

## **GENERAL INFORMATION AND HOTEL POLICIES**

Flexibility in our banquet space, coupled with our experienced service staff, offers the ability to handle a gala theme party for 1,200 or an intimate board meeting for 10.

**To guarantee the success of your function at the College Station Hilton Hotel, we feel the following information will prove beneficial:**

- It is required that the Catering and Convention Services Departments receive a guaranteed number of attendees three (3) business days prior to your function(s) to ensure its proper accommodations. This guarantee is final and the charges will be accordingly. The hotel will prepare to serve (5%) five percent over your guarantee. If a guarantee is not submitted, we will use the last known expected attendance count as your guarantee. **Should your guarantee fall below 30 guests, an additional setup charge of \$75.00 will be included in the final bill.** Food and beverage prices are subject to change with market fluctuations; therefore, menu prices may also be affected. Published prices are subject to change until the time a contract has been signed.
- We require your menu selections a minimum of four (4) weeks prior to your event.
- State and local taxes are added to each bill unless the appropriate tax-exempt form is on file with the hotel prior to the function. Also, a service charge of 20% will be added to all food and beverage charges.
- All audio/visual equipment is contracted through an independent company. Swank Audio/Visual is our in-house agency and can be contacted at (979) 694-4928.
- Engineering Services or any special assistance must be provided to the catering representative ten (10) days in advance and additional charges may be assessed.
- For your safety and convenience, the hotel will supply all food and beverages served in the hotel. **Food and beverage may not be removed from the hotel.** A release of liability and proof of insurance will be required for all exceptions. Due to Texas Alcoholic Beverage Laws, all alcoholic beverages must be purchased from the hotel.
- The Hilton College Station does not allow materials of any kind to be adhered to the walls or doors of any banquet room via tape, pins, tacks, etc. All displays or exhibits, if any, must conform to city code fire ordinance rules and be pre-approved by hotel management. The hotel does not allow confetti, glitter, and/or similar items to be used in the function space. Any damages that are incurred will be charged to the client's account for appropriate cleaning and replacement fees, this includes but is not limited to carpeting.
- Signs or banners to be hung in the function space must not exceed 8 pounds and must be hung prior to the setup of the room. Please notify your catering manager if you will be bringing such items.
- **Please note:** Function rooms are assigned according to anticipated attendance; therefore, rooms may be reassigned in order to best accommodate your final guarantee of attendance, as well as other events in the hotel. The hotel will, unless otherwise instructed, post your daily program on the daily events schedules located in various areas in the hotel. Other signs or banners may not be placed in public areas without permission of the hotel. All signs in public areas must be professionally printed.
- The hotel can direct bill accounts **only** over \$500 per event. New accounts needing to establish a credit file with our Accounting Department can do so in a minimum of 21 days prior to their function
- The hotel does not assume responsibility for any loss of or damage to any material, equipment, or personal belongings brought into the hotel prior to, during, or after any event. The hotel **DOES NOT ACCEPT SHIPMENTS. ALL SHIPMENTS** are handled through **The UPS Store** @ phone (979) 764-6107 or fax (979) 696-7246.
- There may be other meetings and guests utilizing various areas of the property at the time of your function. In order to ensure the privacy and enjoyment of all guests, we respectfully request that guests attending your function do not enter areas that have not been specifically reserved for your function. The hotel also reserves the right to reduce the volume of any musical entertainment.
- To ensure the safety of you, the hotel, and other guests, the hotel may request the use of security for any event at the expense of the sponsor. The hotel can arrange for a bona fide peace officer.
- Events that do not conclude at the agreed upon time will be charged an overtime fee of \$125.00 per hour over. Final cut off time for any event is 12:00 am. Any group desiring to stay past this time will be charged the \$125.00 overtime fee and will require to use of security at an additional expense.

The client hereby acknowledges compliance of all conditions listed above.

Client Signature: \_\_\_\_\_ / Company: \_\_\_\_\_ / Date: \_\_\_\_\_