

General Information and Guidelines

Thank you for selecting Sun Mountain Lodge for your upcoming event. Our entire staff will do their utmost to ensure that your experience is a memorable one. Outstanding food, beverage and service have always been a hallmark of Sun Mountain Lodge. The following pages present many of the services and carefully prepared menus available. We will be happy to confer with you should you desire other and perhaps more elaborate selections.

MENU SELECTIONS

In order to assure the availability of all chosen items, please submit your menu selections at least three weeks in advance of your event. Suggested menu items are enclosed, however, your Catering/Conference Services Manager will work with you to create a menu designed especially for your event. Due to the constant fluctuation of wholesale food prices, we are unable to guarantee prices more than 60 days prior to the function. However, if specific menu selections have been made and confirmed to you, these prices will be honored regardless of changes in cost to Sun Mountain Lodge. Changes in menu selection will not be accepted within 10 days prior to the meal function. We will allow a two-item choice on plated dinners for a group of 30 people or more. The count will be due seven days prior to arrival.

MEAL GUARANTEES

In arranging guarantees for functions, it is the sole responsibility of the Event Organizer for any given function to contact Conference Services with the specific number of attendees for any food function to base billing. The guaranteed number must be received prior to 12 Noon, Pacific Time, at least 48 hours in advance for Tuesday through Saturday functions and 72 hours in advance for Sunday and Monday functions. Changes made to the guaranteed number will reflect the highest number specified, for billing purposes.

CHILDREN

Children under the age of four years are not charged, and should not be included in your meal count. Children from age 4 to 12 years will receive a 25% discount from our regular menu.

DEPOSITS

90 days prior to your group's arrival you will be required to pay a non-refundable Banquet Facilities, Meeting Space, Ceremony and Reception Rentals Deposit equal to 25% of your estimated total or \$250, whichever is greater. 90 days prior to your group's arrival a Food & Beverage Catering Deposit will be required, equal to 75% of your estimated food and beverage total or \$750, whichever is greater. To assist us in properly purchasing and preparing your food, seven days prior to each banquet function we require a guest count at that function. Further, 96 hours prior to each function the Lodge requires a fixed guarantee that we will allow for fluctuation 10% up or down from the seven day guarantee. The Lodge will prepare for the actual number of guests that you guarantee 96 hours prior to the function. Your Master Account will be charged with no less than the 96 hour guarantee.

FOOD & BEVERAGE SERVICE

The Washington State Liquor Commission regulates the sales and service of alcoholic beverages. Sun Mountain Lodge is responsible for the administration of these regulations. It is Sun Mountain Lodge policy; therefore, that liquor cannot be brought into Sun Mountain Lodge from outside sources. Wine and champagne may be brought in and a \$20.00 corkage fee will be applied per 750ml. bottle. Additionally, Sun Mountain Lodge does not allow any food to be brought into the property, whether purchased or catered from outside sources, with the exception of wedding cakes, subject to a \$2.00 cake cutting fee.

OUTDOOR FUNCTIONS

In the event of inclement weather, Sun Mountain Lodge staff reserves the right to make a decision to relocate the functions indoors. This decision will be made in the best interest of your guests.

AUDIO VISUAL REQUESTS

Our Audio Visual staff can provide you with the latest in technical equipment along with superb service. Rates and information are available under separate cover. Please contact our Conference Services Manager for further information.

FLORAL SERVICES

Let our local florist create floral enhancements for your special event. Please contact our Conference Services Manager for further information.

SPECIAL SERVICES

We are also able to assist you in arrangements for musical entertainment, theme parties and other creative additions to your special event. Please contact our Conference Services Manager for further information.

General Information and Guidelines, continued

LABOR CHARGES

A bartender fee of \$35.00 will be applied unless a minimum sale of \$125.00 is achieved. A chef's charge of \$100.00 will be applied to all menus requiring special in-room preparations such as carving, grilling, and sauté stations. A \$40.00 per hour charge will be assessed for hospitality suite bartenders. A \$5.00 per person delivery and setup charge will be applied to all off-premise catering functions. A \$35.00 set up fee will be applied for bar delivery to the homestead. A twenty- percent service charge and Washington state sales tax will be added to each food and beverage function.

HOSPITALITY SUITE

All food and beverage must be purchased through Sun Mountain Lodge. Any group hosting a hospitality suite will be responsible for exceptional wear and damages to the suite. An initial set up charge of \$50.00 includes delivery, ice, glasses, napkins, fruit garnish. Restocking fee \$25.00. A twenty- percent service charge and Washington state sales tax will be added to each food and beverage function.

MINIMUMS

A surcharge will be applied to all buffets that are requested for less than the minimum attendance required.

VIP GIFTS

We will be pleased to assist you with a special "Welcome" for your guests. Please contact our Conference Services Manager for further information.

SIGNS AND BANNERS

Sun Mountain Lodge will not permit the affixing of anything to the walls, floors or ceilings of rooms with nails, staples, tape or any other substance unless Sun Mountain Lodge management gives approval. In the event this is done without authorization and any damage is suffered, the cost of repair and/or replacement will be billed to the occupant or group Master Account.

REMOVAL OF FOOD

Sun Mountain Lodge specifically prohibits the removal of food from any on-premise catered function by the Client or any of the Client's guests or invitees.

SIGNATURE OF EVENT ORDERS

In the event that this agreement is signed in the name of a corporation, partnership, association, club or society, the person signing represents to Sun Mountain that he/she has full authority to sign such contract, and that in the event that he/she is not so authorized, he/she will be personally liable for the faithful performance of this contract.

CLIENT RESPONSIBILITY

Client will conduct its function in an orderly manner, and in full compliance with the rules of Sun Mountain Lodge management, and with all applicable laws, ordinances and regulations. Functions must be confined to room rented, unless approved by Lodge management in advance. Patron agrees to begin its function promptly on the scheduled time and agrees to have its guests, invitees and other persons vacate the designated function area at the closing hour indicated.

LIABILITY LIMITATIONS

This agreement is contingent upon the ability of Sun Mountain Lodge to perform the same and is subject to accidents or other causes beyond its control and in any such event, Sun Mountain Lodge shall not be liable beyond the amount paid for the use of the rooms herein reserved. If the room reserved herein cannot be made available to the Patron, Sun Mountain Lodge reserves the right to substitute similar or comparable accommodations for the function, which substitution shall be deemed by the Patron as full performance under this agreement. Sun Mountain Lodge will not assume any responsibility for the damage or loss of any merchandise or articles left in Sun Mountain Lodge prior to or after your function unless prior arrangements have been made.

SHIPPING AND RECEIVING

In the event that you will be shipping materials to Sun Mountain Lodge prior to the start of your function, please label the packages with your event planner's name, name of the event, date of the event, the hotel's address, and the contact person's name.