

BANQUET INFORMATION ♦

To guarantee the success of your function at the Embassy Suites®, we feel the following general information will prove beneficial:

Event Arrangements

Menu selections, room set up requirements and other details pertinent to your event must be finalized with the catering department at least three (3) weeks prior. Our catering department will be more than happy to plan a menu especially for you or assist you with your selections to ensure a successful event.

Due to unforeseen changes in market conditions at the time of your function, the hotel reserves the right to change Menu prices without notice and the hotel will confirm prices no more than 60 days prior to your function date.

Guarantee

The catering office must be notified three (3) business days prior to your event of the guaranteed number of guests. This number is not subject to reduction. The hotel will set five (5) percent over the guarantee. If no guarantee is received, we will consider the expected number as the guarantee. A \$25.00 set up charge will be applied to buffets with a guarantee of less than 30 guests. The final guarantee must be at least 80% of the tentative number expected.

Food and Beverages Policies

Due to Texas Department of Health and Alcoholic Beverages Commission regulations, the Embassy Suites® does not allow food or beverage to be brought into the hotel from an outside source, or to leave. There will be a taxable 20% service charge and state sales tax added to all charges. Tax exempt organizations must provide a tax exemption form prior to their arrival.

Credit Information

New accounts must establish a credit file for a minimum of \$1,000 with our credit department a minimum of three (3) weeks prior to your function. Accounts without direct billing approval must be paid prior to arrival or guaranteed with a major credit card.

Deposits are required to hold space for social and political functions and are non-refundable.

Rental Charges

For each meeting/banquet room, a pre-established minimum of food and beverage revenue must be expended. If this minimum revenue is not achieved, then a rental fee will be charged for the function space. The hotel reserves the right to adjust meeting room assignment in relation to fluctuations in attendance.

Conference Materials

Embassy Suites DFW South will gladly receive the supplies necessary for your function. The shipment of such material will be accepted no sooner than 4 days prior to your function. A nominal-handling fee of \$5.00 per box, up to 50 lb., ensures their delivery to your preferred location or function space. If items must be shipped earlier than 4 days, additional fees will apply (See your catering manager). If you wish to ship any of your materials back, please make the arrangement with the hotel in advance, fees may apply. The hotel is not liable for any of the materials shipped.



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Cancellation Policy

This agreement is accepted by the Hotel and group as a mutual confirmation.

Should your event cancel, the following charges will be assessed as outlined.

0-31	Days Prior to Function	Full Payment Based on Anticipated Revenue
31-60	Days Prior to Function	80% of Anticipated Revenue Due
61-90	Days Prior to Function	60% of Anticipated Revenue Due
91-170	Days Prior to Function	40% of Anticipated Revenue Due
171+	Days Prior to Function	Forfeit Advance Deposit

The anticipated revenue for each function is based on the number of people listed in the schedule of events, multiplied by the minimum banquet meal, beverage, rentals and service charges.

Audio-Visual Requirements

Our catering staff will arrange your equipment needs with our in-house audio visual company. The hotel is not responsible for any equipment brought in by the group. Please, no sub-rental by outside sources.

Phones

House phones with outside lines are available at a charge of \$25.00 per day and speaker phones at \$100.00 per day plus long distance charges.

Display and Exhibits

A \$15.00 charge per exhibit table, per day will be charged for suite set up; additional items also available. See your catering manager.

Items can not be tacked, nailed or otherwise affixed to the walls, ceilings and fixtures of the hotel.

Convention Planners

Please forward to the hotel catering manager, before printing, the program brochure that you are mailing to your attendees. We wish to ensure correct information to your attendees as well as our staff.

Parking

Parking is available at no charge on a first come basis for all our banquet and meeting clients.

Security

The hotel reserves the right to require security for any group. This security will be hired by the hotel at the expense of the guest.

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(All prices subject to a taxable 20% service charge and applicable sales tax)

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