

BANQUET POLICIES & STANDARDS

SERVICE CHARGE AND SALES TAX

Food, beverage and audiovisual rental prices are subject to current 20% service charge and 6.38% tax and 5.9% resort surcharge. Please note that Colorado state law stipulates that the service charge and resort surcharge are taxable.

CATERING ORDER DEADLINE

All catering orders must be received with exact menu and expected attendance, function room setup, audiovisual, special requests and the client's signature no less than 21 days prior to the start of the event. Keystone cannot guarantee availability or pricing if these requirements are not met.

BANQUET GUARANTEE POLICY

Keystone must receive the guarantee the number of persons attending all food functions no later than 12pm 72 business hours prior to group arrival. The guarantee number for Monday, Tuesday and Wednesday must be committed on Friday. The guarantee number will represent minimum billing and is not subject to reduction once received. In the event the CS Manager is not notified, the estimated attendance count will be submitted as the guarantee.

Keystone will be prepared to serve the guaranteed number plus:

0-299 guests 5%

300 or more guests 3%

Any request for an increase in meals after guarantee deadline is subject to Keystone approval and will result in application of an additional 10% of actual meal cost. The Master Account will be charged for the actual number attending or the guaranteed number, whichever is greater.

BANQUET FOOD AND BEVERAGE STANDARDS

All food and beverage functions will be set up 15 minutes prior to program start time unless otherwise notified. All buffet lines will consist of signage for food items. Hotel regulations do not permit removal of food or beverage at the conclusion of the function.

BANQUET FOOD AND BEVERAGE PRICES

Food prices can be guaranteed no more than six months in advance. Pricing prior to six months is subject to change. Children ages 4-12 are 50% of adult prices. Children ages 3 and under are free.

PLATED ENTRÉES

Our menus are designed by our award-winning Executive Chef with flair and style to allow you to customize a menu that fits the requirements for your event. If you choose, you may select up to two (2) plated entrees that will be paired with our Chef's choice of seasonal accompaniments. Should you select a menu with two entrees, an exact entree count must be provided by the client at least four (4) business days in advance of the event. Should the hotel not receive the exact entree counts prior to the event dates, we will prepare 50% of each entree plus 3% over the guarantee, for which the client will be charged accordingly. Vegetarian, gluten sensitive, kosher meals or other dietary considerations can be prepared (with 72-hour advance notice) and need not count as an entree choice.

OUTSIDE FOOD AND BEVERAGE

Hotel policy dictates that under no circumstances will food or beverage be brought into Keystone Resort and Conference Center meeting, banquet or event space by the engager, guests or invitees without the permission of Keystone. Keystone reserves the right to charge for the service and/or cleanup of such food and beverage.

ALCOHOL POLICY

Keystone as a licensee is responsible for the sale and service of all alcoholic beverages and the administration of state regulations. The Resort's alcoholic beverage license requires the Resort to (1) request proper photo ID of any person of questionable age and refuse alcoholic beverages to any person underage or who cannot produce proper identification, and (2) refuse alcoholic beverage service to any person who, in the Resort's judgment, appears to be intoxicated.

As the sole licensed purveyor of the Resort, it is our responsibility to enforce a policy of not allowing individuals or groups to bring alcoholic beverages from outside sources into Keystone event space.

OUTDOOR FUNCTION SPACE/REMOTE SET UP

In the best interest of your guests, Keystone reserves the right to relocate any scheduled outdoor event indoors. This decision will be based on current and forecasted conditions from the National Weather Service. All weather decisions will be made a minimum of five (5) hours prior to the start of the function. Once the decision is made, it is final. All outside functions may be subject to an additional setup fee. An additional remote setup fee of \$7.00/ person for groups over 100 and \$9.00/person for groups less than 100 will apply, 100 person minimum. All outdoor functions with entertainment will be scheduled to end, in accordance with neighborhood quiet hours, no later than 10 p.m.

RESET CHARGES

For any change made to a function within 24 hours, a \$125.00 reset charge will be posted to the group's Master Account.

FUNCTION ROOM SETUPS

Setup includes water station set with pads, pens, ice water, hard candies/mints, table linen and skirting.

SIGNAGE

All signs must be professionally printed. Handwritten signs are not permitted. Display of promotional materials or signs in public areas of the hotel is restricted. No objects should be affixed or attached in any fashion to walls, doors, ceilings, floors or other parts of the building or furniture. A nominal charge will apply if the use of high-lift equipment is required to hang banners or signs ~ \$35.00 Per Hour. Your Conference Services Manager can assist with signage placement.

SECURITY

Keystone cannot be held responsible for the safekeeping of valuable items left in guest rooms, function rooms or public spaces. Your organization is responsible to provide security of any such aforementioned items and assumes the responsibility for loss thereof. Security services are available through your Conference Services Manager.

SMOKING

Under Colorado state law, smoking is prohibited in all public spaces, including meeting and banquet rooms.

AUDIO VISUAL EQUIPMENT/SERVICES

Audio Visual equipment must be provided by Keystone Resort UNLESS other arrangements have been made with your Sales or Conference Services Manager. If the use of outside audiovisual equipment is approved, audiovisual assistance can be provided by Keystone audiovisual technicians at a rate of \$65 per hour, with a minimum one-hour charge. Audio Visual prices are subject to current 20% service charge and 6.38% tax and 5.9% resort surcharge.

GROUP SHIPPING AND RECEIVING

Any items being shipped that will have handling charges paid for by the Master Account should be addressed as follows:

Hold For: _____
May 17, 2017 - May 19, 2017
Keystone Resort Conference Center
0633 Tennis Club Road
Keystone, Colorado 80435
Master Bill**

Note: Group shipments will be delivered to the conference meeting space by Conference Services (ext. 4142).

INDIVIDUAL SHIPPING AND RECEIVING: Any items being shipped not billed to the Master Account should be addressed as follows:

GROUP NAME
Hold For: Guest's Name
C/O Keystone Resort Conference Center
0633 Tennis Club Road
Keystone, Colorado 80435

Note: Guest Services (ext. 4000) will deliver individual shipments to the guest's room.

Charge for handling packages is \$10.00 per package for packages under 70 pounds. Packages, crates, carton, etc. over 70 pounds will be charged the rate of \$.25 per pound. The handling charge is applied to all packages received or shipped. United Parcel Service, Federal Express and Airborne Express are all shipping companies that can be used to ship to the above-mentioned address. Please **DO NOT** ship via US Postal Service to this address. Freight deliveries will also be accepted at the above address; however, it is the Group's responsibility to make arrangements with freight companies for inbound and/or outbound service.

EXHIBIT SHIPPING AND RECEIVING: All shipments for an exhibit must be directed to the official drayer. Shipments that arrive prior to show time will be directed to the official drayer's warehouse for storage and delivery to the exhibitor's booth at show time, at exhibitor's expense.

AUTHORIZATION

I understand and agree to comply with the POLICIES AND STANDARDS of Keystone Resort.

ORGANIZATION AUTHORIZED SIGNATURE

DATE