

General Catering Information

Thank you for considering the Holiday Inn Waterloo/Seneca Falls for your upcoming event. Our establishment offers a variety of options and a staff with experience to provide you with an enjoyable and successful function. The following guidelines will ensure that you are completely satisfied.

Deposits To guarantee and reserve your function space a deposit is required. The amount of your deposit is based on the estimated total revenue of your event and the particular day that your event is to be held. Your deposit will be applied toward your final bill at full value. These deposits may be cash, major credit card, or money order. If your scheduled event is canceled, your deposit will be the property of the Holiday Inn and is not refundable.

Menu's and Details Menu prices are guaranteed 60 days prior to your event at which time all of your details can be finalized. All prices are subject to change if more than 60 days out. All food and beverage items must be purchased from our hotel. Served dinners are limited to a maximum of three (3) entrees including a vegetarian option.

Beverage Selection We offer a complete selection of beverages to compliment your event. Please note that alcoholic sales are regulated by the State of New York. Holiday Inn as a licensee is responsible for the administration of these regulations. It is a policy that no liquor or wine may be brought into our facility from outside sources. There is a \$50 dollar bartender fee that will be waived if the bar total reaches \$300.00 in sales. **No one under the age of 21 will be served. Proper ID is required. No shots, doubles, or pitchers will be served at functions.**

Service Charge and Sales Tax A service charge and applicable sales tax will be added to all food and beverage items. New York law states that "the service charge is subject to the state sales tax." A completed tax exempt form must be provided with requests of state sales tax. The Holiday Inn Waterloo/Seneca Falls service charge is 19%.

Guarantees We must have a tentative count 10 days prior to your event and a final guaranteed count 4 business days prior to your event. Your bill will be based on the final guaranteed number if fewer guests than expected should attend. We will set for 10 percent over the guarantee for groups of 10-100 guests. We will set for 5 percent over the guarantee for groups of 101 guests or more.

For Saturday events May through October, and December the use of our ballrooms requires a minimum guarantee. Please inquire with the sales office on the particular date and the minimum expenditure that is required.

Cancellation If an event is cancelled within 2-6 months of the event, 50% of the estimated revenue will be charged. Within 1-2 months prior, 75% of the estimated revenue will be charged, and if the event is cancelled within 1 month 100% of estimated revenue will be charged.

Security The Holiday Inn Waterloo/Seneca Falls will not assume responsibility for any merchandise left prior to, during, or following your event. Special arrangements can be made with the Sales Office if necessary, to leave any items.

Banquet and Meeting Rooms The Holiday Inn Waterloo/Seneca Falls will not permit any tape, staples, nails, other substances, or tools to be used to affix items to the walls or ceilings. Confetti is prohibited at all times.

Additional Information The enclosed menus are offered as a guideline. The staff of the Holiday Inn Waterloo/Seneca Falls would be pleased to offer you specially designed menus tailored to your specific needs and tastes. No food or beverage may be brought into our taken out of the hotel, excluding wedding cakes, cookies, and must be pre approved by the sale office.

Final Payments The final payment for your function will be accepted in the form of cash, major credit card, or money order three days prior to your function unless you have an established direct billing account with our accounting office.