

# OMNI SAN ANTONIO HOTEL AT THE COLONNADE

## General Catering Information

### FOOD & BEVERAGE

Due to our liability and licensing restrictions for all food and beverage served on our premises, we require that only hotel purchased food and beverage be served and no food or beverage be removed from the premises.

All food and beverage served in the hotel must be provided by the hotel. We require one menu for all guests. Menu selection and other details should be supplied to your Catering Manager at least three weeks prior to the date of your function.

### GUARANTEES

A specific attendance figure for all functions, not to fall below the contracted minimum, is required by 10 AM, three business days prior to your event. This number will be considered a final guarantee and you will then be charged for this number, even if less should attend. If the guarantee is not received in advance, as indicated above by the Catering Department, the highest number of guests on the Banquet Event Order will be considered a guarantee. Our office hours are 8:00AM to 6:00PM, Monday through Friday.

### MINIMUM ATTENDANCE

When there is a meal function of 24 guests or less in attendance, there will be an additional service charge of \$50.00. Standard service charge will also be added to the total billing.

### MEAL FUNCTIONS

Oversized round tables seating 10 to 12 each are used unless otherwise specified. Please advise us if a head table is required and if so, for how many. We have table number stands and cards for your use. No food or beverage is permitted to leave the hotel. In case of overage in guarantees, the food and beverage is the sole property of the hotel.

### MEETINGS

Please advise us of meeting set up specifications and food and beverage requirements three weeks prior to the function so we may provide you with the best possible service.

### PAYMENT ARRANGEMENTS

Payment of all estimated function charges are due three (3) business days prior to the initial function unless credit has been established to the satisfaction of the Omni San Antonio Hotel. To insure proper payment to your account, all banquet checks should be signed directly after the conclusion of your function. If your banquet checks are not signed, all charges will be posted as is and no claim to discrepancies will be noted.

Should your organization/group be tax exempt, please send a copy of the appropriate state approved forms, Texas Sales & Use Exemption Certificate and/or Texas Hotel Occupancy Tax Exemption Certificate, to your Catering Manager.

**All Prices are Subject to 21% Service Charge and 8.125% Sales Tax**

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## PARKING

There are 450 uncovered complimentary parking spaces allocated for the hotel. All parking spaces are on a first-come, first-serve basis. Valet parking is available at \$10.00 per day.

## PACKAGES/SHIPPING AND DELIVERY

All incoming packages should be addressed to the hotel and marked with the name of individual receiving the box and date of your function. Due to extremely limited storage space, boxes will only be accepted 3 working days prior to your meeting. Any materials shipped previous to this time will be assessed a storage fee on a daily basis. If material is to be shipped back to you at the end of your function, please make arrangements with your shipper in advance. Boxes left on premises for longer than 10 days after departure without shipping instructions will be thrown away. The Omni San Antonio will not assume responsibility for articles left on the premises prior to or following a function.

## RENTAL CHARGES

Room rental charges apply to all rooms used for meetings or exhibits. A 21% service charge, plus 6 % sales tax on service charge, and current 6 % state occupancy tax is applied to meeting room rental.

## SERVICE CHARGE AND TAXES

A 21% service charge is applied to all food and beverage services; applicable state tax of 8.125% will also be applied to food.

## EVENT SPACE

The Hotel reserves the right to assign another room for your function based upon availability, noise restrictions or fluctuation of group size. There will be a \$50.00 reset charge for each request to change the approved set up of an event room once the room has been set. Only pre-approved signage is permitted in any public area of the hotel. The Hotel does not permit the affixing of anything to the walls, floors or ceiling without prior approval from the Catering Office.

Additional charges will be incurred for electrical requirements above function room capacity, phone lines, and hanging of banners.

## AUDIO VISUAL

The Omni San Antonio maintains a complete in-house Audio Visual Service. This equipment is available for rental and will be set-up and tested prior to your function. A price list is enclosed for your convenience. No audio visual equipment may be brought into the hotel without prior approval of the General Manager.