



CATERING GUIDELINES AND GENERAL INFORMATION

Attendee Count/Meal Guarantees

Hotel Duval requires a guarantee by noon seventy-two (72) hours prior to your event. If your event is scheduled on Tuesday the guaranteed attendance must be received by noon on the preceding Friday. The Hotel will be responsible for service up to 5% over and above the guarantee. If the number of guests falls below the meal guarantee, the host is responsible for the number guaranteed.

Non-refundable Deposits / Pre-payment (Social Functions)

The signed contract and a non-refundable deposit are required to validate your contract and secure your event date. Cash, personal check and credit cards are accepted. A valid credit card must be presented to remain on file. All deposits will be credited toward the final bill. Your advance deposits will **not** be refunded if the event should cancel. A payment equaling the room fee will be due **4 months** prior to the event or at time of contract, whichever is applicable. An additional payment reflecting 50% of the food and beverage minimum will be due **90** days prior to the event. The final payment, reflecting the final amount owed, will be due 7 days prior to your event. At this time your estimated final head count will be due and approval and signature on your final Banquet Event Order will be required. No event will move forward without a signed BEO. In the event that payment is not received by the specified time, charges will automatically be posted to the credit card on file. Any additional charges that are incurred on the day of your event will be posted to the credit card on file at the completion of your event.

Food and Beverage Minimums

There is a minimum required to guarantee the function space reservation. This amount includes food and beverage only and does not decrease if the expected attendance is not reached. The minimum expenditure does not include any service charges, sales tax, or other miscellaneous rental charges.

Chefs and Carvers

Chefs and carvers are required for some menu items, and are charged at \$65.00 each for four hours. Subject to current rate of 7.5% tax (subject to change.)

Prices, Gratuities, and Taxes

The prices listed are subject to proportionate increases to meet increased cost of supplies or operations for functions reserved more than 90 days in advance. All items are subject to 7.5% Leon County sales tax and a 20% Service Charge. If your organization is tax exempt, a copy of

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Customized Menus are available through your Director of Special Events & Meetings.
Prices are guaranteed 60 days prior to the function.

your current certificate must be on file one week prior to the event in order to set up your account with this status.

Alcoholic Beverage Consumption

The Florida State Liquor Commission regulates the sale and service of alcoholic beverages. Hotel Duval is responsible for the administration of these regulations. It is Hotel policy therefore, that liquor cannot be brought into the Hotel from outside sources. Additionally, the Hotel does not allow any food to be brought into the Hotel, whether purchased or catered from outside sources. Alcohol sales and consumption on property will close at precisely 2:00am due to Florida statutes. NO EXCEPTIONS.

Valet Parking

The Hotel is pleased to provide valet parking at a rate of \$5.00 per car (subject to change) for all guests present at a catered function. The charges may be applied to your banquet check or your guests may be responsible for their own parking charges. Either way, this must be pre-determined through the Catering Sales Manager. Hotel Duval works exclusively with a licensed and permitted vendor for these services. Out-sourcing is strictly prohibited. A parking attendant for your event, who would also pay for taxi cabs and greet your guests, is also available for \$50.00 per attendant, per two hours. Charges paid out by this attendant will be billed to your banquet check.

Security

For certain events, the Hotel will require that security officers be provided at the client's expense at a charge of \$60.00 for the first four hours and \$25.00 for each hour thereafter. Fee is subject to current rate of 7.5% tax, (subject to change).

Music and Entertainment

Your Catering Sales Manager will be pleased to recommend a variety of musical or entertainment options for events. All entertainment/music in common areas will be approved based on corresponding event bookings and hotel occupancy. No entertainment is allowed in the hotel without prior approval of the Catering Sales Manager.

Insurance

The Hotel and the Group shall obtain and maintain and provide evidence of insurance upon request in amounts sufficient to provide coverage for any liabilities which may reasonably arise out of or result from the respective obligations pursuant to this contract.

Hotel Duval will not be additionally insured on any client or vendor's request; however, event insurance can be obtained through an outside party. Hotel Duval does not recommend any vendors; however, many clients of the Hotel have used www.insureevents.com.

Miscellaneous

**Due to the detail in décor, we request that nothing be affixed to the walls, floor, or ceiling with nails, staples, tape, etc

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**Use of confetti as décor is strongly discouraged. If use is absolutely necessary, a \$75.00 clean up fee will be applied to the banquet bill.

**The Hotel may require security guards for certain events.

Only approved security firms may be used. We will be happy to assist you in reserving an appropriate security firm.

**The Hotel reserves the right to substitute alternative space within the property if it is deemed necessary or if the attendance deviates substantially from the number originally indicated.

**The Hotel will not assume liability for the loss of any merchandise or articles left on site before or after the function.

Packages

If you need to send packages to Hotel Duval, please advise your Catering Sales Manager. Make sure to include your Group name, date of the function(s) and number of boxes shipped on all labels.

Shipping Instructions:

Please address all parcels as follows:

ATTN: Director of Special Events & Meetings

HOLD FOR: *"Function or Group Name and Date of Event"*

Hotel Duval

415 North Monroe Street

Tallahassee, FL 32301

(If any items require return shipping, client must provide return shipping label and instructions)

Set-Up

We will set up your private room in any configuration most advantageous to your function.

We will also be happy to provide a private Bar and Bartender for a set-up and labor fee.

Audio/Visual Rental Options

Podium

Podium Microphone

Staging

Dance Floor

TV with Cart

DVD Player

LCD Projector

6X6 Screen

Dry Erase Board with Easel and Markers

Flip Chart (Post-it Pads) with Markers

Polycom Phone

Coat Room Attendant

(Your Catering Sales Manager will gladly provide pricing information)

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HOTEL DUVAL – EVENT SPACE CONFIGURATIONS							
ROOMS	AREA	PLATED	CLASSROOM	THEATRE	RECEPTION	USHAPE	ROOM FEE
Opal	1800 sq. ft.	120	160	185	200	50	*\$500
Obsidian	1315 sq. ft.	96	110	125	150	40	\$375
Onyx	360 sq. ft.	24	30	40	40	12	\$200
Mahogany	500 sq. ft.	30	30	40	40	n/a	\$200
Library	350 sq. ft.	24	30	30	30	n/a	\$200
Shulas 1	385 sq. ft.	25	20	20	20	n/a	\$200
Shulas 2	255 sq. ft.	20	20	20	20	n/a	\$200
Rooftop	2700 sq. ft.	200	275	300	300	60	*\$1000

***FOOD & BEVERAGE MINIMUMS:**

OPAL ROOM – Sunday-Thursday: (B) \$750 (L) \$1,000 (D) \$2,000/**Friday & Saturday:** (B) \$900 (L) \$1,250 (D) \$2,500

ROOFTOP – Sunday-Thursday: (B) \$1,000 (L) \$2,000 (D) \$3,000/**Friday & Saturday:** (B) \$1,250 (L) \$2,225 (D) \$4,000

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