



Dear Guest,

We thank you for your interest in the Clarke Hotel & restaurant Pasta & Chop House. We are Waukesha's only boutique hotel which is a term popularized in the United States and is used to describe intimate, usually luxurious or quirky hotel environments; we use it to define the Clarke Hotel. We strive to deliver a memorable and unique hotel experience for your every event.

We are dedicated to providing you and your guests with the finest food and service. The management is available to assist you in creating a special menu tailored to your individual desires, resulting in a unique and memorable event.

Our Executive Chef has prepared these sample menus to serve as a guide for planning your function at the Clarke Hotel. Please contact our Banquet representative regarding any questions or menu requests.

We offer the following wait staff services and packages. Your selection of options will influence and determine overall event cost, however we can likely work within any budget.

Excellence is not simply our goal, it is our standard!



## **BREAKFAST & BRUNCH SELECTIONS**

### **THE CLARKE CONTINENTAL BREAKFAST**

Assortment of pastries jams & butter  
Fresh baked coffee bread  
Sliced seasonal fresh fruit  
House made granola  
Regular & decaffeinated coffee, milk  
Assortment of hot teas  
\$9 per person

### **THE CLARKE TRADITIONAL BREAKFAST**

*Available for parties of 10 guests or more*  
Includes items from our continental breakfast accompanied by  
Italian potatoes with roasted peppers & onions  
Sausage and smoked bacon

And your choice of one item from each of the following items  
Scrambled eggs  
Italian sausage frittata  
\$12 per person



## **LUNCHEON ENTREES**

### **SALADS & SOUPS**

#### **CAESAR SALAD**

Crisp romaine lettuce with cherry tomatoes, olives, grated Asiago cheese and croutons,  
Tossed in a traditional Caesar dressing \$9  
With choice of chicken or salmon \$13

#### **WEDGE SALAD**

A large wedge of crisp lettuce with your choice of dressing,  
Tomatoes and bacon crumbles \$9

#### **RASPBERRY CHICKEN SALAD**

Crisp mixed greens tossed in raspberry vinaigrette and  
Garnished with fresh strawberry slices, candied pecans,  
Feta cheese and grilled chicken breast \$11

#### **CHEF'S SEASONAL SALAD**

Seasonally priced

#### **FIVE LILY CREAM SOUP**

A blend of roasted sweet red onions, yellow onions, shallots, garlic, and chives \$6

#### **SEASONAL SOUP AND CLARKE'S CHILI**

Specialty items, soup du jour and seasonal item \$6



## **LUNCHEON SANDWICH ENTREES**

*Served with fresh pasta salad, potato salad, coleslaw or seasonal fresh fruit  
Fresh brewed coffee and iced tea*

### **CHICKEN BRUSCHETTA SANDWICH**

Grilled chicken breast on garlic toast, topped with a marinade of tomatoes,  
Balsamic vinaigrette, extra virgin olive oil, roasted garlic and basil \$12

### **CLARKE CLUB**

Oven roasted breast of turkey topped with bacon, Swiss cheese, lettuce, tomato,  
Mayonnaise and served on your choice of bread \$11

### **GRILLED OR BLACKENED CHICKEN SANDWICH**

Grilled breast of chicken topped with bacon, cheddar or Swiss cheese, lettuce, tomato, mayonnaise  
And served on your choice of bread \$12

### **HOT ITALIANO BEEF SANDWICH**

Italian beef, mozzarella with or without marinara sauce \$10

### **ITALIAN MEATBALL SANDWICH**

Our classic meatballs, marinara sauce, melted mozzarella and grated parmesan cheese \$10

### **CHEESE STEAK**

Sliced beef, mushrooms, sautéed onions and mozzarella cheese \$10



## **LUNCHEON ENTREES**

*Served with fresh pasta salad, potato salad, coleslaw or seasonal fresh fruit  
Fresh brewed coffee and iced tea*

### **ROASTED TENDERLOIN STEAK**

Tender 6 oz. slices of tenderloin served with a wild mushroom sauce  
Garlic mashed potatoes \$14  
*Available for parties of 20 guests or more*

### **HOT ITALIAN ROAST BEEF**

Thin sliced roast beef, open-face on garlic toast, served with  
Roasted new potatoes and mushroom sauce \$12

### **CHICKEN FLORENTINE**

Breast of chicken stuffed with spinach and rice, wild mushrooms and cheese  
Chef's choice of fresh vegetables \$13

