



# THE HOTEL ITHACA

## GENERAL INFORMATION

Thank you for considering The Hotel Ithaca for your upcoming event. Our hotel offers a variety of options and a professional staff to provide you with a memorable experience.

## PAYMENT POLICY

Please Note: A minimum food and beverage expenditure, plus tax and service charges are required for all ballroom events. Day of week, time of year and special event dates are all factors in determining these minimums. Your Catering Sales Manager will supply all specifics based on your needs. Any and all overnight accommodation may not be applied to this minimum.

We must have a tentative count at time of booking your event. A final guaranteed count is required 10 days prior to your event. You will be allowed to vary 10% from your initial count at time of booking. This will be noted as your minimum guarantee number of guests. You will be charged at minimum for this number of guests.

We require a non-refundable deposit to secure your date at time of booking. We will require an additional non-refundable deposit to bring your deposit total to 35% of the total value of your Wedding/Event. This must be paid within six (6) months of time of booking (immediately, if you are closer than six (6) months). One month prior to your event, deposits totaling 50% of the total event cost is due. This is a non-refundable deposit.

Payment of the total balance is due ten (10) days prior to your event, along with the final details based on the guaranteed number of guests.

All final payments due may be paid by either cash, cashiers check money order or bank draft. No credit cards or personal checks will be accepted. Menu prices are guaranteed 90 days prior to your event.

## SECURITY

The Hotel Ithaca will not assume responsibility for any personal items prior to, during or following your event.

## BEVERAGE SERVICE

Please note that alcoholic beverage sales are regulated by the State of New York. The Hotel Ithaca, as a licensee, is responsible for administration of these regulations. It is policy that no liquor, beer or wine may be brought into the facility from outside sources. It is New York State law that no person under the age of 21 be served, consume, or possess any alcoholic beverage.

## DECORATIONS

The Hotel Ithaca will not permit any tape, staple, nails or any other substance used to affix items to the walls or ceilings.

## SERVICE CHARGE AND SALES TAX

There is a 22% service charge on all food and beverages. There is also a New York State sales tax of 8% charged on all food, beverage, room rental and special services.

## ADDITIONAL INFORMATION

No food products may be brought into or removed from the facility. The hotel reserves the right to move functions to alternate function/meeting rooms based on the final guarantee of attendees without prior notification.