

HOTEL
Chester

Starkville, Mississippi

Banquet General Information & Policies

Guarantees

A guarantee of the number of people attending each food function is required by 12 noon, fourteen (14) days prior to the function, after which the count may be increased only. Should this guarantee not be received by the dead line, the original count booked in the contract will be considered your guarantee, and you will be charged accordingly. In the event the actual attendance exceeds the guarantee, you will be charged for the actual attendance. The responsibility for providing the guarantee lies solely with the engager.

Tax and Gratuity

Please add 22% taxable service charge and 9% sales tax to all food, alcohol, non-alcoholic beverages and meeting room rentals fees.

Tax Exemptions

Group that qualify for tax exemption status must submit a valid Mississippi State Sales and Usage Tax Exemption Certification and /or Mississippi State Occupancy Tax-Exempt Certificate to the Hotel at least two (2) weeks in advance of the function. All certificates are verified through State of Mississippi Comptroller's Office. Any educational institutes outside of the State of Mississippi are considered tax exempt in their State are not considered tax exempt in the State of Mississippi.

Surcharges

There will be a minimum of 50 guests for all breakfast, lunch and dinner buffets. Selected buffet items and bar set ups require an attendant and a bartender at a surcharge of \$100.00 plus 9% sales tax. Extensive set-up may require additional labor fees.

Deposit and Payment

A non-refundable deposit is required when the event is booked with a signed contract. Seventy-Five percent (2/3) of the total estimated charges are due 3 months prior to the event date.. Final total estimated charges are due three weeks prior to your event. All functions are required to provide a credit card for additional charges that may occur above the original estimate.

Safety and Security

The Hotel does not accept responsibility for the damage or loss of any article left in the Hotel prior or following a meeting and /or banquet. Arrangements may be made in advance for security of exhibits, merchandise or display items, through the Hotel. The Hotel reserves the right to require security guards for any function, at the client expense.

Function Specifications

In order to assist you in planning a challenge-free event, we request that your final specifications for room set-up, menus, audio-visual equipment and schedule of the event be communicated to us no later than two weeks (2) prior to the function to date. Additionally, we require all banquet event orders to be signed and returned to your catering manager. Please note: Function rooms are held only between the hours indicated on the client's final contract.

Banquet Room Assignments

Banquet rooms are assigned on the basis of expected attendance, and are subject to change pending the final guarantee.

Engineering/Electrical and Telephone Lines

All special requirements for electrical and other engineering needs and for private telephone lines must be specified at least two (2) weeks in advance. Rates for labor and/or materials and phone lines installation will be quoted on request. Use of phone lines in the function space will incur a \$75.00 plus tax charge per room per day, plus cost of calls (local and long distance). Any additional lines will be quoted on request.

Audio-Visual Equipment

A wide range of audio-visual equipment services is available through a local vendor supplier; and, we will be happy to assist you making the arrangement. Charges for audio-visual equipment are separate from Hotel meeting charges.

Shipping and Receiving

Due to limited storage space, we request that shipments of material be scheduled for arrival no more than five (5) days prior to your meeting/or event. For larger items, please make the arrangements for delivery on the day of your event.

Food and Beverage

Our Catering Department is happy to suggest additional menus, theme parties, wine selections, etc., to suit your special needs. The Hotel does not permit any food items or alcoholic beverages to be brought into the banquet rooms from outside source with the exception of wedding cakes. The Hotel is the sole licensed agent for the sale and service of alcoholic beverages under the Mississippi Alcoholic Beverage Commission; and, all laws and restrictions pertaining to the above are enforced. Hotel Chester reserves the right to refuse service to guests who appear to be intoxicated or under the age of twenty-one.

Meeting Room Rental

Meeting room rental has been calculated based on planned food and beverage functions. Should these arrangements change, resulting in decrease of expected revenue of 25% or more, meeting room rental fees will increase accordingly and be added to your account

Miscellaneous

If you wish to rent the reception spaces and customize your own selection from our catering menu there will be a standard rental fee plus taxes and service charges. See your catering representative for the a la carte menu.

Cancellations

In the event of cancellation, all expenses incurred by Hotel Chester become the responsibility of the Guest. If the Hotel Catering is not able to resell the space, additional cancellation fees may be loss of payment of food & beverage items already purchased, or payment of labor charges and linen rental incurred.

Liability

The Hotel assumes no responsibility for losses, damages and claims arising out of injury, damage of loss of it's or any exhibitor's displays, equipment or other property brought upon or sent to the premises of the Hotel and shall indemnify the Hotel, it's agents, and employees from any and all such losses, damages and claims.

Disclosure of Service Charges

When the services or products of an outside vendor are engaged and resulting charges are added to the client's master account, the Hotel reserve the right to mark up such services and products a minimum of 15% to cover handling and administrative expenses.

Parking

For your convenience, there are free parking spaces surrounding the Hotel, on Main Street, Jackson Street and the City Parking Spaces behind the Hotel Property.

Non Smoking Hotel

The Hotel Chester is 100% Smoke Free including all guest rooms, meeting rooms, restaurants, bar, public space and employee area. Should any guest smoke in his or her room a cleaning fee of \$250.00 will apply. Should you wish to smoke we have designated two areas at the exterior entrance of the hotel and the outside patio area. We appreciate your assistance in creating a healthier environment.