

## Customized Options

All menu prices are subject to change.

A Server Fee of \$ 75.00 will be assessed for any meal service with guarantee less than 30 persons

### Continental Breakfast

- No Minimum Requirement
- Buffet Prices Based on One Hour of Service, Each Additional Hour of Service Add an Additional \$7.00 Per Person

### Breakfast Buffets

- Minimum of 30 Persons Required
- Buffet Prices Based on One Hour of Service, Each Additional Hour of Service Add an Additional \$7.00 Per Person
- If Less than 30 Persons please inquire with Conference Manager or Catering Manager for Menu Price and Modifications to Menu

### Lunch Buffets and Estes Park Action Stations

- Minimum of 50 Persons Required
- Buffet Prices Based on One Hour of Service, Each Additional Hour of Service Add an Additional \$9.00 Per Person
- If Less than 50 Persons, add \$ 10.00 per Person to Menu Price
- If Less than 30 Persons please inquire with Conference Manager or Catering Manager for Menu Price and Modifications to Menu

### Dinner Buffets

- Minimum of 50 Persons Required
- Buffet Prices Based on One and Half- Hours of Service, Each Additional Hour of Service Add an Additional \$11.00 Per Person
- If Less than 50 Persons, add \$ 10.00 per Person to Menu Price
- If Less than 30 Persons please inquire with Conference Manager or Catering Manager for Menu Price and Modifications to Menu

### Staffing

Coat Room Attendant	\$ 75.00 per Attendant
Lounge Attendant	\$ 75.00 per Attendant
Registration Attendant/Event Greeter	\$ 75.00 per Attendant
Additional Waiters above standard staffing	\$ 35.00 per Waiter, per Hour, Four Hour Minimum per Waiter
White Glove Service	\$ 1.50 per Waiter

### Menus and Signage

Printed Menus	\$ 1.50 - \$ 5.00 per Place Setting
Directional and Lobby Signage	\$ 35.00 and up per sign

*Lobby Signage must be professional or purchased from hotel.*

### Miscellaneous Services and Enhancements

Self Parking	Complimentary
Valet Parking	\$ 15.00

Teambuilding events, on or off-site are available through our in-house Destination Management staff.

Theme decoration rental and planning services are available

Rental items including ceremony arches and centerpieces are available

Standard linen color is white and standard napkin colors are gold and white

State-of-the-art audio-visual services and equipment are available through our in-house multi-media staff

Tents are available upon request. Price may vary based on needs.

### Ice Carvings

Let us help you create a special memory. Your Catering/Conference Manager can discuss specific needs and pricing.

### Floral Creations

Make your event more unforgettable with flowers. Allow us to schedule a personal consultation with our floral designer.

### Cakes

Special Occasion Cakes	\$ 3.00 - \$ 8.00 per Person
Bar and Bat Mitzvah Cakes	\$ 3.00 - \$ 5.00 per Person
Cake Cutting Charge of	\$ 3.00 per Person if guest provides cake

### Pianos

Columbine Room – Baby Grand Piano	\$ 100.00
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# Terms and Conditions

## Food and Beverage

- The Inverness Hotel and Conference Center is the sole provider of all food and beverages served in the banquet facilities.
- Currently, a taxable 22% Service Charge plus applicable sales tax is required for all food and beverage functions.
- The State of Colorado regulates the sale and service of alcoholic beverages.
- The Inverness Hotel and Conference Center is responsible for the administration of these regulations.
- It is the Inverness policy to serve only those patrons 21 years and older, and may refuse service to any guest without proper identification.

## Food and Beverage Minimums

- A food and beverage minimum at The Inverness Hotel and Conference Center varies due to event site and number of people attending the event.
- The minimum requirements do not include a 22% taxable service fee and applicable tax, which is currently 4.35%.
- When guest counts do not exceed 30 people, an additional service charge will apply.
- Additionally, a menu price surcharge may apply.
- Split entrée selections will be charged at the higher menu price.
- A Maximum of 2 selections is permitted. Additional selections will incur an additional surcharge of \$7.00 per person.

## Guarantee

- Please inform your Catering/Conference Manager of the number of guests attending your event no later than 72 business hours prior to the event.
- After that time, a count may increase, but it cannot decrease.
- If the guaranteed number is not provided, the estimated attendance on the contract will become the guarantee.

## Payment Terms

- The Inverness Hotel and Conference Center will hold space for up to ten (10) days without a deposit.
- A non-refundable deposit is required at the time of contract.
- Fifty (50) percent of the total payment is due in a schedule of three or less payments; set up to be paid prior to the event.
- The final payment is due no less than 72 hours prior to the event.
- A complete and signed credit card authorization form must be on file for any remaining balance.

## Guest Rooms

- A block of guest rooms may be reserved for your group at a special group rate.
- Please be aware that reservations must be made 45 days prior to the arrival date or the contracted due date, after which any remaining rooms not reserved will be released for general sale.
- We will continue to accept reservations after the agreed upon due date on a space available basis.
- The Inverness Hotel and Conference Center reserves the right to renegotiate rates after the agreed upon due date.

## Shipping and Receiving

- All materials and boxes shipped to the Inverness Hotel and Conference Center must be clearly marked with the group name and event date.
- Materials should clearly indicate hotel contact person.
- Materials should not arrive more than 3 days prior to the event. Shipments arriving more than 3 days prior will incur a facility storage fee.
- Return shipments are subject to handling fees.