

## **Banquet and Catering Policies**

### **Food and Beverage Service**

The KCI Expo Center is responsible for the quality and freshness of the food served to our guests. Due to current health regulations, all food served at the hotel must be prepared by our culinary staff. Food may not be taken off the premises after it has been prepared and served. For catered events where there will be less than 25 guests in attendance, a \$50.00 catering fee will be charged to your master account.

The sale and service of alcoholic beverages are regulated by the state. As a licensee, the hotel is responsible for the administration of the regulations. It is a policy, therefore, that alcoholic beverages cannot be brought into the hotel from the outside.

In the event outside food and beverage is brought in, a \$600.00 per incident fee will be applied to your master account and could result in removal of your Group from property with no refunds.

### **Service Charge**

All catering and banquet charges are subject to the customary service charge (currently 20% and taxable in the State of Missouri) and state sales tax (currently 10.475%). Service charge and tax is subject to change without notice.

### **Function Room Assignment**

Room assignments are made according to the guaranteed minimum number of people anticipated. Because these attendance figures vary from expected attendance, we reserve the right to change room reservations to best accommodate either increasing or decreasing attendance figures.

### **Entrée Selection**

In the event that your group requires a split menu, entree selections are limited to a maximum of two selections. The second entrée selection will be charged at the higher priced menu item. The hotel requires that the client produce place cards or tickets identifying the particular entrée selected by each guest. If the hotel need to produce more than the initial amount guaranteed for a specific entrée, the client is responsible for paying for those additional meals.

### **Guarantees**

A guaranteed attendance figure is required for all meal functions by 11:00am; 4-business days prior to the function date and are not subject to reduction. If the catering office is not advised by this time, the estimated figure will automatically become the guarantee. We will be prepared to serve 5% over the guaranteed number for groups below 200 people and 3% for groups of 200 and above.

### **Menu Pricing**

The quotation herein is subject to a proportionate price increase to meet increased cost of food, beverages, labor and etc. We will guarantee menu pricing once we've received a signed contact an applicable deposits.

### **Security**

The hotel does not assume responsibility for damage or loss of any merchandise or articles left on premise prior to, during or following any event. Arrangements for security to monitor equipment or merchandise may be made through the Kansas City Police Department or Platte County Sherriff's Department.

Groups serving alcohol beverages MUST provide and pay for, applicable security for the event with 2 commissioned officers per 100 guests. Security must be commissioned through the Kansas City Police Department or the Platte County Sherriff's Department. The hotel reserves the right to require commissioned security to be present during your function.

### **Package Handling**

Please advise your Sales and/or Catering Manager of any boxes or materials that will be shipped to the hotel. All packages sent to the hotel should include the name of the Group, date of the program, and number of packages being shipped. All packages shipped are subject to a \$10.00 per box or \$75.00 per pallet/ per day storage and handling fee. We are unable to accept packages more than four days prior to event start date.