

BANQUET MENU'S

(A 7% tax and 21% gratuity will be added to all items)
Revised: March 23, 2010

MEETINGS & RECEPTIONS A LA CARTE MENU

COFFEE PER GALLON \$28.00
ASSORTED CARAFE FRUIT JUICES \$15.00
FRESH SQUEEZED ORANGE JUICE
SOFT DRINKS \$2.00/EACH
BOTTLED WATER @ \$2.00/EACH
MINERAL WATER @ \$2.75/EACH
ICED TEA WITH LEMON \$14.00 PITCHER
LEMONADE @ \$14.00/PITCHER

ASSORTED COOKIES \$14.95/DOZEN

DANISH PASTRY \$ 19.50/DOZEN

DOUGHNUTS \$19.00/DOZEN

FRESH BAGELS WITH CREAM CHEESE \$22.00/DOZEN

ASSORTED MUFFINS WITH BUTTER \$19.00/DOZEN

FUDGE BROWNIES \$19.00/DOZEN

FRESH SLICED FRUIT BOWL
SMALL \$40.00/ (SERVES 25) LARGE \$80.00/ (SERVES 50)

ASSORTED FRUIT YOGURTS \$3.50/EACH

HOT BUTTERED POPCORN \$12.00/BOWL

HOT CINNAMON ROLLS \$19.50/DOZEN

BOWL OF CHIPS WITH CREAMY RANCH SAUCE \$25.00

NACHO CHIPS WITH SALSA \$30.00

TRAIL MIX BOWL \$15.00

PRETZELS \$12.50

CREATIVE BREAK SERVICE

THE CONCESSION

BAGS OF POTATO CHIPS
HOT BUTTERED POPCORN, OREO COOKIES &
GRANOLA BARS
ICED TEA
\$7.95

THE CHOCOHOLIC BREAK

ASSORTED CANDY BARS
OVEN FRESH COOKIES
FUDGE BROWNIES
MALTED MILK BALLS
WHOLE MILK
\$8.95

THE NATURAL BREAK

SLICED FRESH FRUITS WITH YOGURT DIP
DOMESTIC CHEESES & CRACKERS
BOTTLED WATERS
\$8.95

NEW YORK YANKEE BREAK

HOT BUTTERED POPCORN, PEANUTS
GIANT SOFT PRETZELS WITH ASSORTED MUSTARDS
CRACKER JACKS
ASSORTED SODAS
LEMONADE
\$9.95

BUILD YOUR OWN SUNDAE BAR

ASSORTED ICE CREAMS AND ASST. TOPPINGS
\$10.50

STARTERS

COLD HOR D' OEUVRES

[100 PIECES PER ORDER]

DEVEILED EGGS \$110.00

PETIT SANDWICH BOARD \$175.00

JUMBO GULF SHRIMP COCKTAIL \$275.00

RAW OYSTERS \$MARKET PRICE

THERE IS A RISK ASSOCIATED W/ CONSUMING RAW OYSTERS OR ANY RAW ANIMAL PROTEIN. IF YOU HAVE CHRONIC ILLNESS OF THE LIVER, STOMACH OR BLOOD, OR HAVE IMMUNE DISORDERS, YOU ARE AT RISK OF SERIOUS ILLNESS FROM RAW OYSTERS AND SHOULD EAT OYSTERS FULLY COOKED. IF UNSURE OF YOUR RISK PLEASE CONSULT YOU PHYSICIAN.
FLORIDA DEPT. OF NATURAL RESOURCES

ASSORTED DOMESTIC CHEESE & FRUIT DISPLAY

SMALL (60PPL) \$165.00 LARGE (100) \$270.00

IMPORTED CHEESE & FRUIT DISPLAY

SMALL (60PPL) \$220.00 LARGE 100) \$320.00

VEGETABLE CRUDITE WITH RANCH DIP

SMALL (60PPL) \$125.00 **LARGE** (100PL) \$175.00

BLEU CHEESE DRESSING ADD \$12.50/BOWL

WATERMELON BASKET WITH FRESH FRUIT \$95.00

HOT HORS D' OEUVRES
100 PIECES PER ORDER

BARBEQUE RIBLETS \$175.00

CHICKEN DRUMMETTES \$175.00

BUFFALO CHICKEN WINGS \$175.00

SCALLOPS WRAPPED IN BACON \$175.00

SWEDISH MEATBALLS \$175.00

BEER BATTERED MUSHROOMS WITH HORSEY SAUCE \$175.00

QUICHE LORRAINE \$175.00

CHICKEN BREAST STRIPS WITH
HONEY MUSTARD OR BARBEQUE SAUCE \$175.00

MARINATED CHICKEN SKEWERS \$200.00

MARINATED BEEF SKEWERS @ \$200.00

ITALIAN STUFFED MUSHROOMS \$175.00

CARVED ITEMS

GLAZED HAM \$150.00 (35PPL)

