

SILVERADO POLICIES

To insure a well-planned and successful program, please review the following policies that have been established regarding banquet procedures:

Confirmed number of attendees must be specified seventy-two (72) hours in advance for all catered functions. It is the sole responsibility of the coordinator for any given function to contact the Catering Department with the specific number of attendees for any food and beverage function.

All meeting room setups include water, glasses, notepads, pencils and mint sticks.

A 20% service charge and 7.75% State Sales Tax will be added to all food and beverage items. The service charge is taxable in the State of California.

With regard to organized banquet functions, Silverado specifically prohibits the removal of food from the premises by the client or any of the client's guests. Any exception to this rule will be made at the discretion of Management only; in such cases Silverado waives any liability whatsoever resulting from the transport, refrigeration or preparation of food once it leaves the premises.

No food of any kind will be permitted to be brought into any public area by the client or any of the client's guests.

All prices are subject to change due to the market fluctuations, unless such prices are confirmed in writing. Confirmed prices will be quoted at least 90 days prior to the function.

Silverado will not assume responsibility for the damage or loss of any merchandise or articles left on the premises prior to or following the function. Security services can be arranged at an additional charge with advance notification.