### **TRADITIONAL LASAGNA**

Traditional lasagna made with layers of Italian sausage, roasted peppers, onions  
With an array of Italian cheeses and served with garlic bread sticks \$12

### **FRESH GRILLED SALMON**

Seared salmon served with lemon olive oil & thyme  
Served with grilled vegetables and roasted new potatoes \$16



## **EXPRESS LUNCHEON BUFFETT**

*Served with fresh pasta salad, potato salad, coleslaw or seasonal fresh fruit  
Fresh brewed coffee and iced tea. Minimum of 15 people for the Express Lunch Buffets*

### **SOUP & SANDWICH BUFFET**

Two of our soups DuJour  
Sliced smoked turkey breast, baked pit ham, sliced roast beef  
Cheddar cheese, Swiss cheese, lettuce, tomato, onions' pickles  
Assorted freshly baked breads, house made cookies  
\$13 per person

### **SOUP & SALAD BUFFET**

Two Soups Du Jour  
House salad and Caesar salad  
Cole slaw, potato salad & crudité tray  
Assorted freshly baked breads and house made cookies  
\$11 per person

### **NEW YORK PIZZERIA BUFFET**

Caesar salad, marinated tomato salad  
Assorted pizzas, penne pasta with meatballs in marinara sauce  
Garlic bread sticks and house made cookies  
\$15 per person

### **WISCONSIN BUFFET**

Wisconsin Johnsonville bratwurst with sauerkraut, hamburgers and hotdogs, Italiano hot beef  
House salad, potato salad and coleslaw, assorted rolls and Wisconsin cheese display  
\$15 per person

### **MEXICAN STATION**

Assorted salsa and nachos, supreme burrito bar, Mexican fiesta lasagna, diablo chicken  
Beef and chicken fajitas  
\$15 per person



## **LUNCH BUFFET**

*Served with fresh pasta salad, potato salad, coleslaw or seasonal fresh fruit  
Fresh brewed coffee and iced tea house made cookies to pass  
Minimum of 30 people for the Lunch Buffets*

### **ENTREE SELECT TWO**

Stuffed chicken Florentine  
Sliced roast beef  
Chicken-(Grilled or Cacciatore)  
Baked cod  
Garlic sautéed shrimp & pasta  
Lasagna

### **STARCH SELECT TWO**

Garlic mashed potatoes  
Pasta primavera  
Oven roasted new potatoes  
Pesto Italiano (Penne, Linguini, Spaghetti)

### **FRESH VEGETABLE SELECT TWO**

Roasted root medley  
Broccoli and cauliflower buds  
Green beans and toasted sweet red peppers

### **DESSERT**

Assorted house made cookies

\$15 per person



## **DINNER ENTREES**

*All entrees includes salad, vegetable, starch fresh baked breads  
Fresh brewed coffee, herbal tea and iced tea.*

### **ROASTED PRIME RIB**

Tender slices of prime beef served with a herb jus and horseradish sauce and  
Roasted new potatoes 10 oz. \$24 and 12oz. \$28  
*(Minimum of 40 people)*

### **NEW YORK STRIP**

14 oz. char-grilled New York strip finished with  
Blue cheese butter or garlic butter Served with  
Chef choice of vegetable and garlic mashed potato \$30

### **CHICKEN MARSALA**

Chicken breast and wild mushroom topped with a sweet Marsala wine reduction  
Chef's choice of fresh vegetables \$23

### **TRADITIONAL LASAGNA**

Traditional lasagna made with layers of Italian sausage, roasted peppers, onions  
With an array of Italian cheeses and served with garlic bread sticks \$17

### **CHICKEN FLORENTINE**

Breast of chicken stuffed with spinach and rice, wild mushrooms and cheese  
Chef's choice of fresh vegetables \$22

### **ROASTED PORK TENDERLOIN**

Roast pork tenderloin with rosemary peppercorn crusting and served  
With garlic mashed potatoes and chef choice of vegetables \$22

### **FRESH GRILLED SALMON**

Seared salmon served with lemon olive oil & thyme  
Served with grilled vegetables and roasted new potatoes \$23



## **DINNER BUFFET**

*All entrees include your choice of salad, vegetable, starch fresh baked breads  
Fresh brewed coffee, herbal tea and iced tea. Minimum of 30 people for the lunch buffets*

