



## **CATERING POLICIES:**

Revised: 5/5/05

### **MEAL GUARANTEES**

A meal guarantee is required 48 hours prior to your function, and a 72 hour guarantee if your function should fall over a weekend (Friday, Saturday or Sunday). The hotel will be pleased to set 5% over the guarantee for a function of less than 100 guest, and 3% over the guarantee for a function of 100 guest or more. If a meal guarantee is not given, the hotel will set it based on the current house count for your group, or last available written estimate. If attendance falls below the guarantee in either case, the host is responsible for the number guaranteed. Children 5 years of age and over will be charged full price.

### **TAX AND GRATUITY**

All Food and Beverage prices are subject to a 7.50% Nevada State Sales tax and an 18% gratuity charge. Tax exempt organizations must furnish a "Nevada Certificate of Exemption" to the Catering Office at least two weeks prior to the event. Labor and rental fees are exempt from sales tax and gratuity.

### **SERVICE CHARGES & MINIMUMS**

All food functions for 15 persons or less will have a \$50.00 service charge added to the check. There is a 15-person minimum on all served, buffet and reception menus, unless other wise noted in the menu.

### **FOOD & BEVERAGE**

All Food & Beverage prices listed are current and are subject to change without notice. The Sahara Catering Department is the sole provider of all food & beverage served in the banquet facilities and suites. Food & Beverage may not be brought in or removed from the banquet facilities. We will attempt to provide any special food or beverage items requested.

### **FOOD & ALCOHOL BY CLIENT**

Due to Clark County Health Department Regulations and Food & Beverage Department policies, food and/or beverage brought in from an outside vendor is prohibited



## **DEPOSITS & PAYMENTS**

A non-refundable deposit of 10% of the estimated charges or \$300.00, whichever is greater, is required ninety days (90) prior to event. 100 % of the Food & Beverage charges are due thirty (30) days prior to the function. The function sponsor agrees that by signing the banquet policy and or check for food & beverage and/or services, he/she acknowledges the fact that there is no dispute over such services and the function sponsor is solely responsible for the payment or the total amount due. Any additional balances must be received by the event conclusion.

## **DISPLAYS, SIGNS & DECORATIONS**

Displays, signs and decorations must be professional quality and may not be used unless and until the Sahara Hotel gives written approval of them. Affixing any material to the walls, floors, ceilings or furnishings is not permitted. Banners must be hung by the Sahara Hotel Staff for a charge of \$15.00 per banner. Any decorations requiring candles or flames must be approved two weeks prior to function by the Catering Department.

## **ICE SCULPTURES, FLORALS, CENTERPIECES & ARRANGEMENTS**

With advance notice, Ice Sculptures can be provided at an additional charge. Arrangements for freshly cut flower Centerpieces can be made through the Catering Department.

## **MUSIC & ENTERTAINMENT**

The Sahara Hotel Catering Department will be happy to recommend Musician, Entertainers and DJs. The function sponsor is solely responsible for the payment required by outside suppliers.

## **ALCOHOL SERVICES**

A labor charge of \$150.00 per bartender will be added to the check. Limited alcohol service for 50 persons or less, when served wine, champagne and beer, may be exempted, at the discretion of the Catering Department.

## **REGISTRATION**

Registration tables may be set up at the entrance of the room upon request. There may be a charge for this, depending on how extensive the set-up becomes.



## **SEATING**

Seating may be set at round tables in accordance with your requirements. A formal head table, gift table and/or guest book table may be provided. If you plan to assign your guest to numbered tables, please advise us. Dance floor and riser are available, at an additional charge, based on specific requirements.

## **DAMAGES TO EQUIPMENT OR FACILITIES**

Patron agrees to be responsible for any damage done to equipment or facilities during the time the premises are under their control, including but not limited to, damages or excessive clean up caused by florists, decorators or outside agencies during set-up or teardown.

## **LOSS OR DAMAGES TO PERSONAL PROPERTY**

The Sahara Hotel is not responsible for loss or damages of any property that you or your attendees bring to the function or leave at the function location before, during, or after the use of the facilities. The Sahara Hotel is not responsible for articles left overnight in function space during multiple day functions.

## **SECURITY**

The Sahara Hotel may require security officers for certain events. There will be additional charges for this, at our discretion. Any additional security requests, must be submitted in writing, and be subject to our approval.

## **LIABILITY**

The function sponsor and/or attendees agrees to protect, indemnify defend and hold harmless the Sahara Hotel and it employees and agents against all claims, losses or damages to persons or property, government charges, fines or costs (including reasonable attorney's fees) arising out of or connected with the use of facilities, including but not limited to installation, removal, maintenance, occupancy or use of premises or part there of by function sponsor or any attendee, invitee or agent of function sponsor or independent contractor hired by function sponsor except those claims arising out or the sole gross negligence or willful misconduct of the Sahara Hotel.

## **OBLIGATIONS**

We may cancel the Agreement at any time and for any reason by returning your deposit, if our obligations under this agreement are not met for any reason beyond our control, our failure is completely excused. The following is a partial list of events that if they occur, would be considered



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reason beyond our control; strikes, labor disputes, accidents, government restrictions on travel, hotel operations, construction, goods or supplies, acts of war and acts of God. If for any reason the reserved space is not available for the function, other space of comparable quality may be substituted.

### **SUBLETTING**

Function sponsor shall not sub-lease any function space, to any other parties, for any reason

### **USE OF THE PREMISES**

The Sahara Hotel reserves the right to cancel the use of premises based on the nature, extent or impact the function would have on normal business operations.

### **AUDIO VISUAL EQUIPMENT AND SET-UP CHARGE**

The Sahara Hotel Catering Department will provide audiovisual equipment for all function upon request from clients. If the client would like to furnish their own audiovisual they may. If any of their equipment has to be hooked to our sound system or other equipment there will be a charge. There will also be a set-up fee charge for audiovisual equipment. Charges are as follows: If client has to hook to our equipment there will be a minimum two-hour (2) charge at \$40.00 an hour. If equipment is rented from us there is a minimum charge of \$160.00 if the set-up fee does not exceed four (4) hours. Any thing over four (4) hours will be at \$40.00 an hour. We will let client know how many hours will be required for each set-up.

### **CANCELLATION**

Any cancellation received within 3 months will result in charges based on the following:

Greater than 45 days prior	Loss of deposit
From 44 to 30 days prior	25% of estimated lost catering revenue
From 29 to 15 days prior	50% of estimated lost catering revenue
From 14 days prior to Date of function	100 % of estimated lost of catering revenue



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I acknowledge receipt of the above Catering Policy and agree to them.

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**Signature of Client**

**Date**

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**Event Name**

**Date of Arrival**