

Terms and Conditions

- **Medallion Hotel Banquet Facilities reserves the right to assign rooms based on client set up needs, guaranteed attendance, and equipment needs. We Book up to (12) twelve months in advance and all bookings are strictly a first come first serve basis. All Pricing is subject to change from year to year.**
- **Deposits and Cancellations:** Medallion Hotel Banquet Facilities requires a deposit on all events equal to the room rent amount and must be paid within (2) two weeks of booking to hold rooms. Deposits on meeting rooms without catering will be based upon estimated total of the Banquet Event Order and will include a \$250.00 cleaning fee. Final payments must be received (7) seven days prior to the Banquet agreement date on ALL EVENTS! Re-scheduling of event will result in a 15% charge of the entire banquet cost.

In the Event of a cancellation the following schedule of fees will apply

(6) Six months or more prior to event: A Full Refund

(3-6) Three to Six months prior to event: A Refund of 50% of deposited amount.

(0-3) Zero to Three months prior to event: No Refunds will be issued.

- **Guarantees:** Final Guarantees on Banquet events must be called in to the Banquet office no later than (7) Seven Days prior to the event. This includes guaranteed attendance and Menu items. In the event that your guarantee is not called in to the Banquet office we will prepare and charge for the highest estimated attendance number. Once guarantees are finalized they cannot be reduced. We will prepare and set for 5% over the guaranteed amount. **No food or beverage may be taken out of the Medallion Hotel Banquet Facilities with the exception of personal un-opened wine or champagne. Medallion Hotel Banquet Facilities will not handle or provide refrigeration for outside cakes/cupcakes brought in for weddings, etc.** Please be advised that the Banquet Facilities will **NOT** provide Hotel Room Service. Room service can be requested in the Medallion Restaurant for a delivery fee.
- **Payment:** Final payment of all Banquet Events must be paid in full (7) seven days prior to the event. Any overages to be charged and paid in full upon conclusion of the event. There will be a **minimum** charge of \$300.00 per hour for running over contracted time. A credit card authorization sheet or an approved check is required for all events even if using a different form of payment. We accept Cash, Check, Visa, Master card, American Express, and Discover.
- **Supplies:** Medallion Hotel Banquet Facilities will supply complimentary tables, chairs, appropriate linens, china, flatware, and glassware for all catered events. Should your event require extensive items an additional fee may apply for such items as extra linens, tables, equipment rentals, place settings for non-catered events etc. There will be a \$40.00 charge for each ruined table cloth, a \$100.00 charge for each ruined table skirt, and a \$5.00 charge for each ruined linen napkin. (Ruined meaning any rips, tears, burns, and/or excessive stains.) There will also be a charge for any broken equipment while in your possession during a Banquet Event. Equipment charges may

vary.

- **Room Rentals:** If you decide you would only like to rent a Space, please be advised that you the Client will be billed for a minimum of one Medallion staff member (who must be present at any event held in the building, whether we are catering if for our clients or not), for a minimum of 8 hours at \$200.00 per staff member. Opting for just a room rental will result in the Client providing everything you may need for your event (tables, linens, etc.), and being completely self-sufficient. If the Medallion Hotel provides anything for just a room rental, this will result in an additional Set fee. Set fees may vary.
- **Decorations:** Medallion Hotel Banquet Facilities will supply a complimentary mirror tile for all round dining tables at catered events. Centerpieces and oil based votives are available for an additional set fee. Set fees will vary. ***Wax candles, nails, staples, glue, glitter, and confetti are strictly prohibited in the Banquet Facilities!*** There will be a ***minimum*** charge of \$250.00 for use of any of these items. Only Blue Painters Tape is allowed for wall adhesive.
- **Alcohol Service:** All alcohol service must be provided by the Medallion Hotel Banquet Facility staff. There is a flat rate of \$250 for bar service with 18% gratuity added to all host bars including but not limited to events using a drink ticket system. This includes staffing and Liquor, Beer, and Wine inventory. ***No one under the age of 21 will be allowed to consume alcoholic Beverages within this Facility. NO outside alcohol can be brought in to the Medallion Hotel Banquet Facilities*** with the exception of wine and champagne, *each* of which is subject to a \$10 corking fee per bottle; and we require that only our staff opens these bottles.
- **Appointments:** We highly recommend an appointment for clients to view rooms to avoid any conflict and ensure availability. Please Contact Banquets Manager Gabriella Sowh at (360) 657-0504 or banquest@medallionhotel.net to request a tour.

Available Equipment for Rent

- Podium.....N/C
- Portable PA System.....\$50.00
- Wireless Microphones.....\$25.00 ea.
- LCD Projector.....\$150.00
- Ballroom/drop down screens.....\$25.00 ea.
- Dance floor (15' x 15').....\$250.00
- T.V/DVD player.....\$30.00

- Portable Projector Screen.....\$50.00
- Chafing Dishes.....\$15.00 ea.
- VCR.....N/C
- Chair Covers in black or white.....\$5.00 ea.
- Audio Cords (Not for Mac).....N/C
- Risers.....\$35.00 ea.
- White Screen and Pillars.....\$50.00
- White Backdrop and Runner.....\$50.00
- Votives with oil candles.....\$5.00 ea.
- White Tablecloths, round or rectangle.....\$5.00 ea.
- Napkins (burgundy, green or blue) must be ordered 10 (ten) days in advance.....\$5.00 ea.

****I have read and agree with the terms and conditions of the Medallion Hotel Banquet Facilities.****

Client Signature

Date

Sales Contact

Date