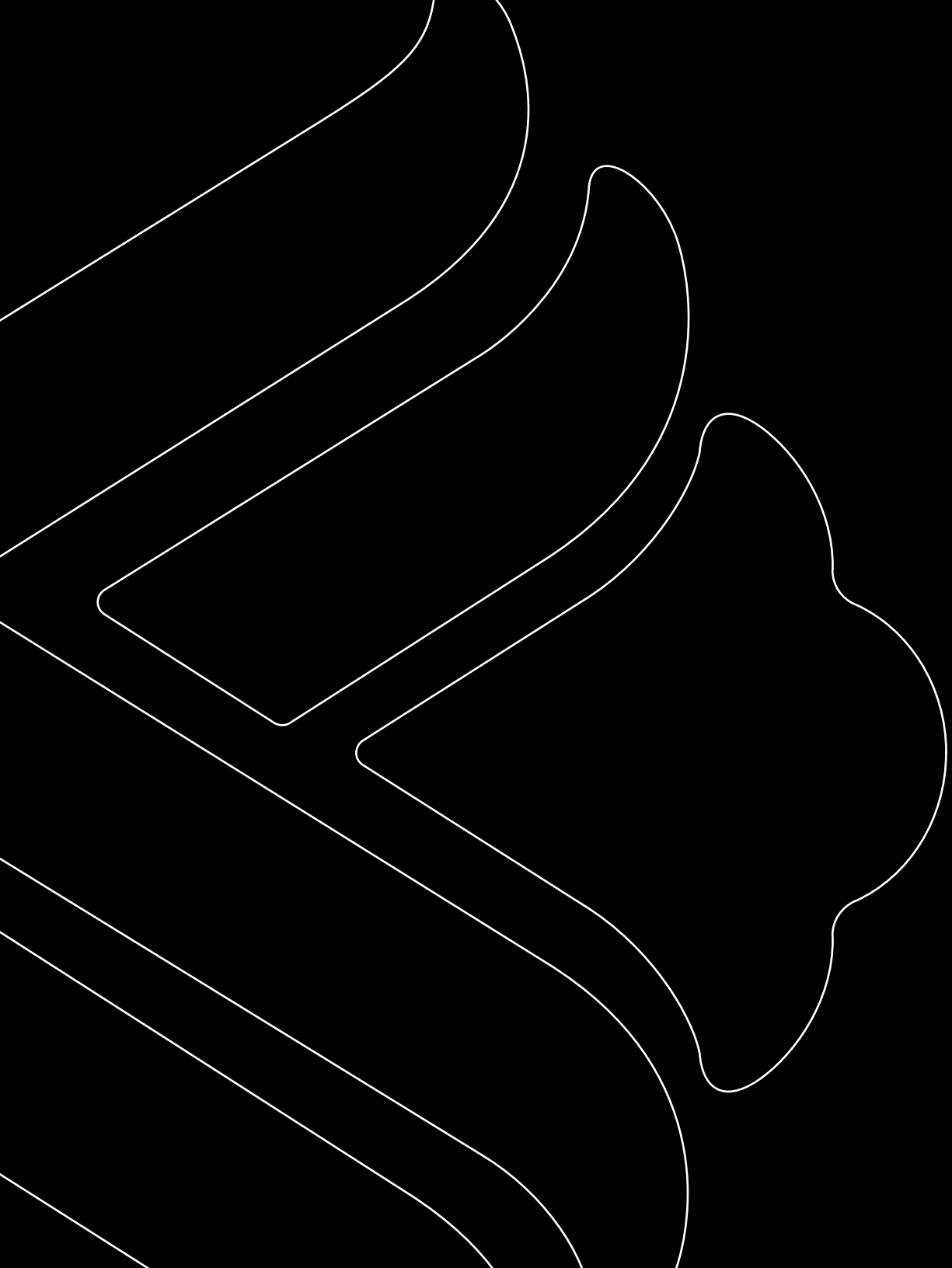


GENERAL INFO



**WYNDHAM
PHOENIX**

GENERAL BANQUET INFORMATION

We thank you for selecting the Wyndham Phoenix to host your event. Our Catering and Meeting Service Managers are ready to assist you with all aspects of your event. We ask that you take a few minutes to familiarize yourself with the following banquet policies. This information is intended to assist you in planning a successful event and familiarize you with our services. All space reservations and agreements are made upon and subject to the rules and regulations of the Hotel and the following terms and conditions:

Menu Selections and Prices

The enclosed menus include ideas from which you may make your selections. However, our Catering and Meeting Service Managers will be pleased to customize any menu to better serve your needs. We request that your menu selections be finalized a minimum of (21) days in advance. Prices are based on one (1) selection per banquet. Multiple entree selections (maximum of three) are subject to the charge of the highest priced entrée chosen with the exception of Kosher meals which will be provided at the prevailing rate. Additionally, all Banquet and Room Service Hospitality functions requiring attendants for carving and/or other manned food stations will be provided at a charge of \$150.00 per attendant. These charges are subject to a taxable 22% service charge with the exception of labor and applicable sales tax. No prices will be quoted more than six (6) months prior to an event and all prices and items are subject to change until 90 days prior to event.

