

FREDONIA

information & policies



The Historic Fredonia Hotel & Convention Center has generated the following information to help you prepare for your future event.

Guest Room Accommodations

The Fredonia Hotel is a popular destination, and because at times we are fully booked, we highly recommend sending a 'save the date' card or letter to your guests to reserve their preferred choice of accommodations. Group rates and availability may be obtained from our Sales Department. Depending on the time of year, and the size of your event, the hotel will attempt to provide a quantity of rooms based on availability at a preferred rate. All rooms are reserved on a first come, first served basis. Your Sales Director can provide you with availability and room rates.

Menu Selections

Food service is a specialty of the Fredonia. Banquet menus for indoor or outdoor service are available for your selection. Choose from a wide variety of freshly prepared hors d'oeuvres, elegant plated dinners or a sumptuous buffet with multiple entrees. Our culinary staff takes pride in the preparation and presentation of your food service and is happy to consider special requests for a favorite family recipes or a traditional item, which may not appear on our menu. Service for cocktails and an extensive selection of wine and champagne is available. For your convenience, a few of The Fredonia's most popular menus are enclosed.

The award-winning cuisine from The Cafe restaurant is prepared with the same fresh ingredients and care that our culinary staff serves for every banquet, wedding, boxed lunch, meeting or coffee break. Our extensive menu selection is sure to please every taste and budget. The Fredonia Hotel and Convention Center, offers a variety of private meeting rooms for groups of 5 to 1500 people. Choices include the most elegant of settings and menu to a casual event with the Chef serving food right off the grill.

Special diets ranging from children's meals, low sodium, low fat, vegetarian, lactose intolerant, food allergies, etc. can be accommodated. For more information, please contact the Catering Department.

Please note the prices on menus and website are subject to change due to market price and product availability. Substitutions and additions on any menu will reflect price changes on the final invoice. The hotel recommends clients request a new price quote if there are substitutions.

Food & Beverage Policy

All arrangements (food requirements, room set-up, audio/visual equipment requirements, alcoholic beverage requirements, times for functions) MUST be finalized, approved, and signed by the client no less than 14 days in advance of the

function.

All food & beverage served to functions within the hotel or at catered functions must be prepared by the Fredonia. No outside food or beverages are permitted in any meeting rooms, Nine Flags Lounge, or on the Patio area. (Cakes for weddings are permitted from an outside source; however, a serving fee may be charged.)

The Fredonia Hotel, as a licensee, is responsible for the administration, sale, and service of alcoholic beverages in accordance with the Texas State Liquor Authority regulations. Therefore, to satisfy the law and hotel policies, the hotel must supply all liquor, wine, and beer. All functions where a bartender is needed in the function room will be subject to an additional fee of \$25.00 per hour.

Offsite Catering

The Fredonia Hotel, will gladly cater your function at your choice of location. Ask our catering representative for suggestions and special menus. There is an offsite-catering fee that varies depending upon location and attendance.

Guarantees

To ensure adequate food and beverage preparations, the Fredonia requires a minimum guarantee of guests attending the function 72 hours prior to the event. (Saturdays, Sundays, and Holidays are not included in the 72 hour period.) After the 72-hour period, the guarantee may be raised, but not reduced. If the final guarantee is not given by the specific deadline (72 hours), the client will be charged for the minimum number of guests given to the Catering Department in preliminary arrangements.

The Fredonia will prepare additional seating, the first course, and dessert for 10% over the guarantee for parties of 200 guests or less and 5% over for parties of 201 guests or more.

Menu Prices are Subject to Change

*Menu prices set forth in the banquet menu packet at this publication are subject to change. Pricing is guaranteed **only** when a Banquet Event Order is completed for the event and signed by the patron, indicating acceptance of the Banquet Event Order.*

Room Selections

Our catering representative will discuss room rental and set-up charges. Prices do vary according to food & beverage revenue.

Function rooms are assigned by the Fredonia according to the guaranteed number of guests. The Fredonia Hotel reserves the right to reassign the banquet room(s) if there are fluctuations in the number of guests or prevailing weather conditions (if the function is scheduled for an outside location). Should weather conditions clear, the hotel reserves the right to utilize the back-up space due to set-up time, labor, etc.

A 15-person minimum is required and will be charged for all meal functions. The Fredonia reserves the right to charge a service fee for set-up and post event clean up of all rooms. (Fee schedule follows.) Set-up fees and/or room rental fees may be waived under certain circumstances.