### **ENTREE SELECT TWO**

Stuffed chicken breast with wild rice and cheddar cheese  
Roast beef  
Pork roasted tenderloin  
Chicken-(Grilled or Cacciatore)  
Baked cod  
Garlic sautéed shrimp & pasta  
Lasagna

### **STARCH SELECT TWO**

Garlic mashed potatoes  
Pasta primavera  
Oven roasted new potatoes  
Pesto Italiano (Penne, Linguini, Spaghetti)

### **FRESH VEGETABLE SELECT TWO**

Roasted root vegetables  
Broccoli and cauliflower buds  
Green beans and toasted sweet red peppers

### **DESSERT**

Assorted house made cookies or Tiramisu

*\$25 per person*



## RECEPTION STATION SELECTIONS

*One station is recommended for every 40 Guests. A \$75 attendant fee will apply for  
Each station, which will be served and replenished for up to two hours*

### FRITTATA STATION

*Egg whites are available upon request.*

Asparagus, spinach, roasted red peppers, roasted mushrooms, diced tomatoes, Italian cheese blend,  
Italian sausage, ham, smoked bacon,  
Garlic shrimp (*add \$2 per person*)  
\$9 per person

### PASTA BISTRO STATION

Includes penne & small shell pastas with marinara, meat marinara sauce or Alfredo  
Bread sticks, garden salad-tomatoes, red onions & green peppers,  
Pesto and house blend cheeses  
\$8 per person  
*Add meatballs \$1.50, add sausage \$1.75*

### PIZZA BISTRO STATION

Caesar salad, marinated tomato salad  
Assorted pizzas, penne pasta with meatballs in marinara sauce  
Garlic bread sticks  
\$15 per person

### MEXICAN STATION

Assorted salsa and nachos, supreme burrito bar, Mexican fiesta lasagna, diablo chicken  
Beef and chicken fajitas  
\$15 per person

### BUTCHER BLOCK DISPLAY STATION

Selection of honey glazed ham, roasted turkey breast, whole grilled tenderloin or prime rib  
Served with Dijon mustard, mayonnaise, horseradish and fresh baked breads  
Price varies on number of servings

### DESSERT STATION

A selection of mini pastries, scones, tiramisu  
Sliced cakes, & cheesecakes \$10 per person

### GOURMET ALTERRA COFFEE STATION

Regular & decaffeinated coffees, garnishes and assorted individual teas  
\$5 per person



## HORS D' OEUVRES

### COLD

- Deviled Eggs en crouete-\$50
- Crab Salad Stuffed Tomatoes-\$70
- Belgium Endive with Shrimp Salad-\$60
- Smoked Salmon with Dill Sauce-\$60
- Assorted Finger Sandwiches-\$50
- Chicken or Crab Salad in Bouche-\$60
- Sun-Dried Tomato Pesto on Baguette with Fresh Mozzarella-\$60
- Jumbo Iced Shrimp with Cocktail and Remoulade Sauce – Market Price
- Tortilla Chips with Pico De Gallo and Black Bean and Roasted Corn Salsa-\$50
- House made Chips and French Onion Dip -\$50

### HOT

- Scallops wrapped in smoked bacon-\$70
- Homemade Meatballs – Served with your choice of BBQ, Sicilian, Or Marinara Sauce-\$60
- Mushroom Caps Stuffed with Italian Sausage-\$70
- Mini-Rueben Sandwiches-\$60
- Franks in a puff pastry-\$60
- Chicken satay with Thai peanut sauce-\$50
- Chicken tenders with ranch and buffalo dipping Sauces-\$50
- Chicken Wings-Plain or your choice of heat-served with an Herb Ranch Dressing-\$50
- Spinach and feta in phyllo-\$50
- Grilled Bruschetta-\$50
- Coconut shrimp
- Petite quiche
- Grilled Honey-Citrus Shrimp Wrapped with Pancetta Bacon-\$70

*Hors d'oeuvre Selections can be displayed on a station or passed by attendants.  
Tray-Passed Receptions require one server per 50 guests at a fee of \$45.00 per server.*



## **A LA CARTE DISPLAYS**

*(Each Serve approximately 50 people)*

### **SLICED FRESH FRUIT & BERRIES**

Includes yogurt dip \$75.00

### **FRESH VEGETABLE CRUDITÉS**

Crisp vegetables with herb ranch or bleu cheese dip \$75.00

### **WISCONSIN CHEESE & SAUSAGE TRAY**

Domestic cheeses with assorted crackers and mustards \$85.00

### **DOMESTIC ARTISAN CHEESES**

Handcrafted cheeses from local makers featuring three to five year Cheddar, white cheddar, aged bleu and seasonal favorites, Assorted crackers, fruits, and sliced baguettes \$150 or \$4 per person