TENDERLOIN \$175.00 (20 PPL)

STEAMSHIP ROUND \$475.00 (1 PER 200PPL)

WHOLE BONELESS TURKEY (40PPL) \$135.00

COLD DISPLAYS

****SERVES 45-60 PEOPLE**

****SEASONAL FRESH FRUIT DISPLAY W/ POPPYSEED HONEY DIPPING
SAUCE \$150.00**

**NORTH ATLANTIC SMOKED SALMON WITH CHOPPED EGGS, RED
ONIONS AND DILL CREAM CHEESE \$225.00 (SERVES 30)**

**WHOLE BAKED GROUPER WITH ACCOMPANIMENTS
\$ MARKET PRICE**

DELUXE WEDDING MENU

SALADS

[CHOICE OF 1]

(A)

BIBB LETTUCE, WALNUTS, MANDARINE ORANGE SECTIONS
TOMATO WEDGES, CUCUMBERS, SHREDDED CARROTS
RED ONIONS, RASPBERRY VINAIGRETTE

(B)

HOUSE SALAD, ICEBERG LETTUCE, ROMAINE
CUCUMBER, TOMATO WEDGES, CARROTS, RED CABBAGE
RED ONION, CHOICE OF DRESSING

(C)

CLASSIC CAESAR
CRISP ROMAINE LETTUCE
TOSSED WITH CROUTONS AND SHREDDED PARMESEAN

(D)

MESCULIN SALAD
SPRING MIX, SLICED RED ONION, PLUM TOMATOES
CHEESE MIX, CROUTONS, CARROTS
VINAIGRETTE DRESSING
ADD \$2.00

(E)

FRESH SPINACH SALAD WITH HOT BACON DRESSING
ADD \$2.00

ENTREES

CHICKEN MORNAY BOURSIN WITH SUNDRIED TOMATOES \$22.50

BEEF WELLINGTON \$30.50

PRIME RIB OF BEEF AU JUS \$23.50

FILET MIGNON WITH BERNAISE \$28.50

GRILLED SALMON WITH DILL CREAM SAUCE \$23.50

GRILLED GROUPER ROASTED GARLIC CREAM SAUCE \$24.50

STUFFED FLOUNDER \$24.50

GRILLED NY STRIP \$27.50

VEAL OSCAR \$30.50

CHICKEN SALTAMBUCCO \$22.50

GRILLED VEAL CHOPS WITH SHIITAKE PORT GLAZE \$37.50

[TWO ENTREES MAY BE CHOSEN FOR AN ADDITIONAL \$2.00]

ACCOMPANIMENTS

CHOICE OF [1] VEGETABLE AND [1] STARCH

FRESH VEGETABLE MEDLEY

FRESH GREEN BEAN ALMONDINE

RICE PILAF

MUSHROOM RICE

ROASTED NEW POTATOES

BAKED POTATOES

all entrees served with hot rolls and butter, iced tea, and coffee

**DELUXE RECEPTION BUFFET
(OTHER BUFFETS ARE LISTED FURTHER DOWN)**

CHOICE OF [2] SALADS

TOSSED GARDEN GREENS
CLASSIC CAESAR SALAD
MESCUIINE SALAD
FRESH SPINACH SALAD

CHOICE OF [2] ENTREES

CHICKEN BOURSIN WITH HERB MORNAY
CHICKEN PARMESAN
PASTA PRIMAVERA
BEEF BOURGINOINE
PEPPER STEAK
ROAST SIRLOIN BORDELAISE
SWORDFISH MARGARITA
GRILLED SALMON WITH LEMON DILL

CHOICE OF [1]

CAJUN SEAFOOD PASTA
SEAFOOD AU GRATIN
SHRIMP AND SCALLOP SCAMPI
BROILED GROUPER VERA CRUZ
SLICED TENDERLOIN BERNAISE
SWORDFISH BEURRE BLANC

ACCOMPANIMENTS

CHOICE OF [2]

