

# GUIDELINES

## EVENT SPACE RENTAL

Governors Ballroom .....	\$1,000
Montpelier Ballroom .....	\$600
Ethan Allen Room.....	\$400
Boardrooms .....	\$250

## EVENT SPACE RENTAL | \*With Qualifying Meal Selection

Governors Ballroom .....	\$500
Montpelier Ballroom .....	\$400
Ethan Allen Room.....	\$400

## FOOD AND BEVERAGE

All food and beverage items must be purchased exclusively by the Capitol Plaza Hotel and consumed in the designated areas of the hotel. We don't allow any outside food and beverage items to be brought into the meeting spaces for consumption unless otherwise agreed by parties in advance and in writing. In addition, no remaining food or beverage shall be removed from the premises of the hotel. At the conclusion of the event, such food and beverage shall become property of hotel.

## GUARANTEES

Group must notify hotel of the final attendance count for the event no later than noon five (3) business days prior to event start date.

Hotel shall be prepared to serve five percent overage of attendees than the final count for the event. If group fails to notify hotel of the final attendance count for an event by the menu deadline, the final attendance count shall be deemed to be the number designated for the event in the initial contracting agreement. Group shall have no discretion to reduce the final attendance count for the event after the menu deadline, and will be charged based on the final attendance count irrespective of the number of people who actually attend the event.

The Hotel is responsible for the sale and service of all alcoholic beverages under Vermont State Liquor Laws. No alcoholic beverages shall be brought into the hotel from outside sources by the patron or attendees. All of our bartenders are certified and will require appropriate ID for anyone who appears to be under the age of 21.