

# Radisson®



## MEETING AND EVENTS

2004

# SALES POLICY

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## CONVENTION CENTER SERVICES

Includes:

- Full time assistant
- Audio equipment with two microphones
- Air conditioned hall
- Hall set up to your specifics.

## HALLS

50% of the total conference room confirmation must be paid with in seven (7) days making the reservation. If this amount is not paid, the hotel reserves the right to cancel the reservation. The remainder of the reservation must be paid in full no later than seventy-two (72) hours before the event.

## COMMERCIAL DISPLAY (STAND)

Rate will depend on the specifics of the event

INCLUDES: A covered table with two chairs

DOES NOT INCLUDE: Dividing walls

## BANQUETS

- Banquet Service must charge 5% tax and 10% service charge.
- For group reservations it is necessary to indicate by written request the services you will require, at least forty-eight (48) hours prior to the event.
- In the event that the number of guests changes, the hotel must be notified at least twenty-four (24) hours prior to the event.
- The Hotel will bill the amount agreed upon and guaranteed by the client.
- It will not be possible to reduce the amount of the contract once it is signed.
- For social gatherings such as weddings, sweet 16's, baby showers, etc. we allow the client to bring their own cake.
- Social and academic events have a maximum length of six (6) hours. In the event that more time is required, an additional charge will be incurred.
- The Breakfast and Lunch "à la carte" service is only available for groups of forty-nine (49) or less. Larger groups much choose the buffet service.
- All food and drink must be consumed within the hotel property.
- Prices are subject to change without prior warning.