FRESH VEGETABLE MEDLEY
GREEN BEAN ALMONDINE
RICE PILAF
POMADORA FRITATA (FRIED PASTA)
FRIED RICE
MUSHROOM RICE
ROASTED POTATOES
GARLIC MASHED POTATOES

{Includes rolls and butter, iced tea and coffee}

\$37.50/PP

CARVING STATIONS \$45.00 CARVING FEE

BREAKFAST MENU

PLATED OFFERINGS

FRESH ORANGE JUICE
SCRAMBLED EGGS, SAUSAGE OR BACON
BREAKFAST POTATOES
ASSORTED DANISH & MUFFINS, BUTTER & JELLY
COFFEE, DECAF & HOT TEA
\$ 9.95

FRESH FRUIT CUP
TEXAS STYLE FRENCH TOAST
CHOICE OF BACON OR SAUSAGE
DANISH & MUFFINS
BUTTER & JELLY
COFFEE, DECAF AND HOT TEA
\$10.95

....IT'S A WRAP

EGGS, SAUSAGE, ONIONS & CHEDDAR CHEESE
WRAPPED IN A WARM FLOUR TORTILLA
BREAKFAST POTATOES
FLORIDA ORANGE JUICE
COFFEE, DECAF & HOT TEA
\$10.95

THE SPANISH MEET THE FRENCH

SCRAMBLED EGGS WITH ONIONS, PEPPERS
HAM & CHEDDAR CHEESE IN A FLAKEY CROISSANT
SERVED WITH A SIDE OF SALSA
BREAKFAST POTATOES
FLORIDA ORANGE JUICE
COFFEE, DECAF AND HOT TEA
\$10.95

BREAKFAST BUFFETS

CONTINENTAL BREAKFAST

FRESH ORANGE JUICE
SLICED FRESH FRUIT BOWL
MUFFINS, DANISH, CROISSANTS & BAGELS
CREAM CHEESE, BUTTER & JELLY
COFFEE, DECAF & HOT TEA WITH LEMON
\$9.95 WITHOUT FRUIT
\$10.95 WITH FRUIT

MORNING EYE OPENER

FRESH ORANGE JUICE
FRESH SLICED FRUIT BOWL
SCRAMBLED EGGS
BREAKFAST POTATOES
BACON & SAUSAGE
CROISSANTS, DANISH AND MUFFINS
BUTTER AND JELLY
COFFEE, DECAF & HOT TEA WITH LEMON
\$14.95

FRENCH TOAST OR PANCAKES ADD \$2.50

HEALTHY START BREAKFAST BUFFET

FRESH ORANGE JUICE & APPLE JUICE
SLICED SEASONAL FRUITS
ASSORTED YOGURTS
DRY CEREALS WITH WHOLE MILK
GRANOLA BARS
BAGELS & MUFFINS CREAM CHEESE & JELLY
COFFEE, DECAF & HOT TEAS
\$12.95

BRUNCH BUFFETS

CHILLED FRESH ORANGE JUICE

SLICED SEASONAL FRUIT DISPLAY

SMOKED NORTH ATLANTIC SALMON WITH CAPERS,
EGGS, RED ONIONS, HARD BOILED EGGS & LEMON

TOSSED GARDEN GREEN SALAD

PASTA SALAD

MARINATED CUCUMBER & TOMATO SALAD

SCRAMBLED EGGS WITH PEPPERS, ONIONS & CHEESE

CRISP BACON

SAUSAGE LINKS

HOMEMADE BREAKFAST POTATOES

CHEESE BLINTZES WITH BLUEBERRY OR CHERRY TOPPING &
SOUR CREAM

ROSEMARY ROASTED CHICKEN
WITH RICE PILAF

GROUPE PROVENCALE
FRESH VEGETABLE MEDLEY

FLAKEY CROISSANTS, FRUIT DANISH, MUFFINS
BAGELS, CREAM CHEESE & JELLY

FRESH BREWED COFFEE AND DECAF

SELECTION OF INTERNATIONAL TEAS
\$26.50

OMELETTES OR WAFFLES MADE TO ORDER ADD \$3.75PP
CHEF ATTENDANT FEE \$50.00

LUNCHEON SANDWICHES

TUNA OR CHICKEN SALAD CROISSANT

CREAMY CHICKEN SALAD OR TUNA SALAD
CHICKEN BREAST SALAD WITH CRUNCHY CASHEWS
SERVED IN A FLAKY BUTTER CROISSANT ACCOMPANIED BY LETTUCE, TOMATO, PICKLE &
COLE SLAW, POTATO CHIPS & DESSERT
\$11.95

