



INTERCONTINENTAL®
MILWAUKEE

POLICY STATEMENT FOR BANQUET EVENTS

BANQUET MENUS

Menu selections, room arrangements and other details pertinent to your function should be submitted to the Catering Department at least 21 days prior to your function date. Our Menus are designed to suit all of your needs. Our team of culinarians strives to provide you our guests with the local and international regions best and seasons freshest products available.

GUARANTEE

The Catering Office should be notified of your expected attendance by no later than 10am three business days prior to your function. If no final guarantee is received, we will consider the number indicated on the original arrangements to be correct. The guarantee is not subject to reduction after this three day deadline. A \$25.00 service charge will be applied to each plated food function if attendance is 20 persons or less.

SPECIAL CATERING SERVICES

Arrangements may be made through the Catering Office for the purchase of fresh floral arrangements and centerpieces. We would also be pleased to assist you with special theme decorations, entertainment and ice carvings. If gift bags are provided to guests checking into hotel a \$3.00 delivery fee per bag will be assessed for package delivery through our in house bell staff.

DECORATIONS

Decorations or displays brought into the hotel by the guest must be approved prior to arrival. Banners or display items may not be affixed to any stationary wall, floor, windows or ceiling with nails, staples, tape or any other substance in order to prevent damage to the fine fixtures and furnishings. Clean up fees will apply for certain decorations. The client agrees to be responsible for any damages done to the function room or any other part of the hotel by the client, their guests, employees, independent contractors or others under their control.

AUDIO VISUAL EQUIPMENT AND SERVICES

We will be pleased to arrange for any audio visual requirements for your function, using state-of-the-art equipment from our in-house audio visual company *PSAV®*. Charges will apply if any outside audio visual equipment is brought into your meeting space through our company or an outside company. The hotel has an exclusive contract with *PSAV® Presentation Services* for audio visual services. Audiovisual equipment contracted outside of the hotel must be removed immediately following the conclusion of the event. The hotel and *PSAV® Presentation Services* assume no responsibility for services contracted outside of the hotel. An electrical fee will be applied to the usage of any electrical outlets used during the entirety of the contracted space rental. In house technical services rendered for outside audio visual equipment will incur an additional fee.

FUNCTION ROOMS

Function rooms are assigned by the guaranteed minimum number of people anticipated. Room rental fees are applicable at the time of the booking. We reserve the right to change groups to a room suitable for the functions if the attendance decreases or increases.

BEVERAGE SERVICE

We offer a complete selection of beverages to compliment your function. Please note that alcoholic beverage sales and service are regulated by the Wisconsin State Liquor Commission. The hotel, as a licensee, is responsible for the administration of these regulations. It is our policy, therefore, that no alcoholic beverage may be brought into the hotel. The hotel reserves the right to change from a host or cash bar to a cocktail server if the count falls below 25 people. If a group requests additional bartenders over and above the standard of 1 bartender per 75-100 guests,

- Hosted Bars – Guests order the drinks of their choice and billing of consumption plus gratuity and tax is sent to the host of the event. Hosted bars can be arranged as a package with an hourly charge or based on consumption.
- Cash Bars - Guests purchase their drinks individually at the bar. Prices include tax and gratuity.
- Bartenders – The hotel staffs one bartender for every 75 guests. A bartending fee of \$95.00 per bartender will apply for cash bars, or if a bar is requested for groups of less than 75 guests or if additional staffing is required. There will be a charge assessed for each additional bar that falls short of a \$300.00 minimum revenue generated per bar during the specified time period.

FOOD SERVICE

The InterContinental Milwaukee is responsible for the quality and freshness of the food served to our guests. Due to State & City health regulations, all food served at the InterContinental Milwaukee must be prepared by our culinary staff. In the event that items are brought in to the hotel, additional service charges, cutting fees, display charges, or corkage fees will apply. Food prepared by the hotel, which is not consumed by attendees, may not be taken out of the hotel after the function. The only exception is wedding cake tops. Hors d'oeuvres reception and buffet food service is limited to 1 ½ hours. In the event we allow the group to bring food or beverage items (charitable events), the hotel does not assume responsibility for the quality, timeliness, or price of food and beverage items brought into the hotel. Service staff levels are at the discretion of the hotel and may incur additional service charges if deemed necessary. General service levels include 1 server per 25-30 guests for breakfast and lunch service and 1 server per 20-25 guests at dinner service. Any additional service staff will incur a \$95.00 + gratuity per server fee.

Hours of Service:

- Breakfast 6:30am-11am
- Lunch 11am-4pm
- Dinner 4pm-11pm

Service hours can become flexible on an event by event basis please inquire with your sales associate.

SHIPPING AND RECEIVING

Packages for meetings and conventions may be delivered to the hotel no more than four working days prior to the date of the meeting and the hotel must have prior notification of any packages being delivered. There will be additional storage fees assessed for any packages that arrive to the hotel's property prior to the four day allowance. The following information should be included on all packages:

- Conference or Function Name
- Hotel Contact
- Client's Name
- Date of Function

Any alternative arrangements are to be approved by the hotel. Guests/exhibitors are responsible for return shipping costs and methods for all packages. Pricing is subject to change based on individual packaging needs.

SECURITY

The hotel does not assume responsibility for damage or loss of any merchandise, food and beverage, and personal articles brought into the hotel, items left unattended or left behind at the conclusion of the function. With adequate notice, we will be pleased to provide additional security for equipment or merchandise. You will be responsible for any damages done to the facilities during your event. The hotel does not accept responsibility for the security of wedding gifts or card boxes. It is the client's responsibility to secure all gifts and cards received prior to dinner. At the hotels discretion parties may be subject to additional security needs at clients expense.

BILLING

We ask that the proper credit be established at least 30 days prior to any function. The hotel reserves the right to request a full or partial payment prior to the functions. If you wish to be direct billed to your organization, a minimum of \$1,500.00 must be spent in food, beverage, room rental and guest rooms.

PRICES

There will be an applicable service charge of 20% and a sales tax of 5.85% on all food and beverage items. Prices are subject to change with guaranteed pricing 7 days prior to the date of the event. Additional labor fees may be applied if you do not meet the required number of people for a buffet. We will serve a buffet below the minimum number; however; an additional fee per person below the minimum will be applied.

PARKING

InterContinental Milwaukee has parking available at prevailing rates. The Milwaukee Center garage is owned and operated by Inter Parking. For groups who request a parking pass to which all charges are to be direct billed there will be a 10% fee assessed to the parking passes.