### **BRUSCHETTA DISPLAY**

Served with hummus, olive, plum tomato marinade, Bruschetta and fresh baguette \$100.00

### **ITALIAN ANTIPASTO PLATTER**

An assortment of Italian meats and cheeses to include Artichokes, olives, peppercini, Tomatoes, and fresh baguette \$200



## **A LA CARTE FOOD & BEVERAGE SERVICE**

Soft Drinks (Coke products) \$2.00/each  
Bottled water \$2/each  
Alterra coffee (regular and decaf) \$24/gallon  
Orange, Cranberry, and Apple Juice \$15/carafe  
Hot herbal tea \$3/each  
Bottled Iced Tea \$5/each

Assorted muffins \$24/dozen  
Granola bars \$2/each  
Bagels with cream cheese \$19/dozen  
Whole fresh fruit \$2/piece  
Fresh fruit display \$5/person  
Individual assorted yogurts \$3/each  
Housemade granola \$12/ pound

Individual bags of assorted snacks \$2.50/each  
Peanuts \$6.50/pound  
Mixed Nuts \$14.50/pound  
Tortilla chips and salsa (*choices*) \$9/pound  
Jumbo soft pretzels with cheese and spicy mustard \$36/dozen  
Assorted freshly baked cookies and bars \$16/dozen



## BAR & BEVERAGE SERVICE

### HOSTED/CASH BARS

HOST BARS ARE ONE ALTERNATIVE FOR BEVERAGE SERVICE AT YOUR PARTY.  
CHARGES ARE BASED ON CONSUMPTION.

	HOSTED/CASH
PREMIUM MIXED DRINKS	\$8
CALL MIXED DRINKS	\$7
HOUSE MIXED DRINKS	\$6
DOMESTIC BEER - BOTTLE	\$3
IMPORTED/MICRO BEER - BOTTLE	\$4-\$5
HOUSE WINES	\$6
SOFT DRINKS	\$2
BOTTLED WATER	\$3
DOMESTIC HALF-BARREL	\$200
IMPORT/MICRO HALF-BARREL	\$300-\$425

### PACKAGE BARS

PACKAGE BARS ARE OFTEN PRACTICAL WHEN IT IS IMPORTANT TO KNOW IN ADVANCE THE ENTIRE EVENT COST. AMOUNT CHARGED IS BASED ON GUARANTEE OR ACTUAL ATTENDANCE IF HIGHER.

FULL BAR: INCLUDES MIXED DRINKS, HOUSE WINE, DOMESTIC BEER AND SOFT DRINKS.

	HOUSE	CALL	PREMIUM
FIRST HOUR	\$12	\$13	\$15
EACH ADDITIONAL HOUR	\$8	\$10	\$12
FOUR HOUR PACKAGE	\$34	\$39	\$45

SODA/BEER: INCLUDES DOMESTIC DRAFT BEER AND SOFT DRINKS

FIRST HOUR	\$10
EACH ADDITIONAL HOUR	\$5
FOUR HOUR PACKAGE	\$22

SODA/WINE/BEER: INCLUDES HOUSE WINE, DOMESTIC DRAFT BEER AND SOFT DRINKS

FIRST HOUR	\$11
EACH ADDITIONAL HOUR	\$7
FOUR HOUR PACKAGE	\$25

SODA: UNLIMITED SODA FOR THE TOTAL GUEST COUNT \$1.50/PER PERSON

### SELECT WINES

THE CLARKE HOTEL OFFERS A LARGE VARIETY OF QUALITY WINES FROM THE FINEST VINTNERS AROUND THE WORLD AND WOULD BE HAPPY TO ASSIST IN YOUR SELECTION.

