

# Holiday Inn-West

## Function Information

### **Deposits, Charges and Fees**

There is a \$45.00 fee for bartender service. There is a \$30.00 fee for a cocktail server. A deposit with the signed contract is required to hold the function space. This deposit is non-refundable. A Maine State Tax of 7% and a Service Charge of 19% are added to all food and beverage charges. Functions with more than 2 entrée choices will be charged an additional \$1.00 per entrée. A guaranteed number of guests is required 7 days prior to event. If a guarantee is not given by this time, the highest number in the contract will be used as the guarantee and charged accordingly. Complete payment is due at the conclusion of the function.

### **Alcoholic Beverage Policies**

There is a maximum of 5 hours for any bar service per function. All Food and Beverage served in the function rooms is to be provided by the Hotel. No alcohol is allowed to be brought into the function room, taken out of the function room, or transported in any public areas, per Maine State Law. No alcoholic beverages will be served to anyone under the age of 21 and proper ID is required. Proof of age may be requested at any time by the Hotel staff. The Hotel reserves the right to refuse service to anyone who appears to be visibly intoxicated.

### **Cancellation Policy**

The Hotel reserves the right to charge full room rental for any function that is canceled past the cancellation time limit set in the contract.  
\*Any functions with food and beverage canceled within 3 business days of the event, may incur charges equal to the loss of food and beverage revenue for the event.

### **Decorations**

The Hotel will not permit the affixing of anything to the walls, floor or ceiling. Confetti, rice and glitter are also prohibited.

### **Audio Visual Equipment**

The Hotel can arrange for audio/visual equipment according to your needs. Charges are based on the specific type of equipment requested. AV must be ordered 3 days in advance. For more complex or special requirements please allow as much time as possible.

### **Overnight Accommodations/Room Blocks**

Special rates for overnight rooms may be arranged for your group. Please contact your Sales Representative for more details.

### **Security/Liability**

The Hotel will not assume responsibility for damage or loss of anything left in the Hotel prior, during or following the function. We can assist you in making special arrangements for security.

### **Smoking**

Maine State Law prohibits smoking inside all public areas. By definition the function rooms are public areas.