

## General Information

1. **Guarantee:** A guarantee is required on all meal functions. The Conference Service Department must be notified of the exact number of guests for whom you wish to guarantee by 12:00 noon, three days prior to your event. The hotel will provide in the amount of five percent (5%) over your guarantee number. In no case will the hotel allow for a drop in guarantee numbers within this period to the function. The bill will be prepared for the guarantee number or the actual number served, whichever is greater. In the event the guarantee is not received, the original estimated attendance count will be billed. We reserve the right to use the estimated amount of covers as your guarantee number. The number is not subject to reduction.
2. **Function Space Deposit:** Initial Deposits are non-refundable unless otherwise stated in the contract. Please refer to your contract for payment schedule.
3. **Cancellation:** Your contract will clearly state all cancellation fees. In addition, any payment made through the hotel for entertainment, props, special food items, or charters will be forfeited.
4. **Pricing:** All of the included pricing is based on Fair Market Value. Due to the fluctuation in food costs, the quoted prices are subject to change without notice until confirmation of a menu and /or 90 days prior to the function. There will be an applicable service charge and sales tax on all food and beverage items. Any meal functions requiring complete table setup by more than 30 minutes prior to serving time are subjected to a labor fee.
5. **Beverage Service:** Safety Harbor Resort and Spa, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with the State of Florida Liquor Control Board. It is a policy, therefore, that all alcoholic beverages be supplied by the hotel. The legal drinking age in the state of Florida is 21 years. It is the client's responsibility to notify the hotel if any attendees are under age and to ensure the minors attending the function are not served alcoholic beverages. Hotel does not allow any liquor to be brought in from the outside by guests due to city, state, health and liquor laws. No food or beverage may be taken from your banquet function. All items are sold for on-property consumption in accordance with city, state, health and liquor laws.
6. **Food Service:** All food served in the banquet rooms, meeting rooms or hospitality suites must be supplied by the hotel. Entrée substitutions will be limited to 5% of the total attendance. The hotel does not allow any food to be brought in from the outside by guests due to city, state, health and liquor laws. The hotel will purchase any special items requested from a licensed purveyor. No food or beverage may be taken from your banquet function. All items are sold for on-property consumption in accordance with city, state, health and liquor laws.
7. **Liability:** Safety Harbor Resort and Spa reserves the right to inspect and control all private functions. The hotel cannot assume responsibility for personal property and equipment brought into the banquet areas. The hotel will hold client responsible for any damages to carpeting, drapery, wall coverings, tables, chairs, lighting, sound and audio-visual equipment, caused by attendees or outside vendors.
8. **Meeting and Dining Room Space:** The reassignment of meeting and dining room space due to an increase or decrease in guest count remains at the discretion of the hotel.
9. **Outside Suppliers:** Hotel must be notified prior to any function if outside vendors have been retained to provide entertainment, sound, lighting, audio-visual, props, staging, etc. Failure to notify hotel could result in additional labor or rental fees.
10. **Signs:** The hotel does not allow handwritten signs in any public areas. Certain restrictions apply to displaying signage and banners. Please contact our Director of Catering and Conference Services to discuss these restrictions.
11. **Audio-Visual Equipment:** We conveniently have available in-house audio-visual equipment for your audio-visual needs, using state-of-the-art equipment. Audio-visual equipment ordered, added, and / or cancelled will be subject to 72-hour notice. Last minute additions will be handled on availability. Cancellations not reported to audio-visual department within this 72-hour period will be charged a one-day charge, plus freight cost, and room setup charge.
12. **Packages:** Packages for meetings may be delivered to the hotel within three working days prior to the date of the function. The following must be included on all packages to ensure proper delivery: 1) Conference Name 2) Attention: Receiving Department 3) Client's Name 4) Date of Function. Boxes may be subject to handling fee.
13. **Payment:** Due in full 72 hours prior to the event by cashier's check, certified funds or money order unless direct billing has been approved through our accounting office.