*The Hotel staffs one bartender for every 75 guests. A bartending fee of \$55 per bartender will apply to bars, To bars requested for groups of less than 75 people, and if additional staffing is requested.*



## **BRIDE'S TEA**

*(10 person minimum or a \$50 charge will apply)*

*\$28/per person*

### **APPETIZER TRAYS**

*(Choose 1)*

Fresh seasonal fruits and berries with dipping sauce  
Assorted scones and muffins with jams, jellies and English cream  
Assorted sweet fruit and nut breads with flavored and plain butters

### **TEA SANDWICHES**

*(Choose 3)*

Sliced tenderloin on grilled French bread with basil aioli and roasted red pepper  
Grilled chicken and cranberry salad on multigrain rounds  
Shrimp and crab salad with dill and lemon on sour dough rounds  
Curry egg salad sandwich  
Lemon and cream cheese cucumber sandwich  
Prosciutto and mozzarella on herb Ciabatta

### **SWEET SELECTIONS**

*(Choose 2)*

Local Waukesha vendors  
Changes seasonally

*2 pieces per person for each selection  
Additional selections can be added at \$4.00 per person per selection.*



## EVENT BOOKING REQUIREMENTS

### Deposit Required to Book Event

Deposits are determined based upon the event total equaling approximately 25% of the event total or a minimum of the day of week requirements listed below:

#### Main Ballroom

Sunday-Thursday	\$500
Friday	\$1,000
Saturday	\$1,500

#### Pointe Room

Sunday-Thursday	\$200
Friday	\$600
Saturday	\$400

Service Charge 20%

Sales Tax 5.1%

### Payment (Cash, Credit Card or Cashier's Check)

Social Events must be paid seven days prior to event (adjusted balance due at end of event)

Business events with prior credit application and approval at conclusion of event

### Duration of Events

All events must end by 12:30 midnight.

Day events should end by 600 p.m. or additional rental may apply.

### Valet Parking

Valet attendants available for a fee

### Music Policy

All Bands and D.J.'s should complete set-up two hours prior to event start and completed by midnight.



## **AV EQUIPMENT**

Flipchart with Markers, Paper & easel - \$25

50"x50"/ 60"x60"/ 70"x70" Tripod front projection screen - \$15

4'x6' Whiteboard on Easel with Markers and Eraser - \$20

VCR/DVD with Remote - \$30

27-inch to 42-inch color monitor with cart and skirt - \$55 to \$155

CD Component Mini-Stereo System - \$50

Standard Overhead Projector (3000 lumen) - \$200

Polycom Teleconference Speakerphone - \$55

Wired lavalier microphone - \$50

Wireless UHF lavalier microphone or Hand held microphone package - \$50

Laser Pointer - \$20

A/V Cart with skirt - \$10

Floor or Table podium - \$20-\$50

A delivery charge may be added to the rental rate of any or all of the above. Any additional needed equipment can be supplied at cost. Quote will be given at time of request.



## MEETING & EVENT POLICIES

1. The hotel reserves the right to require a security and/or cleaning deposit at the time of booking. Said deposit will be applied to balance due after the event concludes if no damage or excessive cleaning is performed.
2. The use of glitter, confetti, smoke machines and aerosol foam string is prohibited. If this policy is violated, a minimum cleanup fee of \$200 will be added to the final bill.
3. Banquet room doors may never be locked for any reason due to fire codes.
4. The hotel is not responsible for damage or loss of any merchandise, articles and personal belongings prior to, during or following the function.
5. The hotel does not accept responsibility for the security of gifts or card boxes prior to, during or following the social function. It is the group's responsibility to secure all gifts and cards received prior to dinner.
6. No signs or banners may be hung or displayed in any public areas of the hotel other than those associated with the pre-approved exhibit display registration desk or theme party. All signage requests must be approved in advance and applied by the hotel's staff. The group shall be responsible for the return, in good operating condition, of any mechanical equipment and furnishings provided by the hotel and used by the group during its function(s).
7. DJ service and bands are required to end their music promptly by midnight. Power requirements for the band/disc jockey must be communicated to the hotel for approval at least two weeks prior to event. Volume must be kept at an appropriate level. Hotel management reserves the right to control the volume levels at any point during the function when it is deemed necessary and when the levels are exceeding the point where it compromises the comfort of patrons.
8. Bar services will end promptly by midnight. The bartender will give last call for alcoholic beverages thirty (30) minutes before the scheduled bar end time. Function rooms must be vacated by 12:30 a.m. The hotel's management reserves the right to refuse service of alcoholic beverages to any guest.
9. The hotel staffs one bartender for every 75 guests. A bartending fee of \$55 per bartender will apply to cash bars, to bars requested for groups of less than 75 people, and if additional staffing is requested. This fee is waived when choosing a hotel wedding package.
10. Any deliveries or outside setup activities must be confirmed through the sales office.
11. The hotel reserves the right to inspect and control all private parties, meetings, receptions, etc. being held on the premises. ALL food and beverage requirements for any event must be supplied by the hotel pursuant to a separate Banquet Event Order, with the exception of special cakes that must come from a licensed food dealer.
12. Due to strict Health Department codes, no food or beverage may be removed from the premises, with the exception of any special cakes brought in by a licensed food dealer.
13. The hotel will not accept any responsibility for special cakes or decorations brought into the hotel. Cake cutting will be provided for a fee of \$1.50 per person. Cakes must be set up by the bakery preparing the cake. This fee is waived when choosing a hotel wedding package.
14. All food and beverage prices are subject to change. Menus and pricing can be confirmed 45 days prior to your event by way of a signed Banquet Event Order. Menu pricing does not include applicable taxes or service charges.
15. Menu selections must be confirmed no later than two weeks (14 days) prior to the event date.
16. One entrée selection on all banquet menus is recommended. Exceptions can be made for dietary or religious restrictions. If more than one entrée is selected there will be an additional charge per guaranteed person as follows: 2 entrées, plus \$1; 3 entrées, plus \$2.
17. The hotel reserves the right to substitute an entrée of equal value if the guarantee increases. All charges will be based upon the guarantee or the actual number of guests, whichever is greater.