PRIME RIB SANDWICH

TENDER SLICED ROAST BEEF WITH AU JUS
SERVED ON A HOAGIE ROLL WITH LETUCE, TOMATO & PICKLE ACCOMPANIED BY
POTATO CHIPS, COLW SLAW & DESSERT
\$12.95

CROISSANT TURKEY CLUB

THE TRADITIONAL THROWS A CURVE
SERVED WITH COLE SLAW, POTATO CHIPS & DESSERT
\$11.95

CHICKEN CLUB

A GRILLED CHICKEN BREAST ON A TOASTED KAISER ROLL
WITH CHEDDAR CHEESE, LETTUCE, BACON AND
TOMATO SERVED WITH FRIES, COLE SLAW
\$12.95

TAMPA'S FAMOUS PRESSED CUBAN

"THE REAL DEAL" SMOKED HAM, TURKEY, ROASTED PORK LETUCE, TOMATO, PICKLE,
MAYO & MUSTARD MIX
SERVED ON TRADITIONAL PRESSED CUBAN BREAD WITH POTATO CHIPS,
COLE SLAW & DESSERT
\$11.95

GROUPER SANDWICH

Served with Cole Slaw
POTATO CHIPS,
DESSERT

ICED TEA

PLATED LITE LUNCHEON

SALAD TRIO

CHICKEN, TUNA AND POTATO SALADS
WITH FRESH SEASONAL FRUITS
ROLLS WITH BUTTER
ICED TEA & DESSERT
\$13.95

DELI PLATTER

SLICED SMOKED TURKEY, HAM & ROAST BEEF
POTATO SALAD
CHEESE SLICES
SLICED TOMATOES, ONIONS, LETTUCE
ASSORTED BREAD BASKET
ICED TEA & DESSERT
\$15.95

CHICKEN COBB SALAD

DICED CHICKEN BREAST
TOMATOES, CUCUMBERS, HARD BOILED EGGS,
GREEN ONIONS, SWISS CHEESE
CHOICE OF DRESSING
WARM ROLLS WITH BUTTER
ICED TEA & DESSERT
\$13.95

LUNCHEON BUFFETS

BARBEQUE BUFFET

TOSSED GARDEN SALAD WITH DRESSINGS
BARBEQUED RIBS
BARBEQUED CHICKEN
BAKED BEANS
CORN ON THE COB
WARM ROLLS WITH BUTTER
ICED TEA WITH LEMON
CHEF'S CHOICE DESSERT
\$18.95

THAT'S ITALIAN BUFFET

CAESAR SALAD
ANTIPASTA
MEAT LASAGNA
CHICKEN FLORENTINE
ITALIAN GREEN BEANS
GARLIC BREAD
CHEF'S DESSERT SELECTION
\$17.95

DELI BUFFET

FRESH SLICED FRUIT BOWL
ASSORTED HAM, SMOKED TURKEY AND ROAST BEEF
ASSORTED BREADS
COLE SLAW
PASTA SALAD
SLICED LETTUCE, TOMATOES AND PICKLES, SLICED CHEESES
ICED TEA WITH LEMON
CHEF'S CHOICE DESSERT
\$16.95

