

# The White House Hotel and Cora's Restaurant

## Venue and Catering Policies and Guideline

Acknowledged and Agreed:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

CONTACT # \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

FUNCTION NAME \_\_\_\_\_

VENUE LOCATION \_\_\_\_\_ FUNCTION DATE \_\_\_\_\_

	SUN	MON	TUES	WED	THUR	FRI	SAT
DATE							
# OF ROOMS							
+ BASE RATE	ROOM TYPE/DESCRIPTION						QUANTITY
\$	1 QUEEN BED (8)						
\$10	1 KING BED (34)						
\$30	1 KING BED WATER FRONT (8)						
\$40	2 QUEEN BEDS WATER FRONT (9) (3 are A.D.A.)						
\$50	1 KING SUITE (3)						
\$75	1 KING SUITE WATER FRONT (11)						
\$599	BRIDAL SUITE ( 2 NIGHT MIN )						
		MIDWEEK		W/E			
BALLROOM		\$500		\$1,000			
BALLROOM W/ ROOF TOP TERRACE		\$1,250		\$2,500			
FRONT LAWN		\$500		\$1,000			
FRONT LAWN W/ TENT (TENT NOT PROVIDED)		\$1,250		\$2,500			

- Will your guest be responsible for room and tax for the above room block – Yes \_\_\_\_\_ No \_\_\_\_\_
- Will you provide a rooming list? If so this must be submitted before cut off day (30 days prior to check in) Yes \_\_\_\_\_ No \_\_\_\_\_

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- Will this group be tax exempt? Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, include tax exemption with contract

The following policies are designed to assist you in the planning of your event and the guidelines to follow for the White House Hotel and Cora's Restaurant. The White House Hotel and Cora's Restaurant strive to be a Premier Wedding venue destination. We also offer services for business meetings, cocktail receptions, rehearsal dinners, room blocks and more. Any additional questions you may have can be answered by the Director of Sales.

### 1. Venue Rental and Deposits

- To reserve a specific date for your function, a reservation deposit is required. The deposit will be applied to the final venue bill.
- 30% of the venue cost will or minimum of \$350 be required along with a signed contract.
- Venue space will be complimentary if Food and Beverage spend exceeds value listed above.

### 2. Room Blocks

- A minimum of 10 rooms must be blocked in order to receive a group rate.
- A credit card must be provided to hold blocked rooms, this card will only hold rooms unless specified otherwise.
- A \$100 incidental deposit is required upon check in, if the funds are not used the deposit will be released upon check out.
- Room types are subject to availability and may be adjusted by Director of Sales if necessary.
- If a rooming list is being provided, it must be provided 30 days prior to check in.
- 30 days before the check in date, any rooms not reserved will be dropped from the block and guest will no longer receive the group rate.

### 3. Catering

- A 30% deposit is due when contract is signed. The deposit will be made up of the least expensive menu on the catering menu times the estimated number of guest expected to attend. This deposit will go towards the total food and beverage bill.
- A guaranteed head count is required 30 days prior to the event date.
- The total food and beverage bill will be due 30 days prior to the event.
- Except for the wedding and groom cakes, Cora's Restaurant must provide all food and beverage. No food and beverage of any kind will be permitted to be brought into or taken from the event space by any guest, any other persons or invitees. Cora's cannot allow left over food to be brought home by guest; it is a violation of the health code for leftover banquet food to be removed from the event facility.

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- e. Any cake brought into the hotel is subject to a cake cutting fee of a \$1.25 per person. Cora's will provide plates, utensils and cake cutting serving services.
- f. Cora's will provide all items necessary to execute the Banquet Event Order. If additional items are necessary due to the size of event, additional charges may be applied.
- g. All food and beverage is subject to a 20% service charge
- h. A Banquet Event Order (BEO) will be provided to client for approval of food and beverage order and must be signed and returned to confirm order.

#### 4. Alcoholic Beverages

- a. Cora's, as an alcoholic beverage licensee, is bound by all local and state regulations governing the sale, service and consumption of alcoholic beverages on its premises. By state law, no alcoholic or non-alcoholic beverages may be brought into the hotel for a banquet function. A bartender will be provided for any functions a bar is needed.
- b. If a bar is requested for the front lawn, terrace, and/or ballroom, a \$175 bar set up fee will be applied to the food and beverage bill per bar requested. Same fee will be applied if requesting a cash bar instead of a hosted bar.
- c. Cora's will provide all glassware for bars. Bars set up on the lawn will have plastic ware provided, glassware is not allowed on lawn or pool deck.
- d. Customer acknowledges that the service of alcohol is subject to Cora's rules and regulations and that Cora's may at any time, in its sole discretion, suspend or terminate the service of alcohol to any individual or to a function. If alcohol service is suspended or terminated for any reason, the hotel will not be liable for any actual, consequential, incidental, special or other damages of any kind whatsoever. Customer agrees to cooperate fully with the White House Hotel and Cora's Restaurant efforts to comply with and enforce all such applicable rules, regulations and codes.

