



WARWICK
MELROSE HOTEL, DALLAS

General Information and Catering Policies

Guarantees

A guarantee of the number of people attending each food function is required by 12 noon, three (3) working days prior to the function, after which the count may be increased only. Should this guarantee not be received by the deadline, the original count booked in the contract will be considered your guarantee, and you will be charged accordingly. In the event the actual attendance exceeds the guarantee, you will be charged for the actual attendance. The responsibility for providing the guarantee lies solely with the engager.

Tax and Gratuity

Please add 20% taxable service charge and 8.25% sales tax to all food and non-alcoholic beverages. Add 20% taxable service charge to alcoholic beverages. Meeting room rental fees incur a 6% tax.

Tax Exemptions

Groups that qualify for tax exemption status must submit a valid Texas State Sales and Usage Tax Exemption Certificate and/or a Texas State Occupancy Tax-Exempt Certificate to the Hotel at least two (2) weeks in advance of the function. All certificates are verified through the State of Texas Comptroller's Office. Any educational institutes outside the State of Texas that are considered tax exempt in their State are not considered tax exempt in the State of Texas.

Function Specifications

In order to assist you in planning a challenge-free event, we request that your final specifications for room set-up, menus, audio-visual equipment and schedule of event be communicated to us no later than (3) three weeks prior to the week in which your function occurs. Additionally, we require all banquet event orders to be signed and returned to your catering manager. Please note: Function rooms are held only between the hours indicated on the client's final contract.

Surcharges

- 1) There will be a minimum of 25 guests for all breakfast, lunch and dinner buffets.
- 2) Selected buffet items and bar setups require an attendant @ \$100.00, bartender at a surcharge of \$150.00 each plus 8.25% sales tax.
- 3) Coat check attendants are \$100.00 each.
- 4) Extensive set-up may require additional labor fees.



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Deposits and Payments

A deposit is required for all events to consider them confirmed and definite. Deposits are non-refundable. Payment is due for all social functions three (3) days in advance unless there is credit established, to consider them confirmed and definite. Payment of the remaining balance is due in advance unless credit has been established to the satisfaction of the Hotel. Certain types of events, and/or events booked for certain dates may require full payment at the time of the booking, at the discretion of the Hotel. Approved direct billings are due in full within 30 days of receipt.

Safety and Security

The Hotel does not accept responsibility for the damage or loss of any articles left in the Hotel prior to or following a meeting and/or banquet. Arrangements may be made in advance for security of exhibits, merchandise or display items, through the Hotel. The Hotel reserves the right to require security guards for any function, at the client's expense.

Banquet Room Assignments

Banquet Rooms are assigned on the basis of expected attendance, and are subject to change pending the final guarantee.

Engineering/Electrical and Telephone Lines

All special requirements for electrical and other engineering needs, and for private telephone lines must be specified at least two (2) weeks in advance. Rates for labor and/or materials and phone lines installation will be quoted on request. Use of existing phone lines in the function space will incur a \$50.00 plus tax charge per room per day, plus cost of calls (local and long distance). Any additional lines will be quoted on request.

Audio-Visual Equipment

A wide range of audio-visual equipment and services is available through Presentation Services, our in-house supplier; and, an experienced technician is available to assist you with your needs.

Charges for audio-visual equipment are separate from Hotel meeting charges.

Shipping and Receiving

Due to limited storage space, we request that shipments of material be scheduled for arrival no more than five (5) days prior to your meeting. The maximum size carton we can accept is 130" (length plus width plus depth) and 70 pounds. For larger items, please make arrangements with your shipping company for delivery to the meeting room on the day of the meeting. The first ten (10) boxes per group are handled at no charge; \$2.00 per box above ten.



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Food and Beverage

The Catering Department is happy to suggest additional menus, theme parties, wine selections, etc., to suit your special needs. The Hotel does not permit any food items or alcoholic beverages to be brought into the banquet rooms from outside sources with the exception of wedding cakes.

The Hotel is the sole licensed agent for the sale and service of alcoholic beverages under the authority of the Texas Alcoholic Beverage Commission; and, all laws and restrictions pertaining to the above are enforced.

Meeting Room Rental

Meeting room rental has been calculated based on sleeping room pick-up and/or planned food and beverage functions. Should these arrangements change, resulting in a decrease of expected revenue of 25% or more, meeting room rental fees will increase accordingly and be added to your master account.

Cancellation Fee

Should it become necessary to cancel your event, a cancellation fee will be assessed. The fee is based on the estimated value of the event and the amount of advance notice given. The fee is specified on the contract. Payment is due within (30) days of receipt of the invoice.

Liability

The Hotel assumes no responsibility for losses, damages and claims arising out of injury, damage or loss of it's or any exhibitors' displays, equipment or other property brought upon or sent to the premises of the Hotel and shall indemnify the Hotel, it's agents, and employees from any and all such losses, damages and claims.

Disclosure of Service Charges

When the services or products of an outside vendor are engaged and the resulting charges are added to the client's master account, the Hotel reserves the right to mark up such services and products a minimum of 15% to cover handling and administrative expenses.

Parking

For your convenience, the Melrose Hotel offers mandatory Valet Parking. Fees are as follows: \$12.00 per car and \$24.00 for overnight parking plus tax. Please contact a catering Representative if you would like to have the charges put on the master bill.

Non Smoking Hotel

The Warwick Melrose Hotel, Dallas is 100% smoke free.

The new policy includes all guest rooms, meeting rooms, restaurant, bar, public space and employee work areas. Should any guest smoke in his or her room a cleaning fee of \$250.00 will apply. Should you wish to smoke we have designated two areas at the exterior entrances of the hotel. We appreciate your assistance in creating a healthier environment.