*A MINIMUM OF 30 GUESTS ARE REQUIRED FOR LUNCHEON BUFFETS

PLATED LUNCHEONS

CHOICE OF 1 SALAD

CAESAR
GARDEN
FRUIT
SPINACH WITH HOT BACON DRESSING
COLE SLAW

ENTREES

LONDON BROIL WITH MUSHROOM BURGUNDY DEMI GLAZE \$15.95

CHICKEN MORNAY OVER BROCCOLI \$16.95

ROAST PORKLOIN DIJONNAISE \$15.95

ROAST TOP SIRLOIN OF BEEF \$16.95

ISLAND BAKED GROUPER \$18.95

GRILLED SALMON \$16.95

CHICKEN MONTEREY \$15.95

ALL ENTREES INCLUDE WARM ROLLS WITH BUTTER
COFFEE, DECAF, AND ICED TEA

ALL ENTREES ACCOMPANIED BY CHOICE OF SALAD & DESSERT

PLATED DINNER ENTREES

FILET MIGNON WITH BERNAISE SAUCE \$29.95

GRILLED NEW YORK STRIP W/SAUTEED MUSHROOMS \$26.95

SLOW ROASTED PRIME RIB AU JUS

10oz \$24.95 12oz \$26.95

ROAST SIRLOIN WITH BORDELAISE SAUCE \$18.95

LONDON BROIL W/BURGUNDY MUSHROOM SAUCE \$19.95

CHICKEN CORDON BLEU \$17.95

CHICKEN MONTEREY \$19.95

GRILLED SALMON FLORENTINE \$22.95

GROUPER BAY HARBOR \$ MARKET

ALL ENTREES ACCOMPANIED BY CHOICE OF SALAD & DESSERT

APPROPRIATE FRESH VEGGIES AND STARCH SELECTED BY THE EXECUTIVE CHEF

DELUXE DINNER BUFFETS

CHOICE OF 1

TOSSED GARDEN GREENS
CAESAR SALAD
MESCLUINE SALAD ADD \$2.00
TOMATO CUCUMBER SALAD
SPINACH SALAD WITH HOT BACON DRESSING ADD \$2.00

(CHOICE OF (2) ENTREES)

CHICKEN OREGANO
CHICKEN MONTEREY
SWEET & SOUR CHICKEN
PEPPER STEAK
ROAST TOP SIRLOIN SAUCE BORDELAISE
BEEF STROGONOFF WITH EGG NOODLES

(CHOICE OF 1)

SOUTH SEA GROUPER
SALMON LEMON DILL CREAM SAUCE
BLACKENED SWORDFISH

(CHOICE OF 2 SIDES)

ROASTED POTATOES
RICE PILAF
PASTA MARINARA
FRESH VEGETABLE MEDLEY
GREEN BEAN ALMONDINE
GARLIC RED SKIN MASHED POTATOES

DESSERTS

CHEF'S PASTRY ASSORTMENT

\$28.95

*A REQUIRED 50 GUESTS FOR DINNER BUFFETS

DINNER BUFFET

“NOW THAT’S ITALIAN”

ANTIPASTA SALAD

CAESAR SALAD

MEAT LASAGNA

CHEESE MANICOTTI WITH PRINCESS SAUCE

CHICKEN FLORENTINE

ITALIAN GREEN BEANS

GARLIC BREAD

CANNOLIS

\$24.95

PASTA STATION

SAUCES TO INCLUDE:

ALFREDO

VEGETABLE PRIMAVERA

PESTO

ROASTED GARLIC

ADD \$4.95/PP

STATION ATTENDANT FEE \$50.00

***A REQUIRED 50 GUESTS FOR DINNER BUFFETS**
NEW ENGLAND CRAB BOIL

FRESH FRUIT DISPLAY

TOSSED SALAD

COLD MARINATED MUSSELS WITH VINAIGRETTE DRESSING

COLE SLAW

STEAMED-SNO CRAB

PEEL & EAT SHRIMP

STEAMED CLAMS

CORN ON THE COBB

NEW POTATOES

HOMEMADE APPLE COBBLER

\$36.95

ADD LOBSTER MARKET PRICE:

***A REQUIRED 50 GUESTS FOR DINNER BUFFETS**

THEMED MENUS

WESTERN ROUND UP

TOSSED GARDEN SALAD

POTATO SALAD

NY STRIP STEAKS

BARBEQUE CHICKEN

BAKED BEANS

BAKED POTATOES

CORN ON THE COBB

CORN BREAD

ASSORTED FRUIT PIES

\$29.95

***A REQUIRED 50 GUESTS FOR DINNER BUFFETS**

HAWIIAN LUAU BUFFET

ALOHA SALAD
TROPICAL FRUIT SALAD
PEPPER STEAK POLYNESIAN
SWEET & SOUR CHICKEN
FRIED RICE
ORIENTAL VEGETABLES
HOT ROLLS WITH BUTTER
ICED TEA WITH LEMON
COFFEE AND DECAF
PINEAPPLE UPSIDEDOWN CAKE

\$28.95/++PP

**HAWIIAN LEIS, COLORED NAPKINS, LINENS AND SKIRTING, PINEAPPLE CENTERPIECES & DECORATIVE BUFFET

ADD: WHOLE ROASTED PIG - MARKET PRICE

***A REQUIRED 50 GUESTS FOR DINNER BUFFETS**

MEXICAN FIESTA

NINE LAYER DIP

SLICED FRESH FRUIT

CHICKEN & BEEF FAJITA BAR

BLACK BEANS & YELLOW RICE

BEEF BURRITO FILLING

GUACAMOLE, SOUR CREAM, SALSA, DICED TOMATOES, SHREDDED LETTUCE, JALAPENO PEPPERS, SHREDDED CHEESE

FLAN

CHURROS

COFFEE, DECAF, HOT TEA AND ICED TEA

\$24.95

***A REQUIRED 50 GUESTS FOR DINNER BUFFETS**

COCKTAILS:

