

STEAMBOAT GRAND CATERING GUIDELINES

Menus

- » All food and beverage offerings are subject to current state sales tax (8.4%) and a 20% service charge.
- » All food and beverage items must be prepared and provided by the Steamboat Grand Resort Hotel.
- » Wedding cakes are the only exception to this policy.
- » Plated split entrée choices are limited to a selection of 3 (including a vegetarian option). The split entrees will be charged at the higher of the requested menu selection so that all meals are the same rate.
- » Meal identification is required by the client for all split entrée menus.
- » All food and beverage items are intended to be consumed on site. Due to food safety issues, left over food items may not be removed from a scheduled meal function.
- » Buffet meals are scheduled for a maximum of two hours.
- » All food and beverage products, specifically ordered for an event, and not normally stocked by the Resort, will be charged in full. The Resort reserves the right to use proper judgment in ordering. Most buffets require a minimum of 20 people. Groups under 20 will be charged for 20 people, or a surcharge of \$200.00 (whichever is less).
- » Our buffets are not priced or designed to be “all you can eat”. We offer an enjoyable serving of each item listed.
- » \$75.00 bartender fee will be added to all bars that do not generate \$350 in sales.
- » \$25.00 bar set up fee required for all bars.
- » The Resort will prepare for 5% over the guaranteed amount. Groups are not allowed to under guarantee for their event to accommodate for this overage.

Guarantees

- » The guaranteed attendance must be provided by 10:00am 72 hours (3 days) excluding weekend and holidays prior to the event. This includes specific counts for split entrees. *This number is not subject to reduction.*
- » Meal charges will be for the guaranteed amount or the number served, whichever is greater.
- » If updated information is not received, the last number given will be considered the guarantee to represent a minimum billing.

Function Rooms/Meeting Space

- » Function space is assigned by our Conference Services team according to the minimum number of guests anticipated. The Resort reserves the right to assign another room for a function in the event the room originally designated for a function becomes unavailable or inappropriate.
- » Specific requirements for the setup of a room must be confirmed a minimum of 72 hours prior to the event. Changes made after the meeting room has been set, per the client approved Banquet Event Order, are subject to \$55.00 per hour per laborer fee.
- » Due to safety issues posed by inclement weather conditions, Steamboat Grand Resort Hotel will reserve the right to make the final decision regarding outdoor functions. The decision to move a function to an indoor location will be made no less than four hours prior to the scheduled event. All outdoor meal functions require a labor/setup fee. Excessive trash, glitter, confetti will require a labor fee commensurate to cleaning required.
- » Banners/signs/paper/decorations may not be hung on the walls in the function rooms without prior permission from the hotel. Should the hotel staff find items during the meeting, a damage fee may be assessed.

Security

» The hotel cannot assume liability for loss of personal property or equipment left in any meeting or banquet room. The hotel may require additional security staff or event functions. Your Conference Service Manager can assist you with these arrangements.

Shipping and Receiving

- » Boxes cannot be received at the Resort more than 7 days prior to the beginning of the conference.
- » Any boxes arriving prior to 7 days are subject to a \$5.00 per box handling fee.
- » Large sized boxes or pallets are subject to special handling fees. Please coordinate with your Conference Services Manager.
- » All items sent to the Resort must be labeled as follows:

GUEST NAME/CONFERENCE NAME
ATTN: Conference Services Managers Name
Steamboat Grand Resort Hotel
2300 Mount Werner Circle
Steamboat Springs, CO 80487

MEETING PLANNER'S CHECKLIST

VIP Greetings / Guest Amenities

Please let us know if you would like to recognize your guests in any special way with a special room amenity to be available to your guests upon check in or at anytime during their stay. Delivery fee is \$3.00 per room.

Transportation

Steamboat Grand Resort Hotel has local vendors, which, upon prior request, can arrange for transportation to and from Hayden Airport, as well as to the many scenic destinations throughout the Steamboat area.

Business Center Services

We offer an automated Business Center with a variety of services including faxing, copying and computer stations. The business center is open 7 days/24 hours.

Audio/Visual and Technical Support Services

Five-Star Audio Visual is our contracted, on-site AV Company and is available to answer your technical needs with state of the art equipment and expert support. Five-Star Audio Visual will contact you directly before your scheduled event. If you choose to bring your own equipment that requires technical assistance, the prevailing labor rate will be applied to your account.