



CONFERENCE & EVENT CENTER

Guidelines for Catered Events AmericInn Ashland Lodge and Suites Conference Center

Food and Beverage

- A client wishing to hold a catered event will book the preferred caterer through the Sales and Event Coordinator. To maintain the quality of our services, all food exchanges will be with the Sales and Event Coordinator. Also the Sales and Event Coordinator will handle any changes, Number changes, and all payments including food.
- The preferred caterer has the right of refusal for all catered events at the Conference Center.
- All food and beverage will be provided by an approved caterer with the exception celebration cakes.
- No food or beverage of any kind will be permitted to be brought into the facility by the patron or the patron's guest without prior approval from the Sales and Event Coordinator.
- The American Ashland reserves the right to adjust, waive or modify these policies.

ALCOHOL

Please note that the State of Wisconsin Department of Revenue regulates alcoholic beverage sales and services. The AmericInn Ashland, as licensee, is responsible for the administration of these regulations.

It is, therefore, our policy that no alcoholic beverages may be brought into the facility from any outside resource. The AmericInn Ashland reserves the right to ask patron's for the proper identification for alcoholic beverage service, we reserve the right to refuse alcohol service without stated reason, and we will refuse service to minors under the age of 21. The AmericInn Ashland also reserves the right to arrange for security as a precautionary measure when alcohol will be served.

GUARANTEES

The guaranteed minimum number of guest is required 2 weeks prior to the event. The guarantee is not subject to reduction after this time. The final guaranteed number of attendance is required 3 business days prior to the event. If the guarantee is not received as stated, the number specified on the contract will be your guarantee. Increases in attendance given after the final guarantee deadline will not be honored.

Menus

The following menus are designed as guidelines to assist you in the selection of your food and beverage services. Please note that the Sales and Event Coordinator welcomes the opportunity to customize menus and services to create specialty or thematic events.

Pricing

An **18% service** charge will be applied to all food and beverage sales.
There is also an extra charge for any skirting that you may need for tables.
\$15.00 for each 5foot skirting
\$20.00 for each 12 foots skirting

DAMAGES

If any damages occur during the event the person whom has signed the contract will be responsible to **pay** for all damages

Cancellation

Cancellation of contract Food and Beverage services must be made in writing a minimum of four weeks prior to the scheduled event. If the event is cancelled less than fourteen days but more than 3 business days prior to the event, a fee of 75% of the total estimated services will be charged. Any event cancelled less than 3 business days prior to the event will incur 100% of the estimated charge. This policy does amend or effect any applicable space contract provisions.

At the time of booking the Conference Center an advance deposit of \$500.00 and a credit card number is required to hold the date for all weddings and functions scheduled for Saturdays. The advance deposit is non-refundable within 6 months of the scheduled event. All advance deposit will be applied to the final bill.