By the Hour:

A package designed to ease your budgeting plans. Simply choose the option you prefer. The amount charged is on a per person basis in accordance with the guarantee attendance or the actual attendance if higher

House Brands

1 Hour - \$10.50 per person, \$7.50 for each additional

Premium Brands

1 Hour - \$12.50 per person, \$9.50 for each additional

Deluxe Brands

1 Hour - \$16.00 per person, \$12.50 each additional

BY THE DRINK

House Brands

\$4.25

Premium Brands

\$4.75

Deluxe Brands

\$5.50

Domestic/Light Beer

\$3.25

Premium/Import

\$3.75

House Wines

\$4.50

Cordials

\$5.50

Mineral Water

\$2.75

Sodas

\$2.00

Domestic Kegs

(1/2 Barrel) \$175.00

Domestic Pony Kegs

(1/4 Barrel) \$125.00

Labor Charges

Bartender & Cashiers Fees are \$75.00 each for the first two hours.

For each additional hour there is a \$25.00 charge
Excluding Cash Bar, above prices is subject to 21% service charge & 7% state sales tax.

**BUSINESS MENUS FOR THE EXECUTIVE
(MINIMUM OF 50 PEOPLE)**

DELUXE CONTINENTAL

HOMEMADE MUFFINS & DANISH,
BAGELS WITH CREAM CHEESE
FRESH ORANGE JUICE
COFFEE, DECAF WITH FLAVORED CREAMS
INTERNATIONAL TEAS
MILK

MID MORNING BREAK

COFFEE WITH FLAVORED CREAMS
INTERNATIONAL TEAS
FLORIDA FRESH ORANGE JUICE
FLAKY CROISSANTS WITH JAM AND JELLY

LUNCHEON

CHOICE OF 1

BARBEQUE BUFFET,
DELI BUFFET OR GOURMET SALAD BUFFET
(SEE BUFFET MENU)

MID AFTERNOON BREAK

ASSORTED SODAS
POPCORN

*PRETZELS
COFFEE
INTERNATIONAL TEAS*

\$30.50

BEST WESTERN BAY HARBOR HOTEL CATERING POLICIES

Attendance Guarantees- Please notify the Catering Office of the number of guests attending, at least 72 hours prior to function. If no guarantee has been received by the 72 hour deadline, the expected count becomes the guarantee & appropriate charges will be applied.

Expected Attendance- Must be specified at the time of the reservation. The HOTEL will prepare 5% over the guarantee.

Menu Pricing- Is subject to change without notice. Contracted pricing will be honored. Food and beverage pricing is subject to a 21% service charge and appropriate state sales tax. Menu prices are per person unless otherwise stated. Buffet services require a minimum of 50 guests for dinner & 30 guests for breakfast & lunch. An up-charge of \$2.00 per person will be charged if minimums not met. Menus for food functions must be finalized two weeks prior to your event. The HOTEL reserves the right to substitute menu items in the event of guarantee increases that occur within 24 hours of your event.

Deposits- Are required upon confirmation of your reservation. Deposits will be deducted from the cost of the event. Deposits are non-refundable on cancellations if the hotel is unable to sell the space.

Payment-Corporate Functions- Balance is due 72 hours prior to event with money order, cashier's check or corporate credit card. If credit has been established by the HOTEL, payment is due within 30 days of the event. **Social Functions-** Balance is due in full 3 days prior to event with money order, cashier's check or credit card. Appropriate guarantees apply.

Cancellation: Within 24 hours of event & will require full payment. Licensing & liability dictate that all food & beverage presented in our facilities must be purchased from HOTEL, with exception to the wedding cake. Food & beverage may not be taken from the hotel premises with exception of wedding cake.

Set up Charges: If the agreed meeting room set up is changed after room has been set there can be up to a \$150.00 reset fee.

Audio Visual: Can be arranged with the Catering Office. Rental fees apply on all equipment.

Best Western Bay Harbor is not responsible for any loss or damage of materials, equipment or personal belongings left unattended or unsecured during, before or after in our rooms or areas.
HOTEL has the right to inspect & control all parties, meetings, receptions, etc., being held on premises.
Compliance to contracted meeting times is required due to set up & break down demands as dictated by other client events.

Thank you for your business.

S