*Mardi Gras Hotel & Casino Catering Policies*

FUNCTION ROOM RESERVATION / SEATING: All banquet rooms are assigned on the number of anticipated guests and basic requirements of the function. If attendance increases or decreases, or your program changes Mardi Gras reserves the right to relocate your function to a room appropriate to the event. Seating for private functions will be based on room configuration. Room diagrams are provided upon request.

CANCELLATION: Any function dates cancelled within thirty days of the scheduled function date will result in forfeiture of deposit. Any function dates cancelled within three months of the scheduled function date will receive a 50% refund of deposit.

PAYMENT/DEPOSITS: A deposit of 50% of the event cost is required at time of booking to guarantee the event. All catering charges will be on a cash, approved check, or credit card basis. 100% of the estimated cost of a function is due and payable 3 business days in advance of the scheduled function. Any remaining balance resulting from additional charges is payable at the end of the function.

SERVICE CHARGE: A service charge of 15% plus applicable sales tax will be added to all Food & Beverage items.

SECURITY: The Hotel will not assume responsibility for damage or loss of any merchandise left in the hotel or the meeting rooms prior to or following a banquet or meeting. Arrangements can be made for security of exhibits, merchandise or display items prior to the event. The hotel may also require contracted security and/or a certificate of indemnity from an approved provider, for certain events.

FOOD AND BEVERAGE: The Mardi Gras Hotel & Casino prohibits any outside catering of food and beverage, other than ceremonial cakes. Failure to adhere to this stipulation will constitute a material breach of the entire contract and may result in termination of the event.

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| GUARANTEES/PAYMENT: | A guaranteed number of function attendees and payment for function is due 3 business days in advance. (Business days are defined as Monday through Friday, 8:00 a.m. - 5:00 p.m.) If the guarantee is not received, the original contract count will be considered the guarantee. The Mardi Gras Hotel & Casino has an overset policy of 5% for functions up to 150 attendees (i.e. if guaranteed numbered of scheduled attendees is 100 people, Mardi Gras will provide setup and provisions for 105 people; 140 people = set for 147). |
| FUNCTION LENGTH: | The Mardi Gras Hotel & Casino’s standard social function block is five hours maximum. If a client would like to exceed this limit a fee of $150.00 per hour will be assessed. The standard length of a beverage function is four hours. |
| BUFFET: | The standard duration of buffet food service is two hours. There will be an additional $100.00 service charge for chef-attended stations (i.e. carvers, pasta stations, omelet bars, etc.). Furthermore, the production of buffet foods and decorations are intended for the satisfaction of the contracted guarantees during the standard function period. Therefore, it is the policy of the Mardi Gras Hotel & Casino that surplus product, deemed as “leftover,” is the property of the Mardi Gras and is not to be boxed or in any other way removed by the client. |
| CEREMONIAL CAKES: | There will be a standard $75.00 cake-cutting fee for all ceremonial cakes brought in. |
| BAR GUARANTEES: | A $100.00 per bar service fee will apply if $20 per person is not met in bar sales for a standard four hour beverage function. For example if your function is guaranteed for 30 people then $600 in bar charges is expected for the $100 fee to be waived. If you desire cocktail server service, this may be arranged at $25 per hour per server. |

PACKAGE HANDLING: Formal arrangements must be made with the receiving department to superintend the process of load-in and load-out of equipment and materials to and from the Conference Floor; a handling fee of up to $250 may be required. Packages must be addressed c/o Mardi Gras Hotel & Casino at the address above A $10.00 per package charge for those boxes weighing 10-50 lbs, a $20.00 per package charge for those boxes weighing 51-100 lbs, and a $50.00 per package charge for those boxes weighing over 100 pounds. The Mardi Gras is not equipped to receive or move pallets. Please inform Hotel if you are shipping packages so that we are prepared for receipt.