

Terms & Conditions

Embassy Suites Williamsburg

BILLING and DEPOSITS

We welcome new accounts, but require that credit be established with our Accounting Office thirty (30) days prior to arrival date if you request billing privileges. Credit can only be established for functions over \$500.00. A credit application is enclosed for your convenience. Approved billings are payable within 30 days of receipt of statement. In the event billing arrangements are not made, full payment is due three days prior to the event or guaranteed with a major credit card. Advance deposits, when required, are non-refundable.

FOOD and BEVERAGES

All food items must be supplied by the Hotel. Off premise catering is available. Menu selections, room requirements and all other arrangements must be received thirty days prior to the function. These menus are only a general suggestion as to the range of selection and variety of entrees and complements available to you. We take great pride in developing specific ideas and themes or simply expressing your taste in a personally tailored menu. No food may be taken off premises. All food and beverages prices are subject to change and will be confirmed 90 days in advance.

The Embassy Suites Williamsburg, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance to the Virginia ABC regulations. It is Hotel Policy, therefore, that all-alcoholic beverages must be supplied by the Hotel.

If alcoholic beverages are to be served on the Hotel premises (or elsewhere under the Hotel's alcoholic beverages license) the Hotel will require that beverages be dispensed by Hotel Servers and Bartenders. The Hotel's alcoholic beverage license requires the Hotel to (1) request proper identification (photo ID) of any person of questionable age and (2) refuse alcoholic beverage service to any person who, in the Hotels' judgment, appears intoxicated.

GUARANTEES/CANCELLATIONS

It is a requirement that the hotel be notified of the exact number of attendees by noon, three (3) working days prior to the event (72 hours). This minimum number of guests will be considered a guarantee for which you will be charged, even if fewer guests attend. An increase in the guaranteed attendance will be accepted up to 24 hours prior to the function (48 hours on weekends). The hotel will set up 5% over the final guarantee figure; however, food is prepared for the guaranteed number of people only. If the guaranteed attendance is not received in the Catering Office, the expected number of people will serve as the guarantee. Functions cancelled less than 30 days prior to scheduled date will be assessed 50% of actual set up fee indicated on contract. Full charges will be assessed for any functions cancelled within seven working days of the scheduled date. Cancellation must be made with our Catering Office between the hours of 8:00 AM and 5:00 PM, Monday through Friday. All cancellations must be confirmed in writing.

ROOM and SET-UP FEE

Function rooms are assigned according to the anticipated guaranteed number of guests. If there are fluctuations in the number of attendees, the Hotel reserves the right to accordingly reassign the banquet functions room. The Hotel reserves the right to charge an additional fee for set-up of meeting rooms with extraordinary requirements. A room set-up fee will be charged where applicable.

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REQUEST for MULTIPLE ENTREES

If multiple entrees are requested the following stipulations will apply:

1. If there is a price difference between the two entrees, the higher price will prevail for all entrees
2. Normal Guarantee procedure is required with indication for each entrée.
3. Some form of entrée indication is required at that guest table, i.e; colored ticket, coded name tags, etc. This will enable better service by our staff during meal service.
4. Minimum of 20 guests.

FLOWERS and DECORATIONS

Flowers, candles and green plants provide a lovely atmosphere to make your special function an outstanding event. To complement your parties, you may make arrangements for your floral decoration through our Catering Office. Decorative ice pieces can be provided. The Catering Department is happy to assist you with decorations. The Hotel will not permit the affixing of anything walls, floors or ceilings with nails, staples, carpet tape or other substances. Please consult the Catering Department for assistance with displaying all materials.

LOST and FOUND

The Housekeeping Department administers Lost and Found. The Hotel cannot be responsible for damage or loss of any articles or merchandise left in the Hotel prior to or following your function. Security arrangements should be made for all merchandise or articles set up prior to the planned event or left unattended for any time.

SHIPPING and RECEIVING

The Hotel cannot be responsible for packages received more than three (3) business days prior to the event date. All packages must indicate the date of meeting, name of group and be sent to the attention of: Catering Service. Client is responsible for moving boxes more than fifty (50) pounds. An additional charge of \$20.00 per box for shipments over 10 boxes.

PHOTOCOPIES and FAX

The Catering Department will be happy to make photocopies for your group. A charge of \$.10 each will be applied to your bill. Fax services are available at our Front Desk for a fee of \$1.50.

ENGINEERING and AUDIO-VISUAL

Special electrical requirements must be specified to our Catering Department at least three weeks prior to the function. Charges will be based on labor involved and power drain. A wide selection of audio-visual equipment and services are available through supplier on a rental basis. Orders may be placed through the catering department. For a dedicated telephone line, please call the Catering Department.

LIABILITY

The Embassy Suites Williamsburg reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The Hotel cannot assume responsibility for personal property and equipment brought onto the premises.

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SERVICE CHARGE and TAX

A 18% taxable service charge and a state sales tax of 8.5% will be added to all food, beverage and other services. Virginia law states that the service charge is subject to sales tax. Federal, state and local employees are tax-exempt if they are on government business, with proper identification. Any other individual is not tax exempt unless payment is made by a tax-exempt organization. A completed tax department tax-exempt form must be received with the signed letter of agreement.

BEVERAGE CHARGES

Charges for all bar services will include a \$20.00 bartender set-up fee for three (3) hours. \$10.00 will be charged for each additional hour.

LABOR CHARGES

All buffet meal functions under twenty five (25) people are subject to a \$25.00 labor charge. For menus where services of a carver or additional cook are required, there will be a \$30.00 charge.

PARKING

Ample free parking is available.

DEDICATED PHONE LINES

In order to obtain a dedicated phone line, contact our Catering Office at Ext. 143, prior to the scheduled event.

SECURITY

If, in the sole judgment of the Hotel, security is required in order to maintain order due to the size or nature of your event, the Hotel may require you to provide, at your expense, uniformed and non-uniformed security personnel. Any and all provisions for security must be arranged through the Catering Representative. The Hotel shall have final approval on any and all security personnel to be utilized during your function.

I above information and detail specifications as outlined in the function order are approved and accepted.

Guests'
Signature _____

Date ____/____/____