THE MIRAGE
CATERING GENERAL INFORMATION

Whether you’re planning a small intimate dinner party or a lavish banquet, we will customize your event to exceed all expectations.

We offer the finest and most comprehensive services. Our team of experts will handle every detail. We work closely together to create spectacular and unique events for your special occasion. This level of service begins from the moment you contact your Catering Department at (702) 791-7155. For menus or additional information e-mail us at Catering@mirage.com.

1. **Meetings**
   a) Room Rental will be waived:
      • 8:00 AM – 12:00 PM meetings if a plated breakfast or buffet is ordered.
      • 8:00 AM – 5:00 PM meetings if a breakfast and lunch is ordered.
   
   b) Rooms are blocked for the designated time frame of the meeting, not on a 24-hour basis.

2. **Catered Events**
   a) There is no charge for the room for food functions (i.e., breakfast, lunch, reception, and dinner).
   
   b) Luncheons, receptions and dinners scheduled on Saturday can be booked up to one year in advance.
   
   c) Sit down luncheons include three courses: salad, entrée and dessert. Lunch menus are served between 11:00 AM – 1:30 PM.
   
   d) For cocktail receptions with no dinner following we require a minimum of $46.00 per person on food plus 7.25% sales tax and 18% gratuity.
   
   e) Sit down dinners include three courses: salad, entrée and dessert.
   
   f) Children’s menus are available upon request.
   
   g) All food items must be supplied and prepared by the Catering Department. The guest may not remove food from the Convention Area. No food or beverage of any kind will be permitted to be brought into the Convention Area by guest or any of the customer’s guests or attendees.
   
   h) Room assignments are not guaranteed and are subject to change.
   
   i) Dance floors are complimentary. Dance floor lighting charge range from $50.00 - $400.00, based on size of dance floor.
3. **Business Service Center**

   a) Our Business Service Center is conveniently located in the convention area. You may contact them directly at 702-792-7783.

   b) The Business Center offers:
      - 24-Hour Fax Service
      - Word Processing
      - Copy Service
      - Office Equipment Rentals (fax machines, copiers, computers)
      - Mini-Suite Rentals (equipped with computer with Internet access, IBM/MAC printer and conference call capability)
      - Communication Equipment Rentals (display beepers, two-way radios, cellular phones)
      - Office Supplies (large or special orders require seven days advance notification)
      - Shipping and Receiving (FedEx, UPS, DHL, Freight)
      - (freight and large package shipments require special handling and must be coordinated in advance with the Business Center Manager.)

4. **Audio Visual**

   The Mirage has its own in-house Audio-Visual Department that features state-of-the-art equipment and trained technicians. It is the policy of The Mirage that all audio-visual requests be directed through The Mirage Audio-Visual Department. Sub-contracting or providing your own audio-visual equipment and/or services is Not permitted. The Catering Manager can provide additional information upon request. The Audio-Visual Department does permit groups to bring in their own projectors at $100.00 labor charge. Contact the Audio-Visual Department at (702) 792-7662 to discuss audio-visual requirements and costs.

5. **Linen Colors**

   - Ivory, Black, Seafoam Green, Peach, Bisque, Butterscotch.
   - These colors are available in 117” cloths, napkins and skirting.
   - Special linen may be ordered through Mirage Events.

6. **Cancellation Policy**

   The Mirage allocates resources and sets aside function space to accommodate your event. In anticipation of revenues to be received and the costs incurred in preparing for the event the closer the event date that you cancel, the greater the damages to The Mirage. Therefore you agree the following schedule of liquidated damages represents reasonable amounts to be paid by you if you cancel the event.
Cancellation Policy continued:

- More than ninety (90) days prior to the event – the initial deposit
- Between ninety (90) days and forty-six (46) days prior to the event – 50% of anticipated revenue
- Between forty-five (45) days and fifteen (15) days prior to the event – 75% of the anticipated revenue
- Fourteen (14) days or fewer prior to the event – 100% of anticipated revenue

7. Billing

- A non-refundable deposit in the amount of 10% of the anticipated revenue is required by credit card at the time of your event is booked.
- 45 days prior to your event, an additional deposit of 20% of the anticipated revenue is required by credit card or cashiers check.
- 14 days prior to the date of your event, an additional deposit (prepayment for fixed costs) is required by credit card or cashier’s check.

Balance of charges is posted to credit card on file at the end of your event.

If payment has not been received within the specified time limits. The Mirage maintains the right to cancel the event and retain the deposit.

8. Service Charges

a) Food functions – 25 persons or less – will have $100.00 service charge added to the check.

b) Food functions – 12 persons or less – will have a $150.00 service charge added to the check.

c) Continental breakfasts and coffee breaks with 25 people or less will have a $50.00 service charge added to the check.

9. Finalizing Events

Contact your Catering Manager four to six weeks prior to your event to finalize all the details.

10. Guarantees

Guarantees for all functions must be given to the Catering Office 48 hours prior to a function (72 hours on weekends and holidays). If no guaranteed minimum number is received, you will be charged the expected number set forth on the Banquet Event Order as a guarantee or the number of people actually served, whichever is greater. In addition, we will not be obligated to serve or set up more than 3% above your guaranteed number. Should you need to cancel your function within 24 hours, you will be billed for food charges only.
1. **Flowers**

The Mirage Floral Design Center can customize your flowers for your event.

Price Ranges:

- Small Table Centerpieces $30.00
- Table Centerpieces $50.00 and up
- Head Table Centerpieces $100.00 and up
- Buffet Centerpieces $125.00 and up

You can contact your Catering Manager to further discuss your floral needs. The charges for your flowers will be incorporated with other charges.

Votive candles are not permitted due to fire code.

The hotel provides table lamps for cocktail tables and dinner tables at no cost.

2. **Mirage Events**

- A fully integrated Event Planning Company.
- Contact Rene Hosea at 702-792-7798.

3. **Photography - Cashman Photo Enterprises**

- A full range of photography services.
- Contact Robert Compton at 702-871-8300 or 702-210-8195 (cellular).