#### 5. Event Coordinator

- a. A wedding or event coordinator is required. Director of Sales must be provided with the coordinators contact information. The client must provide details of what decisions can be made by Coordinator on behalf of the signee.
- b. Decorating for events, coordination of outside vendors and removal of all event items will be the responsibility of the client/event coordinator. The White House Hotel and Cora's will not be responsible for any coordination of the event.

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### 6. Venue Space Guidelines

#### a. Ballroom-

- i. Ballroom capacity- 80 Ballroom w/ terrace capacity- 150
- ii. Tables 10-6ft rounds, 10-6ft banquet tables, and 100 Gold Chavari Chairs w/ white seat cushions are provided with the rental of the ballroom.
- iii. The White House Hotel does not provide any furniture for outside events.
- iv. The set up and break down of an event in the ballroom must be approved by the Director of Sales prior to the event date.
- v. All items must be removed from the ballroom after the event is over or the client will be subject for additional storage fees.
- vi. Rental items must be delivered and picked up on the same day as the event.
- vii. The hired event coordinator or contract signee must be present when items are delivered, unless decided and approved otherwise by the General Manager.

#### b. Front lawn-

- i. Front lawn capacity- 250
- ii. Tent delivery and assembly may only begin 1 days before the event and must be approved by General Manager.
- iii. Dance floors, Stages, and bars must be placed the same day as event and removed as soon as the event is scheduled to be over.
- iv. The White House Hotel is not responsible for any rented items left on the lawn after approved pick up date.
- v. Chairs for ceremony may be delivered to front lawn. The White House Hotel will charge a fee of \$3 per chair for storage, set up and break down of the chairs.
- vi. Arbors/ Gazebos will not be constructed by White House Hotel/Cora's Staff unless it is White House Hotel/Cora's property
- vii. All vendors must park in back of hotel during set up.
- viii. Carts are not provided for moving of floral arrangements or décor. *\* Hotel luggage carts are not to be used\**
- ix. The hired event coordinator or contract signee must be present when items are delivered, unless decided and approved otherwise by the General Manager.

### 7. Decorations and Damages

- a. All decorations supplied by the client/event coordinator must meet the approval of the local fire department code. At no time will signs, banners, displays, solicitations or sales be allowed without prior written consent of hotel management. No confetti, dance dust, silly string, glitter,

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rice or bubbles are to be used in hotel rooms, rented venue space or outside. Additional clean up fees of \$100 per hour will be charged if excessive cleaning beyond The White House Hotel standard practices are necessary.

- b. Decorations or display items may not be attached to any stationary wall, floor, window or ceiling with nails, staples, tape or any other substance in order to prevent damage to the fine fixtures and furnishings.

### 8. Entertainment

- a. The White House Hotel and Cora's Management reserves the right to control the quality, style and volume of any entertainment by clients. All services providers including bands, disc jockeys, florist, bakeries, etc. will be required to use the North entrance for all set up. All set-up work must be confirmed and approved by The Director of Sales. Stages are not allowed to be brought into the hotel without prior approval. A liability insurance waiver is required.
- b. All entertainment must end by 10pm, in accordance to the Biloxi sound ordinance.

### 9. Additional Rental Items available

- a. Wedding Wooden Arbor- \$300.00 includes set up and break down
- b. Projector- \$50.00 per day
- c. Screen- \$50.00 per day

### 10. Security

- a. Security will be provided by the White House Hotel and Cora's. The number of guards necessary will be determined by the Director of Sales according to guaranteed expected attendance provided by client.
- b. \$25 per guard per Hour per 50 ppl will be added to the Banquet Event Order and billed with Food and beverage.

### 11. Shipping and Handling and Gift Delivery

- a. If it is necessary for you to ship materials to the hotel, each item should be clearly marked with the following: event name and name of meeting planner, date of event and name of hotel contact. Boxed packages and display material will be accepted no earlier than 3 days prior to your event. The event host is responsible for return shipping of all materials. Please advise hotel contact of any special arrangements or requirements concerning your materials. In addition, a labor charge will be assessed if the Hotel's assistance is required in unloading boxes or moving items to storage areas.
- b. Our staff will be happy to assist, should you wish to have gifts delivered to guest's rooms. **A service charge of \$3.00 per bag/gift will be assessed.** Arrangements must be made in advance with Sales manager.

