



## **CATERING POLICIES & PROCEDURES**

### **GUARANTEES**

The Catering Office must receive guaranteed numbers of attendees for all events three (3) business days prior to the function by 12:00 noon, and four (4) business days prior to events held on Sundays and holidays. Meeting Group will be charged the guaranteed number or the number of people actually served, whichever is greater. Hotel will not set more than two percent (2%) above the guaranteed number, not to exceed fifty (50) people. If no guarantee is received, the number of guests indicated on the Banquet Event Order will be the guaranteed attendance. If the guarantee decreases by more than fifteen percent (15%) from the original estimated number, Hotel reserves the right to charge room rental or relocate Meeting Group to a smaller room. If the number of actual attendees is above the set number, a 50% surcharge plus tax and gratuity will apply.

### **TAX AND GRATUITY**

Food and beverage prices are subject to 8.1% sales tax and 18% gratuity (both subject to change). Tax-exempt organizations must furnish a Certificate of Exemption from the State of Nevada to the Catering Office at least four weeks prior to the event. Failure to not meet that deadline will result in Sales tax being charged.

### **FOOD AND BEVERAGE**

Hotel is the sole provider of all food and beverages served in the banquet facilities. Food and/or beverage is not permitted to be brought into the Convention Area by a guest or any attendees. To ensure compliance with the Clark County Board of Health, food will be consumed on the hotel premises at the contracted time of the event, and may not be removed from the banquet facilities. Wedding cake leftovers may be removed and are exempt from this requirement.

In compliance with Nevada Liquor Laws, Hotel is the only authorized licensee able to sell and serve liquor, beer and wine on the Hotel premises. Hotel reserves the right to refuse service to any person who appears to be intoxicated. No one under twenty-one (21) years of age will be served alcoholic beverages.

### **FEES AND MINIMUMS**

Receptions, except those preceding a dinner, require a \$25.00 per person food and beverage minimum, excluding tax and service charge. If there are any changes or additions to the setup within two (2) business days of the function (by 12:00 noon), a \$100 labor fee will be applied.

### **SERVICE CHARGES**

- A labor charge of \$100 per Chef or Attendant will be incurred
- A labor charge of \$150 per Bartender will be incurred
- Dance floor setup fee of \$200 will be incurred
- Additional charges may be accrued dependant on the Meeting groups specific meal requirements. Surcharges on minimums will be adjusted at hotels discretion if/when the Meeting group does not meet minimal menu requirements noted on menus. Surcharges generally range from \$5.00 to \$10.00 per person, plus tax and gratuity.

### **NEVADA CLEAN AIR ACT**

Smoking is not permitted in any other indoor public space, including: restaurants, lounges where food is served, hotel lobbies, elevators, guest room hallways, theaters, arenas, arcades, retail stores, meeting and convention areas, and other indoor public spaces.

Within Circus Circus Convention Center, smokers will be limited to designated smoking areas located outdoors. Depending on what portion of our meeting space your event is in, reaching a designated smoking area may be as easy as walking across a hall. From other parts of the meeting space, smokers may be required to make a short walk to reach a smoking area. The new law provides no exemption for private events; therefore, groups do not have the option of waiving the no smoking regulations for a closed event.

### **DISPLAYS, SIGNS AND DECORATIONS**

Displays, signs and decorations must be of professional quality and may not be used unless Hotel approves them in advance. Affixing any materials to the walls, floors, ceilings or furnishings is not permitted. Banners must be hung by Hotel staff at a charge of \$100 per banner. Decor of any kind that causes damage to the property is prohibited. Meeting Group agrees to be responsible for any damage done to the Hotel during the time the premises are under the Meeting Group's control. This also includes any excessive cleanup made necessary by Meeting Group and/or decorators/outside agencies during set-up or teardown. Decorations using candles or flames are strictly prohibited.

