

Rules and Policies of Days Inn Catering Facilities

- 1 **DEPOSIT:** A \$3.00 per person deposit is required at the time of booking your function. The deposit will be applied towards the total value of your function account. Please keep in mind that your deposit is **non-refundable**.
- 2 **PAYMENT:** Full payment of the catering services is to be received no later than 24 hours prior to the function.
- 3 **CHILDREN:** For children under 12 years of age attending the dinner, the cost is half the total price of an adult. We also have children's menu.
- 4 **FOOD POLICY:** No food can be brought in **except** for wedding cake. We cannot store your wedding cake in our fridges. We can serve your wedding cake for dessert. There is a fee of \$1.50 per person plus applicable taxes and gratuities.
- 5 **STORAGE:** Any decorations, equipment, supplies you bring in must be taken away the same night. Days Inn will not be responsible for any lost or missing articles.
- 6 **MENU SELECTION:** We require your menu selection at least 3 months prior to your function day.
- 7 **GUARANTEE:** We require a guaranteed number of persons attending the dinner 48 hours prior to your function. This guaranteed number is the minimum number of guests you will be charged for, even if less guests attend. Keep in mind that we are always prepared for 5% more than your guarantee.
- 8 **PRICES:** All prices quoted are current and we endeavor to maintain consistency. All prices are subject to change and will be reviewed 90 days prior to your scheduled function date. All prices quoted are subject to all applicable taxes and gratuities.
- 9 **LEFT OVER FOOD:** As per the Health Food Regulations, any leftover hotel food will not be packed for take out.
- 10 **SUPPLIED AT NO EXTRA COST:**
 - Fully draped and raised head table with podium and microphone
 - Round tables of 8 or 10 persons with white linen tablecloths and napkins
 - China dishes, silverware and crystal glasses
 - Candles for the tables
 - Draping for all specialty tables such as registration table, wedding cake table, disc jockey table
 - Set up and clean up of the Grand Ballroom
- 11 **MUSIC:** There is a charge of \$59.17 Socan License Fee (Tariff #8) for live or taped music that is played in a licensed room.