

## CENTURY PLAZA HOTEL & SPA

### TERMS & CONDITIONS

**FOOD AND BEVERAGE:** All food and beverage served in the hotel are to be provided by the Century Plaza Hotel & Spa. Food and Beverage from outside of the hotel may not be served in hotel function space. One set menu is requested for all guests, with the exception of guests with special dietary requirements. Pre-ordered selections for lunch/dinner is required 5 working days prior to group's arrival. Should the menu selections presented not fulfill your requirements, we would be pleased to customize a menu to suit your specific needs. Applicable taxes: 18% gratuities, 5% GST.

**ALCOHOLIC BEVERAGES:** All alcoholic beverages to be served on the hotel's premises for all functions must be dispensed only by hotel servers and bartenders due to BC liquor license restrictions. Proper ID (i.e. photo) of any person may be requested to verify age. A bartender service is provided complimentary if beverage consumption meets \$400.00 minimum. Otherwise, a \$100.00 charge will apply per bartender per function. Alcoholic beverages are subject to 18% gratuities, 5% GST, and 10% Liquor Tax.

**EVENT GUARANTEES:** The hotel catering department requires a preliminary guest count and menu selections at least 10 days prior to the group's arrival. Guaranteed guest number and menu selection required by noon, 72 hours or 3 business days prior to the event. Prior to the group's arrival the hotel reserves the right to provide an alternative function room suited to the function's requirements should the final numbers change from the agreed amount. Any room set up change within 48 hours of the function is subject to labour charges of an additional \$150.00 change fee.

**AUDIO VISUAL:** 72 hours' notice is required for all equipment rentals. All equipment prices are subject to 5% GST and 7% PST. Please refer to the A/V price list for more details.

**PAYMENT:** In order to hold space on a guaranteed basis, a signed contract must be returned to the hotel catering department within the specified time period. Space cannot be held without a signed contract and 30% deposit (\$300.00 minimum). Final deposit of all catering functions is required 72 hours or 3 business days prior to the group's arrival. Payment may be made by certified bank draft, credit card or cash. Costs over and above those estimated are due and payable upon conclusion of event. In the event of an overpayment, Century Plaza Hotel & Spa will issue a refund. Applications for credit may be made through the hotel's accounting department and will be subject to approval pending references. Credit must be pre-arranged at least 30 days prior to the group's arrival.

**CANCELLATION POLICY:** All cancellations must be submitted in writing to the catering department. All cancellations within 30 days of the function will be charged full room rental as well as 100% of the expected food and beverage revenue.

All rates are subject to change.