



Meeting, Wedding, & Event Policies

Food Service

ABSOLUTELY no food or beverage may be brought in to or taken from the banquet facilities, with the exception of special occasion cakes. Any violation of this will result in closing of the event immediately. No refunds will be given. Menu decisions must be made within 2 weeks of booking the function, unless other arrangements have been made with the catering representative. A 20% taxable Service Charge will be added to all food and beverage purchases. An 8.25% Sales Tax will then be added to the total amount. Prices are subject to change with 30-day advance notice. The customer is required to submit a firm guarantee no later than noon, three business days prior to the scheduled event. All charges will be based on the guarantee or the actual number served if greater than the guarantee.

Beverage Service

The only alcoholic beverages permitted on hotel premises are those dispensed by the hotel in accordance with its liquor license. Any alcoholic beverages brought in to the banquet facilities by yourself or guests of your event will be confiscated and the event will be closed IMMEDIATELY, requiring all guests to leave the hotel property. No refunds will be given. If alcoholic beverages are to be served, the hotel's alcoholic beverages license requires the hotel to request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either under age or cannot produce identification. It is the hotel's right to refuse beverage service to any person who, in the hotel's judgment, appears intoxicated, threatening or disorderly. Additionally, the hotel reserves the right to close any and all alcoholic beverage service at any time based on guest and facility safety and security.

Room Arrangements

Seating arrangements are determined by the guaranteed number of guests. Banquet rooms will be set according to your instructions, with a maximum of 5% over the guaranteed number of guests. If round tables are specified, 8 to 10 guests will normally be seated at each table. A diagram of the room set up is requested at least 1 week prior to the event date or the hotel will set the room as they see appropriate. Any alterations made to the room set up after the room is completed will result in a \$50-\$500 re-set fee, to be determined by the hotel. Function rooms are assigned according to anticipated number of guests and set up requirements at the time of booking. Should these factors change, the hotel reserves the right to transfer the function to a more appropriate room, if available, without notice. The meeting room assignment is NOT guaranteed.

Payment Policy

A \$500 deposit or credit card is required to reserve banquet space unless other arrangements have been made through the sales office. (This deposit will be refunded AFTER the event, if no balance remains.) The entire balance is due 30 days prior to the event. A credit card is REQUIRED for all events, even if prepayment is received. The final balance, if any, will be subtracted from the deposit, or charged to the credit card on file. If payment is not received by the required date, the room will not be set and will be available for resale. Cancellation and/or set up fees will be charged. Corporate direct billing must be paid within 30 DAYS or credit card on file will be charged.

Cancellation Policy

If you must cancel a scheduled event, the following policy will apply: 30+ days prior to event, no charge. 10-30 days prior to event, 50% of the estimated balance will be charged. Less than 10 days prior to event, the total estimated balance is charged. The estimated balance includes any banquet rental and food and/or beverage ordered. **NO DEPOSITS WILL BE REFUNDED.** Packages Materials shipped to the hotel prior to your event need to be labeled with your event name & event date. The hotel is not responsible for return shipment of any packages.

Damage / Decorations

The MCM Elegante Hotel is not responsible for any damage or loss to any merchandise belonging to the host or their guests located in the hotel prior to, during or after any function. The host is responsible for any damage incurred to the hotel, including those involving the use of any independent contractor arranged by the host or their representative. The hotel will not permit the affixing of anything to the walls or ceiling without approval by the catering representative. The use of rice, birdseed, sand, glitter, and confetti is not permitted. A cleaning fee of \$50-\$500 will be charged to host if restrictions are not adhered to.

