

## **GENERAL INFORMATION**

### **MENU SELECTION AND PRICING**

Menu selections, room set-up, and other pertinent details required for the successful execution must be submitted to the Catering Department two (2) weeks prior to the function date. The menu prices listed are our current rates and may be subject to change. Definite pricing will be confirmed ninety (90) days prior to the function date. All food items must be supplied and prepared by the Hotel and are subject to the customary service charges and applicable sales tax. Multiple entrée selections for groups will be charged at the highest price entrée and client must provide place cards or name badges for each guest indicating their entrée choice.

### **GUARANTEES**

Confirmation of final attendance counts for each meal must be received by our Catering Department three (3) working days prior to any meal function. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly. The Hotel will charge for the guarantee, or the served, whichever is greater. Food will be prepared for the guaranteed number. We will accommodate additional guests but cannot guarantee the same meal choice. If no guarantee is received, we will consider the number of guests expected, as noted on the banquet event order, to be your guarantee number. Buffets and reception station events must have a minimum of 25 guests or there will be a \$3.00 per person charge. Any plated meal under 25 people will have an additional \$25.00 labor charge.

### **FUNCTION ROOMS**

The Radisson Hotel La Crosse assigns function rooms based on the anticipated number of patrons, and may be subject to change. Final confirmation of room assignments will be available upon receipt of attendance guarantees.

### **FOOD REGULATIONS**

All food and beverages served in public meeting areas must be purchased, prepared, and served by the staff of the Radisson Hotel La Crosse. No food or beverage of any kind will be permitted to be bought into the Hotel by any patron's guests or invitees. Leftover food is prohibited to be taken off property.

### **SALES TAX AND SERVICE CHARGE**

All menu pricing agreed upon is subject to applicable taxes and an 20% service charge.

### **SECURITY**

The Radisson Hotel La Crosse shall not assume any responsibility for the damage or loss of items stored or displayed on its property. The Hotel reserves the right to inspect and control all private functions held on premises. If the volume from entertainment or public address systems disturbs other patrons, the Radisson Hotel La Crosse reserves the right to request the patron or band leader to lesson the volume, or, if necessary, to perform without amplification.

### **PAYMENT**

All requests for direct billing must be submitted to our Catering Department ten (10) working days prior to the function. Any remaining balance is due within thirty (30) days following the event. In the event of cancellations, the patron will be liable for all losses sustained by the Radisson Hotel La Crosse. If an advance deposit is required, it is nonrefundable in the event of cancellation. If payment is not received within thirty (30) days, a finance charge of 1.5% per month (18% Annual Rate) will be added to the unpaid balance commencing on the invoice date.

### **OFF PREMISE CATERING**

The Radisson Hotel Catering Department is available for catering at the location of your choice. Catered events at the La Crosse Center will be assessed a usage/equipment charge to be determined based on the event.