

# Elkhorn Catering and Conference Center

(719) 576-6646 – Fax (719) 524-1336

## Policy Letter

We at the Elkhorn are committed to bringing you the quality service and product that you deserve. Our staff is prepared to carry out your desires on schedule and to your complete satisfaction. Please allow our professional catering staff to assist you in handling any detail to ensure a successful event. Please read this policy letter, sign it and return it to our catering sales staff, so we may begin making arrangements for you.

1. Initial arrangements to book a function may be made by telephone or in person. We recommend that you make an appointment, so we can assure you our undivided attention.
2. A function is considered tentative until you have signed the policy letter and given the deposit. Authorized users of the Installation Room Rental Contract must provide a completed and signed room confirmation form to confirm their booking.
3. All deposits are nonrefundable and do go toward payment of the final bill. Deposits can be made with Visa, MasterCard, Cashiers Check, Personal Check or Cash. Deposits for the ballroom = \$250.00.
4. Whenever possible, menu selections and all details need to be furnished no later than 30 days prior to the event. All contracts need to be signed by the Host no later than 5 days prior to the function. The final payment (100% of the anticipated billing) is due 5 days prior to the function. No personal checks will be accepted for the final payment. Final payment must be made with Visa, MasterCard, Cashier Check or Cash.
5. An approximate number of guests attending must be provided at the time of booking. An updated number of guests attending must be provided 30 days prior to the function and the final guarantee 5 business days prior to the function.
6. The Elkhorn reserves the right to provide an alternative entrée to those guests in attendance above and beyond the actual number designated on the contract, because we must plan for your function and order your chosen menu items.
7. No reduction in guarantee of guest count will be accepted within 48 hours of the event. To better accommodate your function, the Elkhorn also reserves the right to place the party in another room should the final count significantly change.
8. It is recommended that a single menu item be utilized for served parties for the best possible preparation and service. For those desiring a split menu (2 selections) served meal, we ask that you furnish color coded tickets for each guest, indicating which menu item each person will be served. Due to additional labor costs, all guests will pay for the higher priced entrée. A minimum guarantee of 50 people is necessary for a split entree party.
9. The quality of the meals begins to deteriorate if the serving time is delayed by more than 15 minutes past the contracted time.
10. There is a \$.30 charge per guest for any special occasion cake brought in by the host. There is an extra charge to bring in outside food with an Elkhorn catered event. Please consult with the caterer for the fee.
11. It is our goal to prepare all meat to one doneness. Exceptions due to health reasons are acceptable.
12. Conference Room Charges are based on the room size. Room charges include room set-up (classroom style, theatre, etc.) standard audiovisual equipment and coffee break, which includes coffee and water. If there is a requirement for food in addition to the coffee break, our catering personnel will be glad to assist you.
13. All minor guests under the age of 21 years old are prohibited from purchasing or consuming alcoholic beverages. The responsibility for compliance rests solely with the Host to ensure that minors do not consume or help themselves to the available beverages either at the bar or on the self-service tables.
14. All beverage needs are to be arranged through the Elkhorn. The Cash Bar set up fee is \$45.00 with minimum sales of \$75.00 per hour or the host makes up the difference.
15. All cancellations must be received in writing. Should you cancel the event within 30 days for any reason other than an Act of God the Host is responsible for an amount equal to 25% of the contract price and forfeits the room deposit. Cancellations from 3-10 days of the function date will be responsible for 50% of the room charges and 50% of the food and beverage chargers. Cancellations within 3 working days of the function will be responsible for 100% of the charges due based on the contract. This is because of the great demand for room reservations, party functions and meeting space.
16. For your convenience, we have carefully prepared wedding packages and menu selections to serve your needs. When selecting a stand up cocktail buffet reception, a limited number of cocktail tables and chairs are provided for the guests.
17. Room Rental Times: For a Seated Dinner or Cocktail Buffet the room rental time is 3 hours. The room rental time for a luncheon is 2 hours. The cost to extend a dinner/cocktail buffet is \$150.00 per hour (the overtime extension). Wedding Package Parties room time is 4 hours, beyond this the room charge is \$250.00 per hour. The cost extend a luncheon is \$100.00 per hour.
18. A \$75.00 clean up fee is charged to the Host if rice, birdseed, confetti, glitter, rose petals, food, etc., are thrown in or outside the Club.
19. The Elkhorn recommends that the serving of your food not be later than 1930 hrs. The latest time to serve food is 2000 hrs.
20. No glue or tape may be used on the wall or wallpaper for hanging decorations or any item. The Host is responsible for any damage to Elkhorn property.
21. The Elkhorn is not responsible for items left in banquet rooms. The Host should remove all personal items immediately after the function.
22. Prices are subject to change each 01 January, please contact the Catering Staff for any updated pricing information.
23. The Service Charge on all a la carte food and beverages is an additional 16%. Wedding Packages and Dinner/Lunch Packages already include this service charge.
24. On the day of the event, you may come in up to two hours prior to set-up (decorate). If this is not possible and you need the night before or earlier that day, there will be an extra fee. This fee will vary depending on what day and time frame. The Elkhorn staff starts setting up 2 hours prior to each event.
25. Gate access-your guest list should be emailed to our caterer 5 days prior to your event. Preferably, in excel, in alphabetical order (last name, first name) for all to include vendors. We cannot accept "Adam's Family", we need all names listed. At the gate, all drivers must show a valid drivers license, insurance and registration, and all passengers must also present a valid ID.
26. In accordance to TB Med 530 3-7, food leftover from an Elkhorn buffet display cannot be taken home. Upon request, only leftover food from your plate at your table or buffet food remaining in the warmer which has not been taken to the buffet line may be taken home.

Room Name	Minimum Required Guest Count
Colorado with Cheyenne & Conifer	130
Colorado with Cheyenne or Conifer	60
Colorado	60
Cheyenne	30
Conifer	20
Columbine	20
Elkhorn	20
Pueblo ( <i>furniture as is</i> )	20
Aspen ( <i>furniture as is</i> )	10

***I have read and been advised of the preceding information and agree to abide by it.***

**Name of Host**

**Signature of Host**

**Room & Date of Function**

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