

Catering Policies

Our service-oriented staff at the Holiday Inn French Quarter awaits the pleasure of serving your every need! Our facilities are uniquely equipped to provide you with the finest services and accommodations in the area. The following Policies and Guidelines have been designed to ensure the success of your event!

Function Space

Function rooms are assigned by the number of people anticipated. If attendance should drop or increase, we reserve the right to change groups to comparable room(s) without notification. As other groups may be utilizing the same room prior to or following your function, you must adhere to the times agreed upon. Meeting space that is required on a 24 hour basis will be charged accordingly.

Menu

Your final menu selection and all arrangements must be received no later than 3 weeks prior to your function. Our menus are offered as a guideline for your planning. Food and Beverage prices cannot be guaranteed until 2 months prior to your function.

Outside Food & Beverage

The sales and service of alcoholic beverages are regulated by the State of Ohio Liquor Control Commission. Alcoholic beverages cannot be brought into the facility from outside sources. Additionally, food cannot be brought into the facility whether purchased or catered from outside sources. For the safety of our guests, leftover food may not be taken from the hotel at the completion of your event.

Tax Exemptions

Tax-exempt status will be granted if furnished with documentation 10 days prior to your event. Ohio laws require that the tax-exempt organization remit all monies on the tax-exempt billing. Local bed tax or sales tax on alcoholic beverages are not subject to exemption. We cannot offer tax-exempt status to anyone paying with a personal check or credit card.

Meal Count Guarantees

A meal count guarantee is required by noon 3 business days prior to your function. If no guarantee is received, the Hotel will prepare and charge for the number of persons estimated from the catering contract. The guaranteed number will be charged in full even if fewer guests attend. If the number of attendees exceeds the guarantee, charges will be made accordingly, however, substitution in menu may be necessary.

Service & Set-Up Charges

An eighteen percent (18%) distributive service charge is added to all food and beverage charges in addition to applicable taxes. Last minute changes to room set-up as stated on contract, may result in additional charges.

Deposit and Payments

In order to secure your date as a definite function, a non-refundable deposit will be required upon booking. This deposit will be applied to the final charges of your function. Full payment is due before the date of the function unless prior arrangements or billing privileges have been established with the Holiday Inn French Quarter.

Cancellation

Should a function cancel once confirmed a cancellation charge will be applied as follows:

- *31-120 days, 50% of the estimated Food & Beverage and set-up fee
- *11-30 days, 75% of the estimated Food & Beverage and set-up fee
- *1-10 days, 100% of the Food & Beverage & set-up fee

The hotel reserves the right to charge at least 90% of the original guest count agreed upon at the time of booking.

