



HOTEL • CASINO • BINGO

## Catering Terms & Conditions

**Plaza Hotel & Casino**  
**One Main Street**  
**Las Vegas, NV 89131**  
**Sales & Catering Office – 702.386.2320**

All pricing is subject to service charge, currently 21%, and state sales tax, currently 8.25%  
Pricing, service charge and sales tax are subject to change without notice.

## **Catering Terms & Conditions**

The following information will assist you in maximizing the Plaza Hotel & Casino's Catering/Conference Services to best accommodate your needs for a successful experience.

Any terms and /or subjects specifically addressed in Group or Catering Sales agreement generated by Hotel's group sales or catering department supersede standard Terms and Conditions defined in this document. Likewise, terms and conditions outlined within this document not addressed in the original group sales or catering agreement are applicable as stated below.

### **USE OF FUNCTION SPACE**

To protect the safety and security of all Hotel guests and property, Group/Event agrees that it will not use any items in the function space that create any amplified noise, smell, or visual effect other than decorations without advance notification and written approval by the Hotel. Examples of items that require advance approval include, but are not limited to: smoke or fog machines, dry ice, confetti cannons, candles, incense, or any other activity that generates smells. Group/Event will agree to pay any expenses incurred by Hotel as a result of such activity, such as resetting smoke or fire alarms or unusual clean up costs.

### **PRICING**

Published Catering Menu pricing is subject to change. Pricing published on Banquet Event Orders (BEO's) and returned signed to the Hotel are valid through function date.

Labor charges, surcharges and minimums may apply to functions under 100 persons. Consult with your assigned Catering/Conference Service Manager for more information.

### **MENU SELECTIONS**

Menu selections should be finalized a minimum of thirty (30) days prior to event. Signed Banquet Event Orders (BEO's) are required ten (10) days prior to the event.

### **GUARANTEES**

Where catering charges apply on a per-person basis, an attendance guarantee must be received in the Catering/Conference Service office by 12:00PM PST seventy-two (72) hours prior to the event. The guarantee is not subject to reduction. Charges will be imposed for the guaranteed number or the number of people actually served, whichever is greater. If the guarantee is not received, the number of guests indicated on the Banquet Event Order will default as the attendance guarantee. The Hotel will undertake to provide identical services for up to five (5) percent increase in attendance over the guarantee for groups of up to five hundred (500) guests and three (3) percent increase for groups larger than five hundred (500) or a maximum of fifty (50) persons, whichever is less. If the estimated number of attendees and subsequent guarantee decreases by ten (10) percent or more of the original stated estimated number of attendees within thirty (30) days of any event, the Hotel reserves the right to charge room rental, charge service charges and/or relocate group to a smaller room at Hotel's discretion.

### **ORDERS WITHIN 48 HOURS**

The addition of meeting rooms and/or catered functions within forty-eight (48) hours is considered a "Pop-Up" and may be subject to special menu selections.

### **ALCOHOLIC BEVERAGES**

When alcoholic beverages are served, all guests must be twenty-one (21) years of age or older. The Hotel reserves the right to refuse the sale of alcoholic beverages at all times to anyone. No beverages of any kind

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may be brought into the Hotel by the patron, any of the patron's guests or invitees from the outside without special written permission of the Hotel. The Hotel reserves the right to assess a "corkage" and service charge for the service of such beverages.

### **ROOM DIAGRAMS/FLOOR PLANS**

The Catering/Conference Service Manager will work to confirm the details of your room/event sets and may provide diagrams to confirm some detail. Once the room set has been approved, major last minute changes may incur labor charges.

### **OUTDOOR EVENTS**

A set-up charge of \$3,000.00 applies to all outdoor events. Additional food and beverage minimums may apply for these events. The Hotel, in its sole discretion, reserves the right to make a determination on weather up to 24 hours prior to event start time and no later than three (3) hours prior to event start time.

