

CATERING SALES POLICIES AND PROCEDURES

FOOD AND BEVERAGE

To ensure compliance with County Board of Health food handling regulations, food will be consumed on the hotel premises at the contracted time. Bellagio is the sole provider of all food and beverages served in the Convention Area. Food and beverage is not permitted to be brought into the Convention Area by a guest or any client's guests or attendees.

In compliance with Nevada Liquor Laws, Bellagio is the only authorized licensee able to sell and serve liquor, beer and wine on Hotel premises. Bellagio reserves the right to refuse service to any person who appears to be intoxicated. Bellagio reserves the right to inspect the identification of any person attending events in the Convention Area. No one under twenty-one (21) years of age will be served alcoholic beverages.

Receptions, except those preceding a dinner, require a \$68.00 per person minimum expenditure in food, excluding beverage, tax and service charge. Reception Stations are charged on the total number of guests guaranteed.

TAX AND SERVICE CHARGE

All Food and Beverage prices are subject to a 21% service charge and 8.1% sales tax. Service charge is not taxed. Tax exempt organizations must furnish a Certificate of Exemption to the Catering Office at least two weeks prior to the event.

GUARANTEES

Guaranteed numbers of attendees for all events must be received by the Catering Office three (3) business days prior to the event and four (4) business days prior to events held on Sundays and Holidays. You will be charged the guaranteed number or the number of people actually served, whichever is greater. We will not set more than 3% above your guaranteed number, not to exceed fifty (50) people. If no guarantee is received, the number of guests indicated on the Banquet Event Order will be the guaranteed attendance. If the guarantee numbers of attendees decreases by more than 15% from the original estimated number of attendance, Bellagio reserves the right to charge room rental or relocate your group to a smaller room.

EVENT DIAGRAMS

Event Diagrams must be submitted by Bellagio to the Clark County Fire Department for every event over three hundred (300) guests. Event Diagrams must be to scale and include all decor, audiovisual, tables, chairs and room set-up requirements. Clark County Fire Department makes final determination on all diagrams submitted and Bellagio will follow any and all requirements set forth by Clark County Fire Department as requirements of the approval process. Approval to submit Event Diagrams to the Clark County Fire Department will be charged by Bellagio and reflect on your Banquet Event Order as follows:

- Plans submitted twenty one (21) days before the event are subject to a \$350.00 per diagram fee
- Plans submitted within twenty one (21) days of the event are subject to a \$500.00 per diagram fee
- Any Revisions to previously submitted plans are subject to an additional \$500.00 per diagram fee, per submittal

Event diagrams are final once approved by the Fire Department. No additional equipment, tables or decor may be added.

The Clark County Fire Department will allow deletion of equipment, tables and décor from the final floor plan.

SERVICE CHARGES

- Chefs – A labor charge of \$200.00 per Chef will be added to the Banquet Event Order.
- Attendants – A labor charge of \$175.00 per Attendant will be added to the Banquet Event Order.
- Sushi Chef/Sommelier - A labor charge of \$400.00 per Sushi Chef or Sommelier will be added to the Banquet Event Order.
- Bartender – A labor charge of \$200.00 per Bartender will be added to the Banquet Event Order.
- Coffee Breaks with 35 persons or less will have a \$100.00 service charge added to the Banquet Event Order.
- Meal functions with 35 persons or less will have a \$300.00 service charge added to the Banquet Event Order.
- Cash Food and Beverage functions – Requires approval by Hotel Management in advance of function. Minimum costs do apply.
- Receptions, except those preceding a dinner, require a \$68.00 per person minimum expenditure in food, excluding beverage, tax and service charge.

OUTDOOR/POOLSIDE EVENTS

Many of the Hotel's outdoor locations are available for private parties. Each area has specific rental fees, time guidelines and Food & Beverage minimums. Additional information can be provided upon request.

- Lighting is required for all outdoor evening events. Lighting costs are based on the location used, type of event being planned and safety of your guests.
- Lifeguards are required for all poolside events at a charge of \$175 per lifeguard for a four hour period. The number of lifeguards will vary based on the size of the event, a minimum of three (3) lifeguards are required.
- Hotel reserves the right to make the final decision to use indoor facilities in case of inclement weather on the day of the event.

SECURITY

For the safety of Bellagio and all guests; any vendor, client and/or guests requiring Back of House (BOH) access is required to sign in and obtain a security badge prior to being permitted in BOH. Violators of this policy may be denied BOH access. In the event of additional Security being requested by Client or Bellagio only Bellagio Security may be used.

MISCELLANEOUS

Merchandise for Sale

Any function with an admission charge or fee, or has merchandise for sale, must be approved and licensed with the Clark County License Board. A copy of the certificate must be presented to the Catering Office at least three (3) days prior to the event.

Loss or Damage

Hotel is not responsible for loss or damage to any property the organization or its guests bring to Hotel, before, during or after the use of the facilities.

Tuscany Kitchen

A room usage fee of \$1,000.00 will apply, to include kitchen space, staff chefs, house linens, china, flatware and stemware. All Tuscany Kitchen events require the usage of the room's custom audiovisual equipment. A minimum fee of \$1,000.00 will apply, to include usage of video, lighting and sound equipment as well as two (2) audiovisual technicians. Additional audiovisual may be required depending on the usage of one or more of the adjoining Donatello rooms.

A twelve (12)-person minimum is required for all Tuscany Kitchen events. In addition, the following food minimums will apply and are exclusive of beverage, tax and gratuity:

- \$85 for lunch,
- \$100 for receptions not preceding a dinner and
- \$195 for dinner
- Breakfast menus upon request