

CATERING TERMS

Banquet Event Order Deadlines

All menu selections, audio-visual equipment, room set-up and other details pertaining to your event must be received no later than 5 weeks prior to the start of your event. All food and beverage prices are guaranteed no earlier than (45) days prior to the event. Detailed Banquet Event Orders (BEOs) will then be sent to you for final approval and signature. Signed BEOs must be received by Josie Wyatt's Grill and The Hoodoo Moab (The Hotel) from the Group no later than 4 weeks prior to the first event. Food and beverage will not be ordered and staff will not be scheduled without signed Banquet Event Orders. Any Signed BEO's received after the 4 week cut off date may be subject to a 25% increase in pricing.

Guarantee

The exact number of guests attending each event must be provided two weeks prior to the first scheduled event. We are prepared to serve up to 10% over the guaranteed number of guests. If the guarantee exceeds 10% anytime within the fourteen day time period, a 10% surcharge will be included on the cost of the additional meals.

Meeting Reset Changes

For any changes made to a function within 7 days, a minimum of \$250 reset charge will be posted to the group's Master Account for each change.

Catered Functions

A minimum attendance of 20 is required for buffet service. Catered functions served at the Hotel with less than the required minimum attendance will be charged the per person meal price up to the minimum required, or a surcharge of \$250, whichever is less. This charge is non-inclusive of charges incurred for the room rental.

Late Fee

Groups will be charged a late fee of \$250 if food service is delayed more than 30 minutes past the pre-arranged time.

Buffets

Buffet tables are replenished frequently to maintain a quality appearance. Meals are priced by a maximum of 90 minutes of service, not by the amount of food prepared. To ensure food safety and quality, buffet food may not be removed from function locations. The Hotel Policy dictates food, beverage, or alcohol purchased outside of the Hotel is not allowed in any event venue. A minimum guarantee of 20 persons is required for all meal functions regardless of the number of persons served.

Plated Menus

If more than one entrée is selected, we request the client to provide each guest with an entrée selection indicator. A minimum guarantee of 20 persons is required for all meal functions regardless of the number of persons served.

Special Menus

Special meals for dietary, health or religious reasons may be arranged with your Hotel Catering Manager and must be arranged at BEO signature (no later than 4 weeks prior to the event). The exact number of special substitute meals must be specified with the guaranteed attendance. Dietary requests may not be accommodated if request is made after the 4 week date.

*Thoroughly cooking foods of animal origin such as beef, eggs, fish, lamb, pork, poultry or shellfish reduces the risk of foodborne illness. Consult your physician or public health official for further information.

Displays, Décor and Favors

Signs and other displays are not to be mounted or affixed to walls, furnishings or columns. Any decor that will be hung, wrapped or affixed must be pre-approved by your Hotel Catering Manager. Any decor set-up that requires a ladder must be executed by either the Hotel or by a licensed and insured decor company. The Hotel decor services are \$55 per hour, per staff. Favors may be displayed by the client in advance of the event. All favors that are food-related must be wrapped and remain unopened during the event.

Vendors and Set-Up

The client agrees to have any subcontracted companies (e.g. musicians, decorators, florists, production companies, wedding planners, etc.) adhere to all policies and regulations. It is understood that the premises will be left in a neat and orderly condition, free of decor, debris or display refuse. The client is liable for any charges associated with damage to the premises. Please arrange for someone in your event to remove all personal items, decor, and miscellaneous items at the end of the event. Any items left will be removed at a cost of \$150. Any nonperishable items must be picked up by Monday morning at 10 a.m. or they will be discarded. *The hotel is not responsible for lost, stolen or left items.

Extra Staffing Charge for Private Parties

Additional servers may be requested at \$55 per hour plus service charge. Butler-passed services are available for the same hourly rate.

Vacate Charges

Functions that extend beyond 11:00 p.m. may be subject to a fee to cover the labor required to service the function. All areas require an 11:00 p.m. vacate time

Josie Wyatt's Grill and The Hoodoo Moab Banquet Space

All banquet space is a licensed food & beverage outlet. No food and beverage purchased outside of the hotel is permitted in these areas without prior approval. Any outside food and beverage that is not provided by the hotel will result in a \$1,000.00 fee

Service Charges and Sales Tax

Our catering prices do not include the 22% service charge on all banquet charges. Applicable sales tax is added to all food and beverage, service charge and audio-visual rental.