



ALBANY MARRIOTT  
Catering Terms, Conditions and Policies

MENU SELECTION

In order for us to ensure the availability of all chosen items, your menu selection should be submitted to the Sales & Events office four (4) weeks prior to the function date. All food and beverages served at functions associated with the Event must be provided, prepared, and served by Hotel, and must be consumed on Hotel premises. All printed menu prices are subject to change without notice; however, all contracted prices will be honored.

FEES

All food and beverages are subject to a 11% non-taxable service charge and 11% taxable administrative fee. The administrative fee is for administration of the banquet, special event or package deal. The administrative fee is not purported to be a gratuity and will not be distributed as gratuities to the employees who provide service to the guests. The service charge will be distributed as a gratuity for those who provide service to the guests.

Room rental/set-up fees are subject to tax if the event includes a food function. Room rental fees/set-up without a food function are not subject to tax.

All audio-visuals, room rental/set-up and meeting room internet fees are subject to a 22% taxable administrative fee. The administrative fee is for administration of the banquet, special event or package deal. The administrative fee is not purported to be a gratuity & will not be distributed as gratuities to the employees who provide service to the guests.

All food, beverage, and audio-visuals are subject to applicable sales tax. Administrative fees, gratuities & taxes are subject to change without notice.

GUARANTEE

To assist in the overall planning, I will ask you for an estimated attendance level thirty days prior to the event. Please notify me three (3) business days prior to the function date with the number of guests attending. This will be considered your minimum guarantee, for which you will be charged, even if fewer guests attend. We will, however, be prepared for 5% above the guarantee.

REQUEST FOR MULTIPLE ENTREES

If multiple entrees are requested, the following stipulations will apply:

1. If there is a price discrepancy between the two entrees, the higher price will prevail for all entrees.
2. Normal guarantee procedure is required with indication of each entrée.
3. The Hotel will provide color-coded entrée tickets. This will enable better service by our staff during the meal service.
4. Minimum of 20 guests.



#### PAYMENT METHOD

A deposit is required for all catering functions unless prior credit/payment arrangements have been established with the Hotel. All Deposits are non-refundable. Payment in full is required before all catering functions unless prior credit arrangements have been established with the hotel.

Meetings can be company billed only if credit has been previously established through our Corporate Accounting Department and your company. Three to four (3-4) weeks are required for processing. Unless other arrangements have been made, payment must be made prior to function by certified check, credit card or cash.

All banquet checks must be signed by the person in charge or a designated representative at the completion of each function. Any discrepancies in counts or charges should be identified and resolved at that time.

#### TAX EXEMPT STATUS

If your group is tax-exempt, a valid New York State Sales Tax-Exempt Certificate is required to be on file at our Hotel prior to the function. All tax exempt form will need to be presented with an original signature; no photocopies allowed. Tax Exemption will be honored if check or credit card makes payment from the appropriate exempt organization. No tax-exemption will be honored with a cash transaction or personal check.

#### LABOR CHARGES

All plated meal functions under 20 people are subject to a \$50.00 labor charge. For menus where the services of a carver or chef are required; there will be a \$125.00 per carver or chef charge. Charges for a host bar or cash bar are 125.00 per bartender, until \$400.00 worth of beverage has been consumed per bartender. These prices are subject to a 22% service charge and 8% sales tax.

#### BEVERAGES/LIQUOR LICENSE

All beverage functions are arranged through the Sales & Event office. The Albany Marriott, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with the New York L.C.B. regulations. It is a House Policy, therefore, that all alcoholic beverages must be supplied by the Hotel. If alcoholic beverages are to be served on Hotel premises (or elsewhere under the Hotel's Alcoholic Beverage License), the Hotel will require that the beverages be dispensed by Hotel servers and bartenders. The Hotel's Alcoholic Beverage License requires the Hotel to: 1) Request proper identification (photo ID) from any person of questionable age and refuse alcoholic beverage service if the person is either under age or if identification cannot be produced; and 2) Refuse to serve alcohol to anyone who, in the Hotel's judgment, appears intoxicated.

The Hotel's liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.



### ROOM and SET-UP FEES

Function rooms are assigned according to the anticipated number of guests. If there are fluctuations in the number of attendees, the Hotel reserves the right to assign accordingly the banquet function room. The Hotel reserves the right to charge a service fee for set-up of meeting rooms with extraordinary requirements and for resetting a room that is different than contracted on the banquet event order. A room set-up fee will be charged where applicable

### STORAGE/BOXES

To ensure secure storage and timely delivery of all receivables, please note that storage will be assessed at the following fees (per each) if received more than 24 hours prior to the start of your event: Letters, \$2.00, Boxes, \$5.00, Displays, \$10.00, Crates and boxes over 50lbs, \$15.00 and Pallets, \$75.00 if left whole, plus \$5.00 per box for hotel receiver to break down and deliver. Letters and Boxes received after 24 hours will not be charged. Pallet pricing is the same regardless of when received. No items will be accepted more than 5 days prior to the start of your event.

### UNATTENDED ITEMS/ADDITIONAL SECURITY

The Hotel cannot ensure the security of items left unattended in function rooms. Special arrangements may be made with the Hotel for securing a limited number of valuable items. If the group requires additional security with respect to such items or for any other reason, the Hotel will assist in making these arrangements. All security personnel to be utilized during the Event are subject to Hotel approval.

### USE OF OUTSIDE VENDORS

If the group wishes to hire outside vendors to provide any goods or services at Hotel during the Event, Hotel may, in its sole discretion, require that such vendor provide Hotel, in form and amount reasonably satisfactory to Hotel, an indemnification agreement and proof of adequate insurance.

### DAMAGE TO FUNCTION SPACE

The group agrees to pay for any damage to the function space that occurs while the group is using it. The group will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than the group and its attendees. The hotel is not responsible for damages, to, or loss of any items left in the hotel, prior to or following any function. The Hotel will not permit the affixing of anything to the walls, floors or ceiling with nails, staples, carpet tape or other substance. The hotel strictly prohibits use of glitter, confetti or similar products.

\*Please Initial that you have read and understood the above Policies \_\_\_\_\_