18. Confirmation on the guaranteed number of guests for attendance and each entrée served for meal functions must be made by 10 a.m., five (5) business days in advance of the scheduled function. Once this number is quoted the Group will be charged for the guarantee number of guests even if fewer attend, or the group cancels after that time. Should the group provide any higher subsequent guarantee to the hotel, the group will be charged the higher number since food has been purchased for the higher number. If no guarantee number is received, the estimated attendance number provided on the Banquet Event Order or Function Agreement will set as the guarantee and will be charged accordingly.

19. The hotel reserves the right to reassign function rooms according to the fluctuation of attendance or other changes. All room setup details must be given to the hotel within five (5) business days of the scheduled function. Any changes in the room setup within twenty four (24) hours of the event are subject to a \$75 labor charge.

20. Customized floor plans or diagrams must be submitted for the hotel's approval no less than five (5) business days prior to the event, if applicable.

21. For assigned seating, the table assignments and coded name cards must be submitted at the time of your guarantee. Any changes made within 72 hours prior to your event must be discussed directly with your event planner or a member of the hotel's management staff. Voice messages or e-mail messages will not be accepted unless a reply is sent back confirming the changes.

22. All prices are subject to a 20% service charge and applicable Wisconsin state and Waukesha county sales tax. Groups requesting sales tax exception must submit their Wisconsin tax exemption certificate at least five business days prior to the scheduled function in order to be approved for exemption status. All federal, state, and local law as regarding food and beverage purchases and consumption shall be strictly adhered to.

23. Deposits are required for all social functions. Payment is required in advance of the function as follows:

a. A deposit of amount according to schedule on Function Agreement or Banquet Event Order.

b. Final payment for the function is due five (5) business days before the event by cash, credit card, certified bank check or cashier's check.

24. In the event of a cancellation, the hotel must be notified in writing. All deposits and payments are forfeited unless the hotel is able to rebook the cancelled date with an event of comparable value. In the case of rebooking, the hotel will refund the deposit and payments made. Any cancellation for the sole purpose of utilizing another hotel/venue will result in one-hundred percent (100%) of anticipated food, beverage, function space and guest rooms revenue without respect to date of cancellation.

25. All corporate groups approved for direct billing will agree to payment terms of 30 days. A finance charge of 1½% per month (18% annual) will be applied to the unpaid balance after 30 days, if The Group was approved for direct billing status. If a corporate event cancels, refer to specific terms on the signed Agreement.

26. The hotel's sales staff will gladly arrange for audiovisual equipment, special linens, flowers and other specialty items required to make The Group's function memorable and successful for an additional charge. To ensure all items will be available and can be delivered on time for The Group's function, all requests must be placed no less than two (2) weeks prior to your scheduled event. The hotel will not accept responsibility for storing items brought into the hotel overnight. 27. All hospitality functions in hotel suites must conclude by 10:00 p.m. and must be conducted in a manner that will not disturb other guests. Hotel policy requires that all food and beverage consumed in the hospitality suites be purchased from the hotel.

28. Any telephone calls made from the meeting rooms will be charged to your account.

29. The hotel is not responsible for lost or stolen items.

30. Valet parking is available at a fee.