



CATERING POLICIES

Catering

The Hotel will confirm its menus and pricing six (6) months prior to event date. All food and beverage served in the Hotel must be purchased from the Hotel with the exception of wedding and groom's cakes. Due to health code requirements, all food and beverage prepared by the Hotel must stay within the hotel premises. Under no circumstance may food items be removed from the Hotel. Also due to health code requirements, buffets and reception displays can sit out for a two (2) hour maximum time period.

Leading up to the event, the Hotel will plan using the anticipated number of attendees; however, the guaranteed number of attendees is due three (3) days prior to the event. Once this date has passed, the guarantee may increase, but it may not decrease.

Beverage

The Hotel's liquor license requires that beverages only be dispensed by the Hotel employees and bartenders. Alcoholic Beverage Service may be denied to those guests who appear to be intoxicated or are underage. One bartender is required for each 100 guests at the cost of \$75 per bartender.

Service Charge and Tax

The Waterford Marriott Hotel currently charges a 21% service charge and Oklahoma state sales tax of 8.375%. These charges will be applied to all costs, including but not limited to food, beverage, and meeting room rental.

Time Limit/Noise

Events held in the Grand ballroom cannot have music with amplification after 12:00 am, and events held in the Veranda Terrace cannot have music with amplification after 11:00 pm.

Decorations

No tacks, staples, nails, or tape of any kind may be used to affix any decorations to the facility walls and/or property. Any and all costs incurred for damages to Hotel property and/or equipment during the event are the sole responsibility of the client and will be charged to the credit card held on file. Confetti is also not permissible on hotel property; however, open flame is allowed to be utilized for decorative purposes.

Parking

The Waterford Marriott Hotel is please to offer plenty of complimentary parking. There is a small lot to the south of the Hotel, the main lot is directly in the rear of the Hotel, parking is available along Waterford Boulevard, and there is also a parking garage across the Boulevard. All of these parking options are available for your guests free of charge. We also offer valet parking at the cost of \$6.00 per event or \$12.00 per night for overnight guests.

Payment

Estimated charges for applicable food and beverage charges and all other catering function charges are to be paid on the following non-refundable advance payment/deposit schedule:

With signed Agreement	35% of Total
120 Days Prior to Arrival	50% of Total
60 Days Prior to Arrival	75% of Total
21 Days Prior to Arrival	100% of Total

The payment/deposit will be applied to payment of the Master Account. If any balance remains at the end of the functions, it must be paid in full in the form of cash, credit card or cashier's check, or it will be charged to the credit card held on file for the event. Payment must be guaranteed by credit card. A Credit Card Authorization form must be completed in full and returned with a signed Agreement. Estimated remaining charges will be posted to card three (3) days prior to arrival.