Our Hotel anchors the Fremont Street Experience that has scheduled entertainment nightly. The Hotel does not have any control over entertainment content and/or music volume.

### **ATTENDEE DELIVERIES**

The Hotel does not permit the distribution of materials at the Front Desk. Distribution of communication is possible through a designated group event registration desk which is staffed by the Group/Event. To make arrangements please consult with your assigned Catering/Conference Service Manager.

The Hotel can make arrangements for communication materials, gifts, etc to be delivered to guest rooms at a rate of \$3.00 for the first item, and \$.50 each additional item. Room delivery charges will be become part of the estimated master account and will alter deposits due. Room deliveries need to be scheduled no later than fourteen (14) days prior to delivery date. (The Hotel does not offer door deliveries.)

### **READER BOARD**

The Hotel provides a daily event sheet on the reader boards located on the conference level that will direct guests to their meeting/event space at specified times.

### **SIGNAGE, BANNERS, AND DISPLAYS**

No signage is permitted in Hotel common areas, the lobby, in the hallways of any guest room levels or outside of any elevators on any floors, or outside the building exterior without permission.

Displays are permitted only within the Conference Center or outside meeting rooms within the assigned function room and require advance Hotel approval. Displays are not permitted in any egress or public corridor within the Conference Center without prior approval.

Signage is permitted within the Conference Center and within assigned function rooms and require advance Hotel approval. Displayed signs must be professionally printed and displayed in stand-alone kiosks or on easels. The Hotel may provide signage with a minimum fourteen (14) days notice. The Hotel charges \$75.00 per sign which must be paid in full prior to production.

A two (2) week notice is requested to hang banners. The Hotel requires banners be hung by PSAV. Nails, tacks, tape and gum adhesives are not permitted to affix anything to walls and/or doors. Labor charges to hang banners are as follow:

Banners 5' and under:                      \$40.00 per banner  
Banners 10' and under:                      \$60.00 per banner

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|                        |                     |
|------------------------|---------------------|
| Banners 15' and under: | \$75.00 per banner  |
| Banners over 15'       | \$125.00 per banner |

A bulk quote to hang multiple banners can be provided by PSAV.

**SHIPPING AND RECEIVING**

The Business Center is operated by the Hotel. Shipments should be delivered to the Hotel not more than three (3) working days prior to the program date commencement. Handling charges are assessed for incoming and outgoing packages by weight. Handling fees are:

|              |         |                 |                             |
|--------------|---------|-----------------|-----------------------------|
| 0-15 Pounds  | \$6.00  | 51-75 Pounds    | \$25.00                     |
| 16-30 Pounds | \$11.00 | 76-100 Pounds   | \$30.00                     |
| 31-50 Pounds | \$16.00 | Over 100 Pounds | \$100.00 plus \$.35 per lb. |
| Per Envelope | \$4.00  | Labor Service   | \$45.00/hr/man (1 hr. min.) |

**ADDRESS PACKAGES:**

Guest Name and/or Group Name  
 c/o Plaza Hotel & Casino  
 One Main Street  
 Las Vegas, NV 89101

**INCLUDE:**

Group Name  
 Group Contact (On Site)  
 Date of Event/Function Room  
 Catering/Conference Service Manager

The Hotel reserves the right to refuse receipt of any package.

In the event organization has contracted a decorator, all exhibit material must be shipped to the drayage company. Materials received at the Hotel may be forwarded to the drayage company at guest's expense.

**HOSPITALITY SUITES**

We provide a variety of options for hospitality, including a number of function rooms and suites. Preserving the integrity of our space and suites and maintaining food and beverage standards/regulations are of the utmost importance to our team. Guests who wish to reserve space and/or suite accommodations with the purpose of entertaining may do so with the following guidelines and terms in mind.

**Scheduling**

Function rooms may be reserved through your sales representative as part of your agenda schedule for the purpose of hospitality. Please note specific dates and times as space not outlined may not be available if requested at a later date. The Hotel can provide standard tables and chairs for hospitality. In the event the group would like to create a living room or lounge feel, it will be necessary to rent to furnishings through local providers.