Guarantees

We need your assistance in making your banquet a success. The Wyndham Phoenix requires notification to the catering department of the exact number of banquet guests three business days prior to the function. This confirmed number constitutes the guarantee (guarantees for Saturday, Sunday, Monday and Tuesday events must be confirmed on the preceding Thursday). If fewer than the guaranteed number of guests attend the function, the original guarantee will be assessed. . For events with less than (400) guests, the Hotel will be prepared to serve and set 5% over the guarantee, for events with more than (400) guests, the hotel will be prepared to serve 3% over the guarantee. The hotel can not guarantee the same meal service for more than the 5% overage on groups with less than 400 people and 3% overage for groups with more than 400 people. Requests to increase the count after the final guarantee is due will result in a supplemental charge and/or substitution of an alternate menu for additional meals. The set for continental breakfasts, coffee breaks and receptions will be the same as the guarantee. If no guarantee is given, the expected number of people listed on the banquet event order will be considered your guarantee.

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Function rooms are assigned by the hotel according to the guaranteed number of people anticipated. The hotel reserves the right to change groups to a room more suitable at the hotel's discretion, with notification, if attendance drops or increases. In such an event the Hotel will provide an alternate arrangement to meet the requirements of the event. Room rental fees may be applicable if group attendance falls below the estimated attendance at the time of booking. Additional charges will apply for unusual set-up requirements, electrical hookups, audio/visual equipment, or telecommunications equipment and connections. Changes to a room set, at the request of the on-site contract, once the room has been set will be assessed a change fee of \$200.00-\$500.00. All room rentals are subject to a 22% taxable service charge and applicable sales tax.

Outdoor Functions

The Hotel reserves the right to make the final decision regarding outdoor functions. The decision to move a function to an indoor location will be made by at least (6) hours prior to the event based on prevailing weather conditions and forecast. Any client request to keep a function outdoors, which would require a move-in with less than the mandatory (6) hour notice, would be assessed a minimum labor charge of \$400.00.

Service Charge and Taxes

A taxable 22% service charge and state & City sales taxes totaling 8.3% will be applied to all food, beverage, and equipment charges. The Hotel assesses additional service fees for various items requested. Please address any special labor requests with your catering or meeting service manager and they will provide you with the current listing of labor fees.

Unforeseen Price Increases

All prices are subject to increase due to unforeseen increases in operational expenses related to your function. Such increases may result from, but are not limited to: increases in food and beverage prices, labor costs, taxes and/or reasonable substitutions of menu items.



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Audio-Visual and Technology Services

Elite Audio Visual, our in house company, offers an extensive selection of audio visual and production equipment. Arrangements may be made through our Meeting Services or Catering Departments or directly with Elite Audio Visual at (602) 333-5195. Audio Visual and Technology services are subject to a taxable 22% labor charge and applicable taxes. Prior to signing agreements with independent contractors you must obtain and comply with the Hotel's guidelines for Outside Contractors.



Outside Contractors

The hotel reserves the right to advance approval of all outside contractors hired for use. The hotel will, upon reasonable notice, cooperate with outside contractors. Hotel facilities are available to outside contractors to the extent that their function does not interfere with the use of the facilities by other guests. All outside contractors must submit proof of insurance, engineering and electrical needs and fire department permits to the hotel twenty-one (21) days prior to their setup. The customer is responsible for any charges and damage an outside contractor incurs while in the employ of the customer. The hotel will give customers a preferred vendor list on request.



Exhibits, Decorations and Signs

All displays and exhibits must conform to the City of Phoenix fire code regulation. The Hotel does not permit the affixing of anything to walls, floors, or ceilings of rooms with nails, staples, tape or any other substance. The hotel reserves the right to approve all signage. All signs must be professionally printed. No signs are allowed on the exterior of the building or in the lobby areas without written approval from management. Printed signs outside function rooms should be free standing or on an easel. The hotel will assist in placing all signs and banners. There will be a fee for the hanging of banners.



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