Room Rental & Set-Up/Clean-Up Fee Schedule

<i>Banquet Room</i>	<i>Banquet Room Rental Fee</i>	<i>Set-Up/Clean Up Fee</i>
<i>Angelina Room</i>	<i>\$100.00</i>	<i>\$50.00</i>
<i>Raguet Room</i>	<i>\$100.00</i>	<i>\$50.00</i>
<i>Rusk Room</i>	<i>\$150.00</i>	<i>\$75.00</i>
<i>Banita Ballroom</i>	<i>\$750.00</i>	<i>\$150.00</i>
<i>Convention Center A</i>	<i>\$1,000.00</i>	<i>\$500.00</i>
<i>Convention Center B</i>	<i>\$1,000.00</i>	<i>\$500.00</i>
<i>Complete Convention Center</i>	<i>\$2,750.00</i>	<i>\$750.00</i>

Decorations & Signage

The hotel provides complimentary linens and skirting for service tables; however, decorations need to be secured by the client. Confetti and glitter are prohibited from the hotel for decorating purposes. If confetti or glitter are used, there will be an additional clean up fee of \$750.00.

Decorations, displays, or exhibits being brought into the hotel must be approved prior to the scheduled event. Items are not to be nailed, tacked, taped, or otherwise attached to doors, pillars, furniture, or any other part of the building. The exhibitor or function planner will be held liable for any damage incurred by himself/herself, their agents, or guests. Decorations are to be removed immediately following the event unless otherwise arranged. The hotel's Catering Director will be happy to assist clients with the requirements. Additional charges for major set-ups involving hotel labor may apply. Note: the hotel assumes no responsibility for damaged, lost, or broken items left in the hotel prior to, during, or following the function. The Fredonia would be more than happy to help assist with any additional rental needs and provide clients with estimates for rentals, set-up, and delivery fees.

Billing & Deposits

Billing arrangements for all events must be made prior to the event in accordance with the Fredonia Hotel's policies. All requests for direct billing must be authorized by the hotel's Accounting Department. A determination of a deposit or payment in advance is predicated on information received from the hotel's Catering Department.

A non-refundable deposit will be required to confirm a date. The remaining balance will be due one week prior to the event and any balance due to should be settled within 7 business days.

Service Charge & Tax

In addition to food, room rental, and other charges, the client is responsible for any and all taxes imposed on or applicable to the function. A service charge of 18% will be added to all food & beverages served. This service charge covers staffing, equipment, trays, kitchen essentials, buffet décor, energy costs, etc.

If a group is tax exempt, a copy of the exemption certificate must be given to the Catering Department prior to the event. If an exemption certificate cannot be produced, applicable taxes will be added to the account.

Event Extras

Audio/visual supplies are available upon request at additional charges. (For your convenience a price list is attached.) Easels, podiums (with and without microphones), Texas & US flags are complimentary; however, they must be requested.

Changes in Room Sets-ups

If the room set up, as specified by the Banquet Event Order and/or floor plan is changed after the function room has been set, a fee of \$200.00 will be charged to cover the hotel's additional labor expenses.

Security Policy

Certain events may require additional security. Requirements are based upon the number of attendees and can be arranged through the Catering Director. For every 100 guests, a security officer is required at \$25.00 per hour with a two-hour minimum. The time period must include 30 minutes prior to and 30 minutes after the event.

Music & Entertainment

Some instances do occur when additional electricity is necessary for entertainment set-ups. Those requirements should be communicated to the Catering Department prior to the scheduled event. The charges will be based upon the specific requirements. In consideration of other guests, live entertainment outside the hotel must end a 9:30 pm Sunday - Thursday and 10:00 pm Friday & Saturday.

Damages & Liability

The Fredonia Hotel & Convention Center reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The Fredonia assumes no responsibility for personal property or equipment brought into the hotel.

Missing or damaged equipment, décor, place settings, dining utensils, etc. will be billed at replacement costs to the client.

Cancellation

The Fredonia has reserved function space in order to ensure availability. Once a contract is validated, it is understood if the function should be cancelled the deposit will be surrendered and/or a cancellation fee will apply.

Events canceled within 5 calendar days are subject to a 10% charge on the estimated food and beverage costs. Within 2 calendar days, the cancellation charge is 50% and within 24 hours, a cancellation charge of 90% will apply. These charges apply to all events.

Miscellaneous

In addition, Sunday-Friday event rooms must be vacated by midnight and 1:00 am on Saturday.

Valet service is available to hotel guests at a rate of \$25.00 per hour.