Suites are booked with the same check-in/out times as our accommodations. Check-in is 4:00 pm and check-out is 11:00 am. It will be important to keep these in mind when scheduling your event. To secure a suite in advance of check-in or beyond check-out it will be necessary to purchase the suite for an additional day before and/or after the event date. It will also be necessary to allow for our hospitality team

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appropriate set-up time. Unless approved in advance, furnishings may not be moved or removed. The group may incur additional labor and/or storage costs for moving and/or removing furnishings.

### **Deposit**

To reserve space and/or a suite, a deposit equal to the rental, food/beverage minimum and/or first night room and tax is applicable at the time of contracting or when a suite reservation is made. The balance of the suite payment is due seventy-two (72) hours prior to arrival.

Full pre-payment of all food and beverage is due at time of order. A credit card authorization will be required on file to cover additional food and/or beverage purchases and/or suite damage.

### **Food & Beverage**

All food and beverage is required to be purchased through the hotel. A food and beverage minimum applies to all hospitality space and/or suites. A wide selection of hospitality trays, beverage packages or hosted bar options are available.

Menu and bar selections are to be confirmed with the hotel at least seventy-two (72) hours prior to the event time. Depending on the length of the event, consider scheduling replenishment orders in advance. The hotel cannot guarantee replenish timing.

### **Cancellation**

Cancellation of services within seventy-two (72) hours of the event will incur a penalty equal to one hundred percent (100%) of the confirmed arrangements.

### **Conduct**

Suites are located throughout the hotel and are located next to other hotel guests. Attendees of events held in suites are to respect noise levels so as not to disturb surrounding guests.

### **Room Numbers**

While we appreciate the need for event communication we are unable to confirm a specific suite number prior to check-in. We do provide a communication board in the lobby which we can list your event, have specifics available to our front service team for those arriving via vehicles, and/or you may provide a greeter in the lobby to assist in directing your guests.

### **Guest Buildings & Elevators**

The hotel towers require a key for entrance access so events in suites will require someone to be staged at the entrance to grant guests entrance.

### **Parking**

Valet and self parking options are included in the Hotel's resort fee for in-house guests. Non-hotel guests will be charged for parking – First 90 minutes complimentary with each additional hour at \$2.00. Maximum of \$12.00 per day. Lost tickets are charged at \$20.00.

### **Communication & Trademarks**

Printed communication (direct mail, website and/or e-blast) where the resort logo and/or photos require approval of the hotel prior to distribution. All materials are to be presented to your assigned catering manager prior to distribution for approval.

### Security

The Hotel does not provide exclusive security for events. Security service is available at a rate of \$40.00 per hour, 4-hour minimum.

### Rights

The Hotel reserves the right to assign and/or change all suites, discontinue an event for noise and/or not adhering to the terms and conditions outlined.

Should a Suite be reserved and utilized for hospitality purposes, all food and beverages as well as liquor, beer, wine, sodas and waters must be purchased and/or arranged for through the Hotel. Place all orders in advance with your assigned Conference Service Manager.

Signage of any nature is prohibited outside any guest room or on any guest room level in hallways and outside elevators.

In the event equipment is required to host a meeting within any guest room or suite, the “registered” guest must be present to receive the equipment. The following fees will apply:

|                            |         |                           |         |
|----------------------------|---------|---------------------------|---------|
| Initial Labor Delivery Fee | \$50.00 | Flipchart rental, per day | \$45.00 |
| Table rental, per day      | \$15.00 | Corkboard rental, per day | \$65.00 |
| Chair rental, per day      | \$ 5.00 | Easel rental, per day     | \$35.00 |
| 3M Post It Flipchart       | \$45.00 |                           |         |

Plus 21% service charge and 8.25% sales tax on all the above items.