## **AUDIO-VISUAL**

The Hotel Audio Visual department is the exclusive provider of AV equipment and labor. Audio visual equipment must be ordered in advance and will be subject to a 50% surcharge on site. Meeting Group may not utilize the services of the producers, directors, designers, and show staff of its choice. Any equipment or labor Meeting Group proposes to utilize for the program at Hotel must be approved in advance by the Hotel Catering & Convention Services Department. Otherwise, no equipment or labor may be provided by an outside company.

## **FLOORPLANS**

Floorplans must be submitted by Hotel to the Clark County Fire Department for events of 300 guests or more. These floorplans must be to scale and include all decor, audio-visual, and room setup requirements. The \$75 charge by the Clark County Fire Department for approval of each plan will be reflected on the Banquet Event Order. Revisions to previously submitted plans within 10 days of the event are subject to an additional \$120 per plan fee. Floorplans are final once approved and no additional equipment, tables or decor may be added.

## **EXHIBITS**

Upon request, Hotel will provide up to six (6) table top displays (6 or 8 foot tables) including standard linen and table skirting, one (1) chair and one (1) waste basket at no charge during Meeting Group's program. A charge of \$20.00 per display per day will be charged for five (5) to twenty (20) displays. Table top displays in excess of these numbers must be authorized by the Hotel Catering Director. Hotel can provide phone lines, signage, AV equipment, etc., at a charge. All requests must come from Meeting Group's main contact.

## **MGM RESORT EVENTS**

An exceptional advantage for our clientele stems from the partnership philosophy existing from within MGM RESORTS International. Circus Circus exclusively recommends MGM RESORT EVENTS to design and produce décor and graphic elements for your meetings and events. We have floral, graphics and carpentry departments, a warehouse full of spectacular themes, and dynamic sales and wedding professionals available to meet your every need.

Experience a glimpse of MGM RESORT EVENTS' award-winning work by visiting [www.mgmresortsevents.com](http://www.mgmresortsevents.com). For more information please contact King Dahl, Senior Director of Sales and Operations, for MGM RESORT EVENTS at 702-792-7934.

## **MEETING GROUP ENTERTAINMENT**

Meeting Group acknowledges that Hotel has a reputation for offering high-quality entertainment and services to the public, is held by a publicly-held company, is subject to regulation and licensing, and desires to maintain its reputation and receive positive publicity concerning Meeting Group's functions. Consequently, prior to contracting with any entertainer or production company to provide entertainment at its function(s), Meeting Group shall obtain Hotel's written consent for the entertainment, which consent shall not unreasonably be withheld. In contracting for entertainment, Meeting Group agrees that any such entertainment will comply with Hotel's normal policy regarding risqué or questionable material and that no disparaging remarks toward gaming, Hotel, its directors, officers or employees or those of any affiliate of Hotel shall be made.

## **SAFE USE OF FUNCTION SPACE**

Meeting Group shall, at all times, conduct its activities in a safe and careful manner, with full regard to public safety, and will observe and abide by all applicable laws (including the Americans with Disabilities Act), ordinances, rules, regulations and requests by duly authorized governmental agencies having jurisdiction, as well as those of the Board of Fire Underwriters or any similar body and Hotel.

## **SALE OF MERCHANDISE**

Meeting Group may not utilize Hotel function space or property for the purpose of selling merchandise or services without the prior written approval of, and under the conditions established by Hotel, Meeting Group, its agents, contractors and employees. All permits and licenses required by law for such activity in Clark County are the sole responsibility of Meeting Group. A copy of the certificate must be presented to the Catering Office two (2) weeks prior to the event.

## **BROADCAST, TAPE OR RECORD**

Meeting Group may not broadcast (either live or on a delayed basis) or tape or record the function for any purpose or by any means without first receiving the prior written permission of Hotel.

## **ACCESS AND RIGHT TO ENTER**

Representatives of Hotel may enter upon and have access to the Function Space at any time. Additionally, officers and authorized employees of governmental agencies may enter the Function Space at reasonable times, when necessary, in the performance of their official duties.