

# *Banquet & Room Rental Guidelines*

## **Banquet Deposits & Payment**

We require a 20% nonrefundable deposit on booking and menu selection and that a card be held on file. Failure to make this deposit could result in the loss of your booked space. Payment for additional guests or beverage tab will be billed to the card on file the day of the event unless prior arrangements have been made. Cash, check and credit card are acceptable payments. All events must be paid in full at the conclusion of your event unless prior credit arrangements have been made.

All food and beverages are subject to Gratuity of 25% and applicable State Sales Tax. Room fees are calculated as followed:

Falcon Room: \$50.00 per hour, first hour due on booking

Full Restaurant: \$500.00 for first 3 hours, \$125.00 per hour for each subsequent hour. The first \$500.00 can be waived if your meal selections exceed \$20.00 per person in your party. Any event requiring the restaurant to close during normal business hours will be charged the full room fee.

## **Menu**

Final menu selection and set-up requirements must be made a minimum of one week prior to your function.

We require a 72 hour (3 business day) guarantee of the number of people who will be in attendance for food and beverage functions. If guarantee is not given 72 hours in advance, we will use the estimated number stated in the most recent contract.

We cannot guarantee the quality of the food served more than 30 minutes late.

Southern Nevada Health Regulations (3-306.14) prohibit any food product left over to be taken off the premises.

All food and beverages must be prepared by Scotty's Bar & Grill and consumed on the premises with the exception of decorated cakes for special events. State licensing does not allow for guests to bring liquor onto the premises.

## **Bar**

When bar service is requested, there will be a bartender fee of \$50.00. This amount will be waived if the total bar sales on one tab exceed \$350.00.

## **Room Rental Only**

Falcon Room: Our private Falcon Room will comfortably hold 24 guests. To accommodate all parties, we reserve the right to move your function to a different space if your guest count changes. Rental is \$50.00 per hour, with the first \$50.00 due on booking. There is no charge for use of the Falcon Room on a walk-in basis for up to 1 hour if there are no scheduled events.

Full Restaurant: The main restaurant space will hold up to 100 guests. Rental fee is \$500 for the first 3 hours and \$125 per subsequent hour. An additional fee of \$250 will be assessed for use of outside vendors. A 50% deposit is due 30 days before your event. See Event Space Rental Contract for complete guidelines.

## **Liability & Damages**

You and person(s) under your control, or the control of contractors hired for your event will be held liable for damage(s) to the premises, including any catering equipment or loss of silverware and china in the duration of your event.