



8th Avenue & Pine Street | Seattle, WA 98101 | 206.467.7777 | Noural@ParamountHotelSeattle.com

EVENT NAME: _____ **EVENT DATES:** _____

HOTEL CATERING POLICIES

FOOD AND BEVERAGE

The Dragonfish Asian Café is the exclusive caterer. Outside food or vendors are not permitted without prior approval from The Paramount Hotel. Specialty wines, beverages and food can be arranged through the catering office. Prices on menu are subject to change without notice.

The Paramount Hotel permits wedding cakes and floral arrangements to be brought in. All entertainment must be approved prior to the event by Hotel Management. On behalf of or as directed by the hotel, management reserves the right to monitor sound levels to ensure no disturbance to hotel guests.

DEPOSIT AND PAYMENT

A credit card is required and a deposit may be due upon contract. This deposit will be applied toward your balance due upon conclusion of the event. If the event is cancelled within ten (10) business days of the event start date, the deposit will be forfeited and applied as cancellation fee.

GUARANTEE

Your final guaranteed attendance is due ten (10) business days prior to the event start date. In the event we do not hear from you within this time, we will consider your originally contracted number as your guarantee. Charges will be for the final count, or the guaranteed number, whichever is greater.

LABOR

Your sales representative will outline all charges associated with your meeting. Additional labor charges such as, but not limited to: setup, breakdown, same day changes, cake-cutting and bartender fees may apply.

MENU PLANNING

Menu planning is not limited to the menus supplied with this material. Both our Chef and Catering Manager are happy to meet and plan more personalized selections. Menus need to be confirmed no less than three (3) weeks prior to the event start date. Tastings may be arranged with the Catering Manager at a nominal fee to present the variety of Asian flavors offered.

SHIPPED MATERIALS

If materials or supplies for your event are being shipped to the hotel, please be sure all materials are addressed properly with your catering representative's name, date of your function, room and your company's name and notify catering manager when shipped. Shipments should arrive no more than forty-eight (48) hours in advance of your event or storage fees may apply.

Please ship to:
THE PARAMOUNT HOTEL
ATTENTION: NOURA LUK / SALES DEPT
"Group Name"
724 PINE STREET
SEATTLE, WA 98101

EVENT ARRANGEMENTS

Please advise of any special requirements for audio visual equipment. All arrangements must be made a minimum of two (2) weeks prior to event start date. As some AV needs will be provided by a third party, it is recommended that prior to the meeting, an equipment check be done to address any technical support needs, if necessary. The wireless Internet password will be provided by the service staff. Any major changes in confirmed arrangements must be provided to Sales Manager in writing and may necessitate a reevaluation and change in rental fees. Materials, posters, signs or literature may not be affixed to any meeting room or guestroom wall or corridor without written permission from Hotel Management prior to the event. Any damage to walls, floors, hotel equipment or furniture is the responsibility of the client company, or should items ordered by or supplied by Hotel be missing upon conclusion of event, client will be charged accordingly.

MEETING AND CATERING PRICING

The menu price list provided is subject to change. All charges are subject to state and local taxes (10.1%) and food and beverage items are subject to 19% service charge; 84% of this service charge is paid directly to your banquet attendant(s).

LIQUOR LAWS

The dispensing of alcoholic beverages is regulated by state laws. As a licensee, Dragonfish is responsible for administration of these regulations within the Hotel. Alcohol cannot be brought into the Hotel from outside sources.

MASTER ACCOUNT

Group indicates they have elected to use the following form of payment:

Prepaid (cash, company check) Credit Card Direct Bill

If Group elects to pay by credit card for any portion of its meeting obligation, deposit, or is supplying a credit card as form of guarantee to the Master Account; a Credit Card Authorization Form must be completed and returned to Hotel via regular or expedited mail delivery, direct delivery to Hotel or paper fax. Hotel cannot accept authorization form via email or e-fax delivery. Hotel must be notified in writing at least 30 days in advance of any authorized signatories and the charges to be posted to the Master Account. Any cancellation or attrition fees will be billed to the Master Account.

BILLING ARRANGEMENTS

Should Group request "Direct Bill" as the method of payment of the Master Account; for payment of rooms, events or any other charges, Group will be subject to completion of Hotel's Credit Application Form, credit approval by Hotel and submission of a credit card via a Credit Card Authorization Form to be supplied as guarantee to payment of the Master Account. Direct billing and other special credit arrangements must be approved in advance through the Hotel's Accounting Department. Therefore, the Direct Billing Application must be submitted at least 60 days in advance of your event date. Once credit has been approved, the Group Master Account will be established and the undersigned agrees the invoice is due upon receipt and to make immediate payment upon receipt of statement. If payment of all undisputed charges is not received 30 days after receipt of invoice, finance charges not to exceed one and one-half percent (1.5%) per month will be applied to the unpaid, undisputed portion, commencing on the date of receipt.

TAX-EXEMPT

If Group is a tax-exempt organization we require that you send us a valid tax exemption certificate 30 days before the group arrival date. Group understands that even if Group is tax-exempt, individual attendees paying for their own room and tax reservations are not subject to Group’s tax-exemption.

INDEMNIFICATION AND INSURANCE

To the extent permitted by law, each party agrees to protect, indemnify, defend and hold harmless the other party, its Directors, Officers, Owners, Successors and their respective employees and agents against any and all claims, losses, or damages to persons or property, governmental charges or fines and costs (including reasonable attorney’s fees), arising out of or connected to your event and its functions, vendors, third parties or contractors except those claims arising out of the sole negligence or willful misconduct of either party.

Group further agrees to obtain and keep in force General Liability Insurance covering the event described in this contract.

IMPOSSIBILITY OF PERFORMANCE

This agreement will terminate without liability to either party if substantial performance of either party’s obligation is prevented by an unforeseeable cause reasonably beyond that party’s control. Such causes include, but are not limited to, acts of God; acts, regulations, or orders of governmental authorities; fire, flood or explosion; war, disaster, civil disorder, curtailment of transportation facilities, or any other emergency making it illegal, or otherwise impossible to provide the facilities of the services or to hold the meeting. Any delay in necessary and essential construction or renovation of the Hotel; strike, lockout, or work stoppage or other restraint of labor, either partial or general from whatever cause.

DISPUTE RESOLUTION

Hotel and Group will use their commercially reasonable efforts to informally and timely resolve any dispute concerning any matter related to this Agreement by presenting the dispute to representatives of Hotel and Group for their consideration and resolution. Should the parties not be able to come to a mutually agreeable resolution the parties agree to bring the dispute before JAMS or American Arbitration Association in the state and city in which the Hotel is located, or the closest available location. The parties further agree that in any arbitration proceeding, they may conduct reasonable discovery pursuant to the arbitration rules, that the law of the state in which the Hotel is located will be governing law, and any arbitration award will be enforceable in State or Federal court.

CONDITIONS OF ACCEPTANCE

Your acceptance is subject to the agreement above. If all arrangements meet with your approval, please sign the attached copy and return with credit card authorization form to hold the meeting room at least four (4) weeks before the event. The arrangements will be confirmed as definite upon receipt of the signed contract by the above date and return of a fully executed agreement by Hotel. Until then, we are holding space on a tentative basis.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or Company will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

Authorized Client Signature / Date

Authorized Paramount Hotel Signature / Date

Printed Name / Title

Noura Luk, Group & Events Sales Manager