

Beaver Creek Chophouse

Banquet Agreement, Policies and Procedures

All Banquet and Event Orders (BEO's) are subject to the rules and regulations of the Beaver Creek Chophouse and the following conditions.

Menu Arrangements: Due to our mountain resort location, menus must be finalized **four weeks** prior to your function. All food and beverage are subject to availability. Menus not finalized four weeks prior to the date of the function are subject to availability and price change. All food or beverage products, specially ordered, which are not normally stocked, will be charged in full.

Guarantees: Final attendance must be guaranteed by noon two weeks prior to the date of the function. We will consider this the guaranteed number and changes will be made accordingly. If a guarantee is not given to the Beaver Creek Chophouse by noon on the date it is due, the expected number on the contract will automatically become the guarantee. Additionally, we recognize that some function attendees may have special dietary requirements. Therefore we can offer alternate entrees during meal functions. A guaranteed number of special dietary meals must be provided by noon, 72 hours (3 business days) prior to the function.

Banquet Service Charge: A 19% fixed percentage charge is assessed to the Food, Beverage, Food Minimum's, Audio Visual and Rental Equipment portion of the patron's bills pursuant to the Banquet Event Order. (16% will go to restaurant staff i.e. servers, bartenders, bussers, etc. and 3% for Banquet Coordinator)

Taxes: All federal, state and civic taxes which may be imposed or be applicable to this agreement and to the services rendered by the Beaver Creek Chophouse are in addition to the prices here in agreed upon, and the customer agrees to pay for them in addition to the food and beverage prices. The Beaver Creek assessment is 5.35% and state and city sales tax is 4.40%. Following Colorado State Law, the state & city sales tax of 4.4% is also charged on the Beaver Creek assessment, bringing the total for tax and assessment to 9.9%. If a group is tax exempt, proof must be presented at the time of signature on the Banquet Event Contract or prior to the event. If presented at a later date there is a \$50.00 fee.

Minimums and Labor Charge: Buffet attendant & chef charges are a minimum of \$50.00 per hour per chef. Should event require satellite bar stations, additional bartender charges will be incurred at \$50.00 per hour. Events requiring service prior to 11:00am and after 10:00pm will be subject to a \$20.00 charge per hour per staff member.

Prices and Payment: The deposit is 50% of the estimated event cost and is due 30 days prior to arrival. The deposit is intended to remove the date from the booking market. The deposit is refundable with a 30 day written notice. Deposits for December, January, March, July and August are non-refundable.

Entertainment: All entertainment including DJ's, Bands, Magicians, etc. must be approved by the Beaver Creek Chophouse prior to the event. The Beaver Creek Chophouse will provide assistance with contracting any entertainment for your special event.

Smoking: The Beaver Creek Chophouse is a smoke - free restaurant.

Room Set-Up: Set up fees of \$125.00, are applicable if there is a change in set up 24 hours or less prior to the function. All room setups must be approved one week prior to the event. All setups will be based on the number of guests guaranteed. Any set up requiring furniture removal will incur a \$250.00 removal fee. We will allow you two hours for decorations before the function. Additional time must be pre-approved and may not be available depending on other bookings. Function locations have a specified maximum seating capacity. Last minute increases in seating may not be possible. Functions held outside may have an additional charge if tenting is required.

Theme Props and Decorations: The Beaver Creek Chophouse will decorate food and beverage functions. If additional items are requested, an additional fee will be applied to the bill. No nails or staples may be used to hang decorations. Tape is OK where the surface will allow. Confetti and sparkle glitter are not allowed. Your deposit may be forfeited to pay for additional cleaning expenses or damages from decorations.

Security: The Beaver Creek Chophouse shall not assume responsibility for the damage or loss of any merchandise or articles left on the premises prior, during or following functions. Arrangements may be made in advance for security of exhibits, merchandise, or set-up for displays. Security guards must be hired at the group's expense for all events open to the general public. One security guard is required for every one hundred attendees.

Audio-Visual Equipment: A wide selection of audio-visual equipment and services are available on a rental basis. Arrangements must be made in advance and cancellations must be received at least 2 business days prior to the event to avoid cancellation charges. **All audio**

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visual must be arranged and rented through, the Beaver Creek Chophouse. Audio Visual brought in by the client will be subject to a \$75.00 per day per item charge. The Beaver Creek Chophouse has chosen "Spectrum Audio Visual" as its audio visual vendor. Spectrum Audio Visual is a full service vendor and is highly recommended for all of your functions.

Colorado State Law: All food and beverage must be purchased from The Beaver Creek Chophouse. No outside food or beverages can be brought into the banquet or meeting space (this includes candy, cigars, peanuts, pretzels, etc...) Exceptions to this rule include Wedding Cakes for reception events only. Our Colorado food and beverage license prohibits us from wrapping up any unused food and or carrying food or beverages over from one function to another.

Event Schedules: All events can be scheduled for four hours with no additional fee. Events lasting more than four hours may be subject to availability and a charge of \$250.00 per hour, billed in one hour increments.

Linens: Should a group require linens for the tables, a charge of \$150.00 will be added to the final bill.

Outside Dessert: A charge of \$3 per head will be incurred for any outside desserts brought in by a group. There is no cake cutting charge applied for wedding cakes.