "up" will be served to banquet patrons.

#### Food and Beverage Minimum

The Hotel will require a Food and Beverage Minimum to reserve an event space and/or date, as indicated in the contract. If minimum is not met the remaining balance will be charged.



## Catering Policies

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### Pricing and Applicable Charges

#### Service Charges

All Food and Beverage items are subject to a 21% taxable service charge. All bars require a bartender. Bartender fee of \$100.00 for up to 100 guests applies. The Hotel's bartender service ratio is one bartender per 75 guests and is charged for a maximum duration of 4 hours. An additional \$25.00/hour will apply for events over 4 hour. Carving fee of \$100.00 per carver will apply to all carved foods and will be scheduled for a maximum duration of 2 hours. Service charges are subject to change without notice.

### Payments and Deposits

#### Deposits

Non-refundable deposits are required upon signing the contract on all private events to secure the event space.

#### Payments

Balance due for any catered event is expected to be paid at the close of the event. To establish direct billing, a completed credit application must be submitted and approved at least (30) business days prior to event. If Direct Bill is not established, a guest credit card number and expiration date must be on file at time of booking. Final balance will be charged to the credit card on file and receipt will be mailed to the guest the first business day following the event. Interest will accrue on any unpaid balance after thirty (30) days at the monthly periodic rate of 1.5%, which is an annual percentage rate of 18%. In the event it is necessary for the hotel to commence collection action, hotel is entitled to recover its expenses including attorney's fees and costs. The hotel reserves the right to cancel any function not meeting payment and deposit requirements.

#### Tax Exempt

Groups that are tax exempt must submit a copy of their both, the state certificate as well as the letters from the city and county of Denver to the catering office at the time of booking. Payment for tax-exempt groups must be made via check or credit card from the tax exempt organization. If paying with a credit card, a copy of front and back of the credit card must be on file to qualify for tax exemption.



## **Catering Policies**

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### **Cancellation Policy**

The Hotel will retain the deposit if the client cancels after signing the contract. The client will be responsible for the full room rental and/or Food & Beverage minimum if cancellation is received 3 business days or less prior to the event date.

### **Parking**

All parking is based on availability.

### **Guarantee Attendance**

The hotel must receive the final guarantee count and any revisions for all functions by noon 72 business hours prior to the function. Once the final guarantee is given, it may be nominally increased, but not decreased. If no guarantee is received, the billable number of guests will be based upon your initial contract attendance or the actual attendance, whichever is greater.

### **Private Functions**

The Warwick Hotel reserves the right to inspect all private functions. Any and all damages to the premises and/or equipment caused by the contracting party, its guests, invitees, servants, agents or employees shall be the responsibility of the contracting party and shall be payable to the Warwick Hotel upon presentation of invoice for such damages. Current charges will apply for any missing items that are Hotels property.

### **Liability for Loss or Damage**

The Warwick Hotel shall not be responsible for the damage or loss of any merchandise or personal articles left or sent into the Hotel prior to, during or following your event. Arrangements may be made, in advance, for security of exhibits, merchandise or articles set-up for display prior to or during the planned event. Special security needs will be at an additional cost and are the responsibility of the client. The Warwick Hotel shall not be responsible for any voluntary or involuntary injuries caused by the guest action.