

SUN MOUNTAIN LODGE
Food & Beverage Catering Policies

For us to give special attention to each meeting, banquet meal and party, we need your assistance. Weeks in advance of each function our Chef and Food Service Personnel are busy planning to assure you the best possible food and beverage experience. To assist us in planning, we need your cooperation with the following:

- A. In arranging functions, the initial expected number of attendees must be received 30 days prior to arrival. An updated count will be given at seven days prior to function date. 96 hours prior to banquet function, we will allow a fixed count with 10% fluctuation from your seven-day count. Sun Mountain Lodge will prepare and charge according to the 96-hour fixed guarantee. If the final guarantee is not given by specified date, the initial expected figure will be considered the guarantee.
- B. Prices herein agreed to do not include Washington State Sales Tax or service charge. Final bills will include state sales tax, currently 7.7%, and 19% service charge for all catered and meeting functions.
- C. Due to the constant fluctuation of wholesale food prices, we are unable to guarantee prices more than 60 days prior to the function. However, if specific menu selections have been made and confirmed to you, these prices will be honored regardless of changes in cost to Sun Mountain Lodge. Changes in menu selection will not be accepted within 10 days prior to the meal function. We will allow a two-item choice on plated dinners for a group of 30 people or more. The count will be due seven days prior to arrival. Children four to twelve years of age receive a 25% discount from our regular dinner prices. Children under the age of four years are not charged, and should not be included in your meal count.
- D. To guarantee your reservation for banquet facilities/meeting space, a deposit will be required: 90 days prior to arrival, 25% of the estimated total rental fee or \$250.00, whichever is greater, is due. A food and beverage deposit of 50%, or \$500.00, whichever is greater, is also due at that time. These deposits become non-refundable at 60 days prior to the function. Deposits for weddings will be determined by group services department at the time of booking.
- E. To best accommodate all set-ups and menu requests, finalized agendas for your stay must be completed at least 30 days prior to your arrival. The exception being final number guarantees, as specified previously.
- F. All banquet meals, wine and cocktail service will be served only in the locations specified in the agenda unless there is a need to move that particular function to another location. No alcoholic beverages may leave the premises. Sun Mountain Lodge reserves the right to change meeting room arrangements as necessary. If pre set-up arrangements for meeting or banquets require an unusual amount of labor, man hours, security, etc., additional costs will be agreed upon and become the responsibility of the client, and can be charged to the master account. Functions at Patterson Lake and the playground area will be an additional \$5.00 per person. Corkage fee for wine provided by guests is \$20.00 per 750 ml. bottle.
- G. No food or drink of any kind may be brought into Sun Mountain Lodge meeting/banquet rooms. This policy does not apply to individual suites or hotel rooms.

Beverage Service Definitions:

- H. Host Bar: Client is sponsoring the bar service. Drinks are priced per drink. 19% service charge on the amount sold.
- I. No-Host Bar: Guest personally pays for each drink. Gratuity is included in the drink price.

Beverage Policies:

- J. Hosted and No Host Bars: There is a \$50.00 service charge that will be waived if receipts total \$125.00 per hour, per bar.
- K. Beer & Wine Bar Policies: There is a \$35.00 service charge that will be waived if receipts total \$125.00 per hour, per bar. Fees for beer and wine delivered to the Homestead will not be waived.
- L. For small groups of 30 or less, we will cocktail from the Lounge. A tab can be run or pay cash, with 19% service charge required.
- M. Hospitality Suites: Initial set-up charge of \$150.00. Includes delivery, ice, glasses, napkins, fruit garnish. Restocking fee, \$50.00. Bartender available at \$35.00 per hour.
- N. For your convenience, we can provide a wide variety of audiovisual equipment for a reasonable rental fee. The fee is structured to cover maintenance and set-up costs.
- O. A service charge of \$10.00 will be charged for coffee services and snack breaks for groups under 15 people. A service charge of \$2.50 per person will be charged for breakfast and lunch, and \$3.50 per person for dinner for groups of under 15 people.
- P. Our staff reserves the right to discontinue serving alcohol to any guest in accordance with Washington State law.