



TREASURE ISLAND
Las Vegas

TREASURE ISLAND CATERING POLICIES

GUARANTEES

The Catering Office must receive guaranteed numbers of attendees for all events three (3) business days prior to the function by 12:00 noon, and three (3) business days prior to events held on Sundays and Holidays. You will be charged the guaranteed number or the number of people actually served, whichever is greater. We will not set more than 3% above your guaranteed number, not to exceed 50 people. If no guarantee is received, the number of guests indicated on the Banquet Event Order will be the guaranteed attendance. If the guarantee decreases by more than 15% from the original estimated number, Hotel reserves the right to charge room rental or relocate your group to a smaller room.

TAX AND GRATUITY

Food and beverage prices are subject to 7.75% sales tax and 20% service fee (both subject to change). Tax-exempt organizations must furnish a Certificate of Exemption from the state of Nevada to the Catering Office at least two weeks prior to the event.

FOOD AND BEVERAGE

Hotel is the sole provider of all food and beverages served in the banquet facilities. Food and/or beverage is not permitted to be brought into the Convention Area by a guest or any attendees. To ensure compliance with the Clark County Board of Health food will be consumed on the hotel premises at the contracted time of the event, and may not be removed from the banquet facilities.

In compliance with Nevada Liquor Laws, Hotel is the only authorized licensee able to sell and serve liquor, beer and wine on the Hotel premises. Hotel reserves the right to refuse service to any person who appears to be intoxicated. No one under twenty-one years of age will be served alcoholic beverages.

DEPOSIT & PAYMENT

The Catering Department will determine the deposit amount and due date based on each individual function. Full payment based on the anticipated attendance is due at least fourteen (14) days prior to the function by company check, money order, cashier's check or credit card. Treasure Island requires a credit card on file for any additional charges incurred on the day of the event. This card will only be charged if another form of payment has not been arranged or provided. Checks will only be accepted as payment 10 days prior to the event.

FEES AND MINIMUMS

Receptions, except those preceding a dinner, require a \$60.00 per person food and beverage minimum, excluding tax and service charge. Reception Stations are charged on the total number of guests guaranteed. If there are any changes or additions to the set-up within two business days of the function (by 12 Noon), a \$200 Labor Fee may be applied.

SERVICE CHARGES:

- A labor charge of \$175 per Chef or \$100 Attendant will be incurred
- A labor charge of \$200 per Bartender will be incurred
- A labor charge of \$175 per Cashier for all Cash Bars will be incurred. All cash bars require a minimum of \$400.
- Dance Floor set-up fee of \$150 will be incurred; \$250 oversized.

SMALL GRUPS SERVICE CHARGES:

- Coffee Breaks or Continental Breakfasts with 25 persons or less will have a \$50.00 service charge
- Meal functions with 25 or less will have a \$200.00 service charge



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DISPLAYS, SIGNS AND DECORATIONS

Displays, signs and decorations must be of professional quality and may not be used unless Hotel approves them in advance. Affixing any materials to the walls, floors, ceilings or furnishings is not permitted. Banners must be hung by Hotel staff at a charge of \$40.00 per banner. Décor of any kind that causes damage to the property is prohibited.

The client agrees to be responsible for any damage done to Hotel during the time the premises are under the client's control. This also includes any excessive cleanup during set-up or teardown. Decorations using candles or flames are strictly prohibited.

FLOORPLANS

Floorplans must be submitted by Hotel to the Clark County Fire Department for events of 300 guests or more. These floorplans must be to scale and include all décor, audiovisual, and room set-up requirements. The \$75 charge by the Clark County Fire Department for approval of each plan will be reflected on the Banquet Event Order. Revisions to previously submitted plans within 10 days of the event are subject to an additional \$120 per plan fee. Floor plans are final once approved and no additional equipment, tables or décor may be added.

EXHIBITS

Upon request, Hotel will provide up to five (5) tabletop displays (6 or 8-foot tables) including standard linen and table skirting, one (1) chair and one (1) waste basket at no charge during Meeting Group's program. A charge of \$25.00 per display will be charged for six (6) to twenty-five (25) displays. Tabletop displays in excess of these numbers must be authorized by the Hotel Catering Director. Hotel can provide phone lines, signage, AV equipment, etc. at a charge. All requests must come from Meeting Group's main contact.

MGM MIRAGE EVENTS

MGM MIRAGE Events is a division of MGM MIRAGE offering decorating and entertainment services. No meeting or food and beverage event is too large or too small for creative wall treatments, floral and linens, and custom designed props and signage. A fully staffed workshop, near Hotel, provides convenient one stop shopping for special events. For additional information, please contact MGM Mirage Events at 702-792-7798.

MEETING GROUP ENTERTAINMENT

Meeting Group acknowledges that Hotel has a reputation for offering high-quality entertainment and services to the public, is held by a publicly-held company, is subject to regulation and licensing, and desires to maintain its reputation and receive positive publicity concerning Meeting Group's functions. Consequently, prior to contracting with any entertainment or production company to provide entertainment at its function(s), Meeting Group shall obtain Hotel's written consent for the entertainment, which consent shall not unreasonably be withheld. In contracting for entertainment, Meeting Group agrees that any such entertainment will comply with Hotel's normal policy regarding risqué or questionable material and that no disparaging remarks toward gaming, Hotel, its directors, officers or employees or those of any affiliate of Hotel shall be made.

