

## GENERAL CATERING GUIDELINES AND POLICIES

Thank you for allowing Mohegan Sun to host your legendary event. It is our goal to provide you and your guests with creative menus and friendly, attentive service at competitive prices, allowing you to concentrate on the purpose of your meeting or entertaining. In order to help us serve you as effectively as possible, please take a moment to review the following guidelines.

### MENUS

While we have a full range of catering menus available, our professional event planning management and award-winning chefs are always happy to meet with you to discuss particular needs. Menu prices are guaranteed for six months. No food or beverage of any kind will be permitted to be brought onto or removed from our premises by the patron, his or her guests or invitees. Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase the risk of foodborne illness. You may select up to two entrées when offering a plated menu for forty up to three hundred people. When selecting two entrées you will be billed for the cost of the higher priced entrée. The exact number of each entrée, along with the guaranteed number of attendees, is required by noon, at least four business days in advance. Should we serve more guests than the number of meals/attendees guaranteed then you will be billed for the actual number of guests served.

### GUARANTEED ATTENDANCE AND PAYMENT POLICIES

In arranging for private functions, the attendance must be definitely specified by noon at least three business days in advance of the function. This number will be considered a guarantee not subject to reduction. If the guarantee is not given to our Catering Department three business days in advance, we will consider the last estimated number as the guarantee for the function. We set and prepare for 3% over the guarantee. Should we serve more guests than the number of meals/attendees guaranteed then you will be billed for the actual number of guests served. Deposit and payment schedules will be established with your Event Manager. Any function which cancels less than fourteen days prior to the event will be subject to cancellation fees equal to full room rental and meal guarantee. All events are considered tentative until a signed contract and non-refundable deposit are returned to confirm your reservation, unless otherwise specified in your contract.

### BEVERAGES

Mohegan Sun is responsible for the sale and service of all alcoholic beverages on the premises as regulated by the Connecticut State Alcoholic Beverage Control Commission and the Mohegan Tribe. Therefore, all liquor, beer and wine consumed on the premises must be supplied by Mohegan Sun.

### MEETING ROOMS

We reserve the right to make changes in function room assignments. The patron agrees to be responsible for any damage done to the premises during the period of time his or her guests are under his or her control or that of any independent contractor hired by the patron. We do not assume or accept responsibility for damage to or loss of any merchandise or articles left in any meeting rooms or public areas prior to, during or following the customer's function.

## DECORATIONS AND SPECIAL SERVICES

Your Event Manager can coordinate with you a full range of services from floral and decorative needs to security and electrical requests. For your convenience, entertainment and coat check arrangements may also be purchased through the Event Management Office. In addition, the hotel offers an on-premises Audio Visual Supplier, as well as a fully equipped Business Center for your convention needs. Decorations brought onto the premises by the guest or decorator must be approved by management and meet all local fire codes. Items may not be attached to walls, windows or ceiling with tape, adhesive, nails or staples.

### SIGNS

This hotel will, unless otherwise instructed, post your program in the public areas of the hotel. Other signs or banners may not be placed in public areas without permission of the hotel. All signs must be professionally lettered. Absolutely no signage will be placed in the lobby, guest room floors or in the elevators. Please contact your Event Manager for assistance.

### CONFERENCE MATERIALS

All arrangements for shipping and receiving of your conference materials must be approved and confirmed with your Event Manager two weeks prior to arrival, to ensure proper arrival of shipment to the convention center. Your Event Manager will apprise you of storage and handling fees.

### SERVICE CHARGE AND TAX

Current service charge is 20%. 6% tax will be applied to all invoices. Proof of tax exempt status must be supplied and approved by Mohegan Sun Tribal Gaming Authority prior to invoicing to be exempt from tax.

### LABOR CHARGES

Cashier fee is \$50.00 per cashier. One cashier is required for every seventy-five to one hundred guests, depending on event specifics. Chef fee is \$100.00 per chef. One chef (per menu item) for every one hundred guests is required. Bartender fee is \$100.00 per bartender until \$500.00 in bar revenue is generated at which time the bartender fee is waived. Groups of twenty or fewer will be billed an additional labor charge of \$50.00 when waiter service is required. Buffet service that does not meet attendance minimums will be assessed a \$50.00 service charge. Functions that exceed the scheduled servicing close time or event ending time will be subject to an overtime charge.

I fully understand and agree to the terms above.

Name/Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_