

# Function Space Policies

## **GUARANTEES**

Please notify the sales office no later than 48 hours prior to your function with the guaranteed number of guests you have attending, audio visual requirements and Break requirements. If a guarantee is not received 48 business days prior to the function, the original expected number will serve as the guarantee and will be billed accordingly.

## **SALES TAX**

All meeting room rental and audio visual is subject to 7.65% sales tax. All food and beverage prices are subject to 7.65% sales tax.

## **MEETING ROOMS**

The hotel reserves the right to assign meeting rooms based on the guaranteed number of attendees and the nature of the function. Final confirmation on a room can be made at the time the guarantee is given. All space assignments are subject to change by the hotel's Sales Department.

## **PACKAGE RECEIVING**

The hotel is not able to accept packages more than seven (7) days prior to the start of a function. It is important to note that the Holtze Executive Village can not store materials beyond the last day of the event.

## **SECURITY**

The hotel shall not assume responsibility for the damage or loss of any merchandise left in the hotel prior to or following the banquet or meeting. Arrangements may be made for the security of merchandise or articles set up for display prior to the planned event.

## **USE OF OUTSIDE VENDORS**

Services provided by outside vendors must be approved by Hotel. Hotel is not accountable for services provided by outside vendors.

## **AUDIO – VISUAL EQUIPMENT**

If you require audio-visual equipment, please fill out the A/V Requirements form and return to the sales office. You are allowed to bring in your own A/V equipment or use an outside vendor for no additional charge.

## **PAYMENT**

Payment will be made in advance of the function unless prior arrangements have been made for direct billing through the Sale Department. It is the policy of the hotel to have a signed credit application on file before credit will be approved. All credit applications are subject to renewal annually.

## **DAMAGES**

Any damage or abuse of facilities or equipment beyond normal wear and tear, as determined solely within the discretion of the General Manager, shall be assessed to the group or organization which reserved the space.

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