AUDIO-VISUAL EQUIPMENT & FLORAL

All audio-visual requests must be directed through the in-house Convention Technical Department. Sub-contracting or providing your own audio-visual equipment and/or services is not permitted, unless otherwise arranged through the Catering department. Treasure Island's world-renowned in-house floral department or the award winning team of MGM/Mirage Events is required to be used for all events requesting fresh floral.



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SHIPPING PROCEDURES & FEES

Treasure Island will accept most packages and freight up to seven (7) days prior to arrival. Handling fees will apply for all incoming and outgoing shipments. Hotel policy requires that only the addressee may sign for and receive packages and freight. A photo I.D. is required. All packages should be sent to the following address:

Treasure Island Corporation
3300 Las Vegas Blvd. South
Las Vegas, NV 89109
Hold for: *Guest's Name/Company Name*
Arrival Date:
Box # of #

The Hotel Sales and Catering Departments must be notified of any incoming packages and freight at least seven (7) days prior to the arrival of the shipment.

Parcels/Packages

Inbound:

Parcels must be properly labeled and will be held for guest pickup at the Guest Services Department, located in the Hotel lobby, directly across from check-in

Outbound:

Shipping requisition forms are required and must be obtained from the Guest Services Desk. After completing the forms, parcels will be weighed and will receive a shipping label. Customs documentation is required if shipping internationally. Outgoing parcels must be delivered to the Guest Services Desk no later than 1:30 p.m. for same day shipping.

Freight

Inbound:

The Catering Department is responsible for the coordination of incoming freight. Hotel's Guest Services employees are required to move all items from/to the dock, unless special arrangements have been made through the Catering Department. If a Meeting Group representative must access any stored freight, a Hotel Security escort is required. Hotel is unable to receive, store, or ship freight which is larger than a standard pallet (40"by48") unless special arrangement have been made. Freight can only be received between the hours of 7:00 a.m. and 3:00 p.m. on weekdays and 7:00 a.m. and 2:00 p.m. on Saturdays. **Please note the dock is closed on Sundays.**

Incoming shipments that do not include the proper information on the label and/or shipments that arrive after hours may be refused unless the proper arrangement have been made. The following information must be provided to the Catering Department at least seven (7) days prior to the arrival of the shipment:

- Company transporting the freight
- Delivery date & time
- Contact name and information for pickup from the Guest Services Department
- # of pallets and estimated weight

Outbound:

Shipping requisition forms are required and must be obtained from the Guest Services Desk. After completing the forms, freight will be weighed and will receive a shipping label. Customs documentation is required if shipping internationally. It is the responsibility of the guest to notify the transportation company of pickup date and time. The Guest Services Desk must receive notification of the intent to ship outbound at least one day prior to ship date. Freight can only be shipped between the hours of 7:00 a.m. and 3:0 p.m. on weekdays and 7:00 a.m. and 2:00 p.m. on Saturdays. **Please note the dock is closed on Sundays.**



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Handling Fees

In addition to shipping costs, the following handling charges (subject to change) will apply for all incoming and outgoing packages:

0 – 15 pounds	\$6.00 per parcel
16-30 pounds	\$10.00 per parcel
31-50 pounds	\$15.00 per parcel
51-75 pounds	\$20.00 per parcel
76-100 pounds	\$30.00 per parcel
Over 100 pounds	\$0.55 per pound

MISCELLANEOUS:

Loss or Damage

Treasure Island is not responsible for loss of or damage to any property that you, your guests or invitees bring to Hotel or leave at Hotel, **before, during or after** the use of the facilities.

Merchandise for Sale

Any function that has an admission charge or fee or has merchandise for sale must be approved and licensed with the Clark County License Board. A copy of the Certificate must be presented to the Catering Office two (2) weeks prior to the event.

Security

Should you desire to provide security for your event or Treasure Island requires you to provide security for your event, a charge of \$25 per hour will be charged for security services. All security services will be provided by Hotel, unless prior approval from the Security Department has been attained.

The Nevada Clean Indoor Air Act

The Nevada Clean Indoor Air Act prohibits smoking in all areas of the second floor/meeting room level at TI.

LIABILITY

Organization (patron) agrees to protect, indemnify, defend and hold harmless Treasure Island and its employees and agents against all claims, losses or damage to persons or property, government charges, fines or costs (including reasonable attorney’s fees) arising out of or connected with use of facilities, including but not limited to the installation, removal, maintenance, occupancy or use of the premises or part thereof by Organization or any guest, invitee or agent of an Organization or any independent contractor hired by Organization, except those claims arising out of sole negligence or willful misconduct of Treasure Island.

OBLIGATIONS

If our obligations under this agreement are not met for any reason beyond our control, our failure is completely excused and we may cancel this agreement by returning your deposit. The following is a partial list of events that, if they occur, would be considered reason beyond our control: strikes, labor disputes, accidents, government restrictions on travel, hotel operations, goods or supplies, acts of war and acts of God. If for any reason the reserved space is not available for the function, other space of comparable quality will be substituted for and accepted by you.



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CANCELLATION

Any cancellation received within 3 months will result in charges based upon the following:

Greater than 90 days prior	Loss of deposit
From 90 to 46 days prior	Loss of deposit and 25% of estimated lost catering revenue
From 45 to 15 days prior	Loss of deposit and 50% of estimated lost catering revenue
From 14 days prior to day of function	Loss of deposit and 100% of estimated lost catering revenue

I acknowledge receipt of the above catering policies and agree to them.

Signature _____

Date _____