

SUNDANCE RESORT MEETING & EVENTS GUIDELINES

Below is a list of standard guidelines that Sundance Resort applies to Meetings and Events. Please select a topic and read about the details, or download the information as a PDF. Please don't hesitate to call us should you have any questions or concerns.

Charges

A service charge and Utah State sales tax will be added to all function related charges (food, beverage, AV, rentals, etc.). Current service charge is 20%. Utah State food & beverage sales tax is 7.5%, all other items 6.25%. Rates are subject to change without notice.

A \$100.00 set-up labor charge will be applied to all groups and is assessed per function room per day. A \$100.00 room re-set charge will be applied to rooms that need to be re-set within the same day, or to change the approved set-up of a room once it has been set.

Menus & Details

Our printed menus are a guide for planning your meals; we are happy to customize a special menu for your particular event.

All food and beverage items served in Sundance catering facilities must be provided through the Sundance catering office. No outside food or beverage may be brought into Sundance catering spaces. The Sundance Deli cannot deliver to any catering facility.

Menu prices will be guaranteed 60 days prior to the function. All prices are subject to change without notice.

Menus and event details are due no later than twenty-one (21) days prior to your scheduled function. If menus are not received seven (7) days prior to the function, the banquet chef will determine the menus and additional fees may apply.

Signed banquet event orders and event resume are required five (5) business days prior to the start of any function. All food items may be served or displayed for a maximum of two (2) hours. At the conclusion of a function, all food served by Sundance becomes the property of Sundance and may not be removed from the premises.

Sundance will do its best to accommodate special dietary requests with advance notice. Kosher meal requests must be received at least ten (10) days in advance as the food is ordered from out of state.

Plated dinners may be either single or double entrée only with all guests receiving the same entrée(s). Pricing for plated double entrée menus is the highest price of the two selections plus the additional fee as noted on the menu. Buffet dinners are the listed entrée price for a single entrée. Pricing for multiple buffet entrees is the highest price of the selections plus an additional \$7.00 per additional entrée per person.

A children's menu can be requested, or children ages 11 and under are 50% off the selected menu.

Guarantees

The final guaranteed attendance for food and beverage functions is due three (3) business days (Monday thru Friday, 8:00 AM – 5:00 PM) prior to the scheduled event. The guarantee is to be called into the catering office no later than 10:00 AM. If updated information is not received, the catering office will consider the last number given as the guarantee. Sundance will prepare for 3% over the guaranteed number. The client is financially responsible for the guaranteed number of guests or the actual number of guests in attendance, whichever is greater. There will be a 10% surcharge assessed for any guests in attendance more than 3% over the guarantee.

Bar Service

Beverage prices and wine selection are not guaranteed, and are subject to change without notice and availability from the UDABC. Special orders/requests will require a minimum order/purchase amount.

All alcohol must be purchased through Sundance and served by Sundance bartenders. Sundance requires minimum sales of \$250.00 per bar.

One bartender (and cashier when applicable) is required for every 50 guests. Bartenders, cocktail servers and cashiers (for cash bars) are billed at \$25.00 per hour, 2 hours minimum.

As hosts, Sundance is responsible to monitor the potential intoxication of our guests and will regulate bar service when necessary to insure the safety of our guests.

Sundance bartenders keep a bar tab/inventory sheet for each event recording a group's consumption. The group coordinator or contact may review and sign-off on the inventory sheet at the conclusion of the function. If the contact chooses not to review the bar control sheet at the conclusion of the function, the beverage quantities and billing may not be disputed.

Staffing

Sundance will provide staffing for your events based upon the following:

1 server per 50 guests for buffet meals. 1 server per 20 guests for plated meals. Additional banquet servers, staff or attendants may be requested at \$25.00 per hour, 2 hour minimum. Chef attendants/carvers are \$100.00 each (for 2 hour event).

Audio Visual

Sundance requires that all audio visual equipment and services be provided through our in-house provider, Cornerstone. In the event that any AV is used from another AV vendor, there will be a minimum charge of \$200.00 per function assessed.

Linen

Sundance will provide you with a choice of the linen held in our inventory. Buffet, display and registration tables are skirted with burgundy skirting. Complimentary top linen colors available are cream, white, dark green, burgundy and black overlays. Table linens are not floor length. Special orders, red & white check linens, other colors of skirting and specialty linens, are available at the client's expense with a minimum one week notice.

Décor & Entertainment

Your Conference Services Manager can assist you with arrangements for centerpieces, flowers, decorations and entertainment needs.

Changes/Delays

Changes to set-up, food and beverage, or guaranteed numbers made within forty-eight (48) hours of the function are subject to additional fees. Minimum fee: \$50.00. If the client delays an event more than 30 minutes past the start time of the function, Sundance will not be responsible for the quality of the food or for preparing additional food as replacement. The client will be responsible for the payment of any additional labor hours associated with the delayed starting time. Minimum fee is \$100.00.

Sundance reserves the right to reassign function space with notification in writing to the client. Room set-up/labor charges will be applied to all function space.

Outdoor Events

Sundance requires indoor back-up weather function space for all outdoor functions. Room rentals for the back-up location will be charged regardless of the usage of the space.

Sundance reserves the right to make the decision to move any outdoor function to an indoor facility in the event of inclement weather or predicted inclement weather. The decision by Sundance to move the function will be made eight (8) hours prior to the start of the function.

Security/Liability

Sundance will not assume responsibility for damage to, or loss of any merchandise or articles left in any catering space prior to, during, or following an event. The guests accept full responsibility for any and all damages or losses incurred.

Shipping

Sundance must be notified in advance of shipping arrangements to ensure proper acceptance of these items upon arrival at Sundance. All items should be addressed to the group contact and marked "hold for guest." Any freight or shipping charges incurred as a result of material (e.g. literature, equipment, etc.) being shipped to or from Sundance remain the sole responsibility of the guest. Freight or shipping requiring additional labor will

be charged accordingly. A fee of \$5.00 per box will be charged for return shipment through the Sundance PBX office. A fee of \$5.00 per box will be charged to deliver to lodging units and catering spaces.

Subcontractors

Client agrees to have any subcontracted companies (e.g. destination management companies, musicians, decorators, production companies, etc.) adhere to all Sundance policies and regulations. It is understood that the premises will be left in a neat and orderly condition, free of debris or display refuse. Based on time and labor, a group will incur additional charges for the removal of the group's materials by the Sundance staff at the close of any event. The client is liable for any charges associated with damage to the premises.