



Palace Station Hotel & Casino

Catering Guidelines & Signature Menus

The Catering Staff welcomes you to Palace Station Hotel & Casino. We look forward to assisting you in coordinating all the important details that are necessary in making your convention, meeting, or special event memorable and successful.

We are pleased to provide you with our menus and guidelines. We know selecting a menu for your guests is a daunting task. However, at Palace Station, we want you to have as much fun selecting a menu as we had creating them and please know we can always work together in creating custom menus for your event as well. Our culinary team is extremely flexible and is willing to create a menu that fits your style!

We are honored that you have chosen Palace Station Hotel & Casino and we look forward to your patronage.

All food and beverage prices are subject to a 20% service charge and an 8.10% nv state sales tax
Palace Station Hotel & Casino banquet & catering menus april 2014 – see contract terms

* Thoroughly cooking food of animal origin such as beef, fish, lamb, milk, poultry or shellstock reduces the risk of food borne illness. Young children, the elderly and individuals with certain health conditions may be at a higher risk if these foods are consumed raw or undercooked.



seating

Seating will be arranged in accordance with your requirements. We are happy to provide you with a head table, gift table, registration table, display tables, and/or guest book tables. Please advise your Catering Representative in advance.

linen

We are pleased to offer a vast array of linens for you to choose from. Specialty linen is also available. Pricing is available upon request.

specialty cakes

Our bakery is always happy to create specialty cakes for any occasion. Pricing is available upon request.

music and entertainment

Palace Station Hotel & Casino welcomes outside entertainment suppliers. Please note that all outside event professionals are required to supply a copy of proof of insurance and a business license to the Catering Office 72 hours prior to all events. We are also able to hire or recommend an event professional that will surely suit your needs. House Music is always available.

dance floors and staging

We offer a large selection of dance floors and staging. Pricing is available upon request.

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audiovisual equipment

Palace Station Hotel & Casino offers complete audiovisual services with an experienced technical team. We have a comprehensive inventory of state-of-the-art equipment. Our equipment is well maintained, attractive and meticulously serviced. Our technical staff is available 24 hours a day and seven days a week.

high-speed internet

We are proud to offer wireless and hard-wired high-speed internet access in all of our meeting and banquet rooms. Download documents, search websites, and access E-mail with connections that are fast, secure, and reliable. Pricing is available upon request.

signs and displays

All signs must be approved by the Catering Director in advance and are permitted only in designated areas of the Property. We are pleased to assist you in placement of your signage. Upon request, easels are available for posters and signage. In an effort to maintain the standards set forth by the Palace Station Hotel & Casino Catering Department, white boards, flip charts, corkboards, and hand written signs are not permitted in public areas. We respectfully request any signs or displays used in public areas are of professional quality. Items may not be attached to any stationary wall, floor, window or ceiling with nails, staples, tape or any other substance in order prevent damage to fine fixtures and furnishings.

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favors and decorations

Palace Station is pleased to decorate your event for you. Pricing is available upon request. Should you prefer to decorate the room yourself, you may do so approximately one hour prior to the start of your event.

damage to equipment or facilities

Patrons are responsible for any damages to equipment or facilities during the time the room is occupied by your event. Please be advised that this time includes, but is not limited to, damage made by florists, decoration, set up and tear down by outside agencies.

loss or damage to personal property

Palace Station Hotel & Casino does not assume liability to loss or damage to any personal property that you or your guests bring to Palace Station before, during or after the use of our facilities.

security

For certain events, the Hotel may require that security be provided at Patron's expense. All outdoor functions will require Patron to provide security to maintain the privacy of the event. Only Hotel approved security firms using unarmed guards may be used. Security personnel can be arranged through your Catering representative at an hourly rate of \$35.00 per hour.

For all events conducted on Palace Station Hotel & Casino's property, only security personnel that are licensed as private security in the State of Nevada may be used.

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menus

All menus have a minimum of 25 guests unless otherwise stated.

tax and gratuity

All food and beverage are subject to Nevada State Sales Tax, currently 8.10% and a 20% gratuity. A labor/set up charge of \$100.00 is applied per bartender. It is necessary for tax-exempt organizations to provide Palace Station Catering with a certificate of tax exemption at least fourteen (14) days prior to your event.

food and beverage

Palace Station will be the sole provider of all food and beverages served in our banquet facility with the exception of wedding and specialty cakes. No food and beverage is to be brought into or removed by the Patron or the Patron's guests. There will be an applicable twenty percent (20%) service charge and a current sales tax of 8.10% on all food and beverage items. A labor charge of \$250.00 is applied to food functions if fewer than 25 persons are guaranteed. Prices are subject to change, and guaranteed sixty (60) days prior to the function date. Prices agreed to on a signed Banquet Event Order are binding.

function rooms

Function Rooms are assigned according to the anticipated number of guests. Any increase or decrease in number of guests will be accommodated based on space availability. Function Room assignments are subject to change and at the sole discretion of Palace Station.

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guarantees

It is required that the catering office be notified of the exact number of guests attending a function at least three (3) working days prior to the event. This minimum guarantee is not subject to reduction, and you will be charged even if fewer guests attend.

If no guarantee is received at the appropriate time, the Hotel will use the expected count as the guarantee, and charged will be made accordingly. A decrease in the original estimated attendance in excess of twenty five percent (25%) will not be accepted unless received a minimum of three (3) weeks prior to the function date or Patron agrees to pay for this minimum attendance amount.

deposit and payment

A deposit and signed contract are necessary to reserve your event. Deposits are based on food and beverage requirements and/or site fees.

- 25% is due at time of booking.
- A total of 50% is due 30 days prior to your function.
- Full payment must be received 14 days prior to your function.
- ~ Palace Station is pleased to accept money orders, cashier's checks, personal checks, credit cards and/or check cards bearing the Visa and/or MasterCard logo.
- ~ Please note that if you are paying by personal check, we cannot accept personal checks less than 14 days prior to your event.
- ~ If paying by credit card, Palace Station must receive a signed Credit Card Authorization Form.

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cancellation policy

In the unforeseen event that you find it necessary to cancel the arrangements for your catered event, the Palace Station must receive written notice of cancellation. Please be aware of the following policy regarding refunds if your event is, indeed, cancelled.

- If notice is received by Hotel one hundred eighty one (181) days or more prior to the event, three-quarters (75%) of the initial deposit shall be refunded.
- If notice is received by Hotel between 91-180 days prior to the event, one-half (50%) of the initial deposit shall be refunded.
- If notice is received by Hotel between 31-90 days prior to the event, one-quarter (25%) of the initial deposit shall be refunded.
- In the event the function is cancelled with thirty (30) or fewer days remaining prior to the event, the entire deposit shall be non-refundable, and Patron shall be liable for full payment of the event's minimum charges as determined by Hotel at Hotel's sole and absolute discretion.
- This same cancellation policy applies to approved Direct Bill Accounts. The Direct Bill will be charged accordingly for any event cancellation.

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