



General Information

Food and Beverage Minimums: A food and beverage minimum purchase price is assigned to all events. Any food and / or beverage purchased will apply towards the food and beverage minimum. Tax, service charge, cash bar and any fees that may be incurred, do not apply towards the food and beverage minimum. Once the minimum is met, there is no cost for the use of the room. If the minimum is not met, the difference between the two amounts is charged in the form of a room rental fee.

Deposits and Cancellation Policies: A deposit is required for all events, the amount of which will vary by event and will appear on the contract. Deposits are due two weeks from the date the space is placed on hold. **Cancellation of a contracted event, at any time, results in the loss of the deposit.** In addition, cancellation within 90 days of the event results in a fee equal to the amount of the food and beverage minimum for the function.

Billing and Guarantees: All social functions are required to pay in full, two weeks prior to the event. Corporate functions with approved credit will be direct billed following the event. The guaranteed number of guests for all functions is required by 2:00 PM, three business days prior to the event. Once the guarantee number is given, it cannot be reduced. Jimmy's will prepare for 3% over the guarantee number. If a guarantee number is not given, the estimated number will be used as the guarantee number and billed for.

Pricing: Pricing on functions is guaranteed 90 days prior to the event. All menu pricing is subject to a 20% service charge, 6.5 % sales tax or 9 % liquor tax.

Policies and Liabilities: All food and beverage must be provided by Jimmy's Conference and Catering, including wedding cakes. If a wedding cake is brought in from an outside source, a \$1.00 per person labor fee will be charged. No leftover food or beverage from a function may leave the premises. All outside vendors must be approved by the Catering Department. Jimmy's must approve all decorations and does not allow confetti, pins or tape on walls. Jimmy's Conference and Catering is not responsible for any lost or damaged items.

Menus and Event Planning: Menu selections are confirmed two weeks prior to the event by the Catering staff. Multiple entrees (up to 3 selections) are allowed, but will result in an additional charge of \$1.00 per person. The number of each selection is required with the guarantee number. Vegetarian and Children's menus are available upon request, prior to the function.

Security: Security is required for all Friday and Saturday night functions in the Oakleaf and Garden Rooms. Security is provided by Jimmy's Conference and Catering at a \$200.00 charge per group. Jimmy's Conference and Catering is not responsible for any lost or damaged items.

Beverage Service: Cash or Host Bars are available for any size of group. A set-up fee of \$100.00 will be charged for each bar. Smaller groups may prefer a Hospitality Bar.

Customize: Ask your Catering Manager regarding current pricing sheet for the following services: adding a dance floor, staging for your head table, an ice sculpture, a piano, sheer draping and white lights on the ceiling, chair covers, floor length linens, chairs for your ceremony in our outdoor gazebo area, table centerpieces, table favors, our favorite DJ services, florists, and more...

Hotel Accommodations: Jimmy's Conference and Catering is adjoined with the Holiday Inn Express via an indoor walkway, you can contact the Holiday Inn Express directly for Room Reservations @ 651.484.2400.