

Catering Policies & General Information



Regency Hotel & Conference Center appreciates the opportunity to be of service to you and your guests. Please review the following policies and general information.

QUOTES & CONTRACTS: On request will be happy to submit a proposal outlining basic projected charges for your group agenda and function needs which may also include sleeping rooms. On request we will submit a tentative contract to reserve space up to ten days allowing adequate time for agreement to be signed and returned with specified deposit. Contracts will only be considered definite after all terms therein have been met and a hotel representative has provided client with a counter-signed accepted agreement. Should event needs change after contracting, hotel reserves the right to renegotiate all terms accordingly and issue a revised contract. Hotel reserves the right to re-assign rooms for any/all scheduled functions based on increase/decrease of attendees expected, changes in agenda or changes to set-up requirements.

MENUS & GUARANTEES: Food/beverage selections, function room set-up and all meeting needs should be submitted 60 days prior to the event to allow ample time for written confirmation of detailed arrangements. Guarantee for the number of attendees expected will be due to hotel by 12:00 noon three business days prior to event. If a guarantee is not submitted by agreed upon date, the estimated number of persons currently shown on the order will be entered as the guaranteed number. Final billing will reflect the number guaranteed or the number served on-site, whichever is greater.

FOOD/BEVERAGE: We have a full service catering department. All food and beverage items must be purchased, prepared and served by hotel. No outside food or beverage will be permitted in any hotel function space or public area, with the exception of specialty cakes prepared by a professional bakery. Likewise, food or beverage may not be taken from the hotel facility.

AUDIO/VISUAL: We provide a full range of audio/visual equipment and on-site technician services for event and meeting needs. Outside equipment is permitted with advance approval of hotel.

ROOM RENTAL: Function room rental varies based on the number of attendees expected and the set-up requirements. Rental may be waived and only a basic set-up fee charged if food and beverage purchase exceeds minimum requirements agreed upon in definite contract. Additional fees may be charged for extensive set-up requirements. Rooms will be set according to approved detail on the Banquet Event Order (BEO). Hotel reserves the right to re-assign rooms for any/all scheduled functions based on fluctuation in number of attendees expected, changes in the agenda, or changes to set-up requirements. If set style change is requested after the room has been prepared according to the approved BEO there will be a \$100.00 re-set fee applied to final billing.

SECURITY: For functions expecting more than two hundred (200) attendees hotel may require dedicated security personnel based on one officer per hundred (100) persons. Arrangements must be made thru hotel with hotel preferred provider and appropriate charges will be applied to Banquet Event Order. Hotel does not permit public ticket sales or cover charges at the door during any event.

PARKING: Complimentary parking is provided to all hotel guests and function attendees. Should an event require additional parking arrangements may be made with adjacent facilities.

DEPOSIT/PAYMENT: A good faith deposit and/or credit card for guarantee of payment is required with a signed contract. The standard deposit is 20% of the estimated total charges of event order regardless of method intended for final payment. The deposit will be credited towards the final total amount. In case of a cancellation, the deposit will be refunded in full if the hotel has been notified no less than ninety (90) days prior to the event date in writing. All bookings require full prepayment of all estimated charges thirty (30) days prior to the event unless alternate arrangements have been approved by hotel further in advance.

TAXES & FEES: All sleeping rooms are subject to applicable taxes, currently 11%, plus \$.75 occupancy fee. All prices for food/beverage, audio/visual equipment, room rental and miscellaneous charges are subject to applicable taxes, currently 9%, plus 18% service fee. For tax exempt groups taxes may be deleted only after hotel has been provided with copy of current tax exemption letter issued by State of Mississippi and payment must be made by the same entity named therein. The room occupancy fee is not exempt.