### 12. Advertisements

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- a. All advertisements using the name or image (photos or videos) of The White House Hotel must be approved in writing in advance of any publication. No prices or services advertised are the responsibility of the White House hotel unless approved in advance. Handbills, flyers, or any other promotional materials are not allowed outside of the banquet room without prior written permission.

### 13. Accepted Payments

- \* Cashier's checks, business checks, certified checks, cash, Visa, Master Card, Discover Card or American Express are acceptable forms of payment
- \*All food and beverage checks must be made out to Cora's
- \*All venue rental and room block checks must be made out to The White House Hotel

### 14. Credit Card Authorization Form

- a. A credit card authorization form must be filled out at time of signing for both White House Hotel and Cora's.
- b. A copy of the Credit card and Driver's license is also required.

### 15. Cancellation policy

- a. Cancellations received will be subject to a cancellation penalty as follow:

180 days or more prior to the function date	25% of contracted total
120-179 days or more to the function date	50% of contracted total
90-119 days prior to the function date	75% of contracted total
Less than 90 days prior to the function date	100% of contracted total

### 16. Force majeure

- a. If for reason beyond our control (including but not limited to labor strikes, accidents, government restrictions or regulations of travel, weather, or any other acts of God), the Hotel is unable to perform its obligations, then non-performance is excused with no liability other than the return of the Reservation Fee and any other advance payments. In no event shall the White House Hotel and Cora's be liable for consequential damages for any reason whatsoever.

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- b. In the event of a hurricane hitting the direct area, putting us completely out of business at the time of your event ultimately forcing us to have to cancel your event, you will be completely refunded. In the case we are open, or are able to reopen prior to your event, and are able to clean and return the hotel and the grounds to the same level as before the storm, making it possible for you to have your event take place, your reservation fee and other advance payment will not be refunded.

### 17. Applicable service fees and taxes

- a. All goods and services including, food, beverage and audio-visual are subject to a 20% service charge and current Mississippi State tax. All hotel rooms are subject to current hotel tax. Groups requesting tax exemption must submit tax-exempt certification thirty days prior to the function date or the tax will be applied and will not be refunded.
- b. The Customer agrees that by signing the banquet agreement for services, food, beverage, room rental, audio-visual, all other miscellaneous banquet charges, applicable tax, service charges, and/or guest rooms, you are acknowledging the fact that there is no dispute over such charges and the Customer is fully responsible for payment of the total amount due. Any discrepancies in counts or charges should be identified at the time of signing banquet event order and or contract agreement. In the event the group vacates the premises prior to signing the banquet check, all charges will be considered accurate.

### 18. Indemnity

- a. Customer agrees to indemnify and hold hotel harmless for all injuries, losses or damages caused by the negligence or wrongful acts of customer or customers guests, agents or third party vendors hired by or retained by customers. Customer further agrees to indemnify and hold Hotel harmless for any injuries, losses or damages, including attorney's fees and expenses arriving out of or resulting from event unless such injuries, losses or damages result from hotel's negligence.

### 19. Breach

- a. If Customer breaches this agreement, customers agree to be responsible for all attorney's fees and expenses incurred by hotel in enforcing the provisions of this agreement.

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### Cora's Catering Deposit Agreement

The Chart below is an estimated figure of food and beverage needs in order to take a deposit. The BEO will be the final contract that determines the total's paid for food, beverage and services.

Menu price per head:	\$
Estimated amount of guest expected	
Estimated bar budget	\$
Total estimated bill	\$
30% of estimated bill	\$
Date Catering deposit was taken	

I \_\_\_\_\_ agree to the terms of the Catering policies and procedures presented on this contract, performed by Cora's Restaurant.

Date \_\_\_\_\_

**Deposit total for venue:**

Venue total:	\$	
Tax:	\$	
Total Rental Fee:	\$	
30% deposit due:	\$	Paid on:



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### Credit Card Authorization Form

I \_\_\_\_\_ authorize the amount of  
\$ \_\_\_\_\_ to be charged to the credit card number provided  
below, for the event held at the **White House Hotel** on \_\_\_\_\_.

I \_\_\_\_\_ authorize the amount of  
\$ \_\_\_\_\_ to be charged to the credit card number provided  
below for **Cora's Restaurant** catering on \_\_\_\_\_ at the White  
House Hotel.

Card Holder Name \_\_\_\_\_

Card number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please provide a copy of the Credit Card and Driver's License for provided information above.