

Thank you for considering the RIT Inn & Conference Center for your upcoming event. Our Hotel offers you comfortable, elegant surroundings and a staff with the sincere desire to provide you with an enjoyable and successful visit. As is the case with most successful businesses, we find that certain guidelines and procedures help us ensure that you will be totally satisfied with your event. The following is included for your information.

DEPOSITS

We may require a deposit to secure your date as definite. This deposit will be applied toward your final bill at full value. In the event that your scheduled function is cancelled, your deposit shall become the property of the hotel.

GUARANTEES

*We must be informed as to your guaranteed attendance at least **five (5) business days** prior to your event. This will be considered your minimum guarantee, which is not subject to reduction. It is agreed that if we do not receive a guaranteed number **five (5) business days** in advance, we will use your expected number of guests as your guaranteed number, for which you will be billed even if less attend. We will be prepared to serve 5% over your guaranteed number.*

MENUS

Menu prices are subject to an increase on an annual basis. Please note that our Event Managers and Executive Chef will be more than glad to work with you in designing theme parties, packages and other menus that may better suit your particular event.

SECURITY

The Hotel will not assume responsibility for the damage or loss of any merchandise or articles left in the hotel prior to, during or following your event. Special arrangements for security can be made with your Event Manager.

SALES TAX

All food, beverage, audio-visual equipment, sundry, room rental and service charges are subject to applicable sales tax. Should your organization be tax exempt, we will require a copy of your tax exempt form for our records.

SERVICE CHARGE

All food, beverage, audio-visual and sundry are subject to 20% service charge.

BANQUET/MEETING ROOMS

In an effort to accommodate all of our groups, we reserve the right to change the function room stated on your banquet event order. Please consult the hotel marquis upon arrival the day of your event for the room your group has been assigned. We ask that you follow the agreed time schedule as other groups may be assigned to the same room for another event on the same day. Should your needs change, please contact your Event Manager and every effort will be made to accommodate your group. The hotel will not permit the affixing of anything to the walls, floor or ceiling with nails, staples, tape or any other substance unless prior approval has been arranged.

BEVERAGE SERVICE

We offer a complete selection of beverages to compliment your event. Please note that alcoholic beverage sales and service are regulated by the State of New York. The Hotel, as a licensee, is responsible for administration of these regulations. Therefore, it is a policy, that no liquor, beer or wine may be brought into the Hotel from outside sources. Note that all servers are directed to refrain from serving any guest avoiding moderation.

BARTENDER CHARGE

For all bars, excluding package bars, there will be a \$45.00 charge for each Bartender for a maximum of three (3) hours of service, until a minimum of \$300.00 in sales, per Bartender, is reached.

LABOR CHARGE

A \$35.00 labor charge will be applied to each food function if attendance is less than twenty (20) persons and a \$55.00 labor charge if attendance is less than fifteen (15) persons.

MINIMUM GUARANTEE

For events booked with an expected attendance of fifty (50) guests or more, an additional charge will apply if your guaranteed number is less than 75% of the expected number.

PAYMENT POLICY

If you would like to establish direct billing with us, a credit application must be completed and returned to the Hotel no later than three (3) weeks prior to your event. Based upon a credit check by our Accounting Department, an advance deposit or total pre-payment of your estimated expenditures may be required. If direct billing arrangements are approved, all invoices are to be paid within thirty (30) days upon receipt of the original invoice. Should payment not be received by this time, it is agreed that the Hotel may immediately impose a late payment charge at the rate of 1.5% per month; annual rate of 18%, or the maximum allowed by law, on the unpaid balance and the reasonable cost of collection, including attorney's fees.

SHIPPING AND RECEIVING

When sending packages for your event, the following information must be included on all packages: Name of Group/Event, Your Event Manger's Name and the Date of Event.

The following address should be used for shipping:

RIT Inn & Conference Center, 5257 West Henrietta Road, West Henrietta, New York 14467

The hotel will not accept packages any earlier than three (3) days prior to your event. Any packages left at the Hotel for longer than three (3) days after the event will be discarded. If packages need to be shipped back to your organization, arrangements must be made prior to your departure with your Event Manager or Catering Operations Management. Special arrangements must be made in advance with your Event Manager if you are shipping ten (10) packages or more and/or any one of your packages is over 100 pounds. Our staff will not be responsible for packages delivered to the hotel that do not meet the above requirements. Moreover, our staff will not be responsible for loading and/or unloading packages. ALL packages must be prearranged for inside delivery.

AUDIO VISUAL SERVICES

We are pleased to offer in-house Audio Visual Services. Equipment is available on a rental basis.

DECORATIONS AND ENTERTAINMENT

Arrangements can be made with your Event Manager for the purchase of floral arrangements, theme decorations, specialty linens, pianists, DJ's and much more.