



meetings | frequently asked questions

How will I select food & beverage items for my meetings?

A: Upon booking your meeting/conference at Bardessono you will receive a copy of our private dining menus which include a la carte items, breakfast, break and lunch menus. The food, beverage and miscellaneous prices quoted are subject to a 20% service charge and applicable state sales tax, currently 8.75%. These prices are subject to change without notice however, will be confirmed up to three weeks prior to your event.

Your conference services manager will work with you to plan your meal periods based on the contracted event space and times.

When is my guaranteed attendance due?

Guaranteed attendance is due by 11:00am, four (4) business days prior to the scheduled event date. This number shall be considered a minimum guarantee and is not subject to reduction. If a guaranteed count is not received four (4) business days prior, the number of guests previously stated on the banquet event order will serve as your guarantee.

How do I handle sending packages and meeting materials in advance to the hotel?

Your conference services manager must approve all shipped materials prior to arrival. Please have all shipped materials addressed to Bardessono c/o Catering Department with the company name, on-site contact name and date of function clearly marked. Bardessono cannot accept deliveries more than three days before your event and a storage fee may apply based on the quantity and size of items being sent.

How will my audio-visual equipment be ordered?

Bardessono has enlisted Audio Visual Management Services to offer a comprehensive range of production services to meet your needs. Additional charges apply to all audio-visual equipment and high-speed Internet connections. Please speak to the Catering Department to obtain additional information and pricing.

What is needed to secure my meeting/conference space?

After your date(s) has been selected, your sales manager will provide you with a formal contract that outlines your event times, locations and deposit schedules. Your event date(s) will be held tentatively for one week while you review, sign and send back the contract along with your first deposit. When your signed contract and deposit have been received your meeting/conference date(s) will be guaranteed. Your deposit schedule will be noted on the contract and is based on the date(s) and attendance.

Can my meeting/conference space be held prior to or following the actual event date(s)?

The hotel can definitely allow 24 hour holds on meeting/conference space for groups with extensive set up/tear down requirements. Based on the availability a fee may apply to accommodate this request and will be quoted by the sales manager when confirming your date(s).

Is there office space(s) that can be rented for the duration of the meeting/conference?

There are conference rooms and depending on your group large hotel suites that can be held and utilized as office space for your meeting/conference. The sales manager will quote exact availability and pricing for these upon confirming your date(s).



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Can you please clarify the food & beverage minimum?

The food & beverage minimum is the least amount of money that you are required to spend in food & beverage, excluding service charge, sales tax and facility fee based on your event site(s). Please keep in mind that is not all you can anticipate to spend. The food & beverage minimum is reached by selecting menu items to equal or exceed the required dollar figure.

The following are examples of items that would apply towards the food & beverage minimum:

- **Plated & Buffet Meals (Breakfast, Lunch and Dinner)**
- **A la Carte and Themed Break Food Items**
- **Hors d' oeuvres & Carving Stations**
- **Alcoholic and Non-Alcoholic Beverages**

The following are examples of items that cannot apply towards the food & beverage minimum:

- **Facility Fees**
- **Bartender & Chef Fees**
- **Audio Visual Equipment**
- **Event Rental Items (Upgraded Linens, China and Silverware)**
- **Parking, Guestroom Rates & In-Room Dining/Outlet Charges**