

# Seven Feathers Casino Resort

## Group Policies & Procedures

The following terms are made a part of the agreement between the Group mentioned in the agreement (hereinafter "Group or Client") and Seven Feathers Casino Resort (hereinafter "Seven Feathers").

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## ACCOUNTING

### **Deposit – Function Space**

An advance deposit and signed sales agreement are required to guarantee function space reservation. The amount required is based on the date and/or size of your event. Function space reservations are not guaranteed without the deposit. Your deposit is applied as a credit toward the final cost of the function. Details of your deposit schedule are established by the Group Sales staff.

### **Deposit – Group Hotel Rooms**

A 25% deposit on group rooms to be paid by group/organization 14 business days prior to arrival.

Hotel rooms only for social events such as reunions, bachelor/bachelorette, host hotel for events off property are reserved individually. A group block of rooms is not created for the group.

### **Payment & Payment Terms**

Seven Feathers accepts payments by: business & organizational checks, cash, Visa, MasterCard, Discover, Carte Blanche or Diner's Club.

All applicable group room charges will be transferred to the Group Master Bill. Full payment of the Master Bill is to be paid at the time of check-out unless a pre-approved Direct Bill Account is set up. Individuals are responsible for their own incidentals unless specified in the Sales Agreement.

#### **Direct Bill**

Payment must be made in advance of the function unless a Direct Billing Account (credit) has been established. Once credit has been established, a predetermined deposit will be required at the time of signing the contract, and additional amount(s) may be required prior to the event. The balance of the account is due and payable 30 days after the date of the function. A service charge of one-and-one-half (1 ½) percent per month may be applied to any unpaid balance past 30 days.

#### **Wire Transfer Payments**

Bank wire transfers for the forwarding of deposit(s) and payment(s) are available upon request. Contact the Group Sales Department for wire transfer form and instructions. Group is responsible for any applicable bank/transfer fees.

### **Billing Procedures**

Direct billing privileges are extended to groups who have completed the Seven Feathers credit application procedures 30 days prior to their scheduled function. Groups who do not have billing privileges are responsible for the total balance due prior to the event.

### **Price Quotations**

Price quotations, verbal or written, are subject to change based on food cost fluctuations or increased cost of operation. All menu pricing, except market price items, will be guaranteed 60 days prior to your event.

### **Cancellations**

**Catering / Function Space:** A full or partial advance deposit refund for function space may be returned depending on when the booking is cancelled in relation to the number of days before to the event.

NOTE: Written (mail/email) cancellation notice is required.

Any deposits which qualify according to the refund schedule shall be refunded to the party within 30 days

Please refer to the table for refund schedule.

Days Prior To Event	REFUND of Advance Deposit		Amount of Advance Deposit Applied if booking RESCHEDULED within 180 Days of Original Event Date*		OWE Anticipated Ancillary Revenue
365+	100%	<b>OR</b>	100%	<b>AND</b>	n/a
181 – 365	50%		100%		n/a
91 – 180	25%		100%		n/a
61 – 90	0%		100%		n/a
31 – 60	0%		n/a		50% **
0 – 30	0%		n/a		100% **

\* Subject to availability

\*\* Full Advance Deposit applied to Anticipated Ancillary Revenue owed

**Hotel Group Rooms to Master Bill:** A full or partial advance deposit refund for contracted group rooms may be returned depending on when the booking is cancelled in relation to the number of days prior to arrival. NOTE: Written (mail/email) cancellation notice is required.

Days Prior To Arrival	REFUND of Advance Rooms Deposit
365+	100%
15 – 365	100%
0 – 14	0%

Please refer to the table for refund schedule.

Any deposits which qualify according to the refund schedule shall be refunded to the party within 30 days.

### **Indemnification**

The Client hereby agrees to indemnify, defend and hold harmless, Seven Feathers Casino Resort from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the misconduct of the Client, or its respective officers, directors, employees, agents, contractors, members or participants (as applicable), provided that, with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable.

### **Force Majeure**

The performance of this agreement by Seven Feathers Casino Resort is subject to the acts of God, war, government disorder, and curtailment of transportation facilities or other emergencies, including epidemics, pandemics and/or outbreaks of a serious or life threatening nature (including but not limited to influenza, H1N1, Swine Flu, SARS, or any other disease causing more than 20 percent of conference attendees to not attend) or an increase in the health alert level by the World Health Organization, making it unadvisable, illegal or impossible to provide the facilities or to hold the meeting. Should a travel advisory be issued any time during the period of 14 days before the event through the time of the event, performance by Seven Feathers Casino Resort may be forgiven without liability. It is provided that this agreement may be terminated for any one or more of such reasons by written notice from Seven Feathers Casino Resort to the Client.

### **Liability Insurance Requirements - \$**

Seven Feathers requires that tradeshow/exhibitor events, overnight events, events with contracted decorator or production company (“Client”), to obtain and provide evidence of General Liability Insurance Policy for \$2,000,000 (“Policy”). CLIENT must procure and maintain the Policy with a AM Best Rating of A- VII or better and name Seven Feathers Casino Resort as an insured party. The Policy must also contain provisions providing that the Policy is primary insurance between the Parties to this agreement, with any other insurance maintained by Seven Feathers being in excess of, and noncontributing with, the Policy that Client maintains. Client shall provide a certificate of insurance 60 days prior to event, and provide Seven Feathers with not less than 30 days prior notice of any cancellation, or material change, to the Policy.

The Client shall submit to Seven Feathers a proof of the Exhibitors contract before it is sent to the Exhibitors. Exhibitors Contracts must include the following provision:

{Exhibitor} shall obtain and keep in force during the term of the installation and use of the exhibit premises, a General Liability insurance policy, insuring and specifically referring to the contractual liability obligations set forth in this Exhibit, in an amount of not less than \$2,000,000 per occurrence for personal injury and property damage (“Exhibitor’s Policy”). Exhibitor must procure and maintain the Exhibitor’s Policy with a AM Best Rating of A- VII or better and name Seven Feathers Casino Resort as an insured party. The Exhibitor’s Policy must also contain provisions providing that the Exhibitors Policy is primary insurance between the Exhibitor and Seven Feathers, with any other insurance maintained by Seven Feathers being in excess of, and noncontributing with, the Exhibitors Policy that Exhibitor maintains. Exhibitor shall provide a certificate of insurance 60 days prior to event, and provide Seven Feathers with not less than 30 days prior notice of any cancellation, or material change, to the Policy In addition, Exhibitor acknowledges neither Seven Feathers, its owners nor its operator maintain insurance covering exhibitor’s property, and it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance insuring and losses by Exhibitor.

## **SIGNAGE, MARKETING & COMMUNICATIONS**

### **Trademark**

Neither party is authorized to use any trademark, trade name, nor service mark owned or registered by the other party, its parent, subsidiaries or affiliates. Neither party may, without prior written approval of the other party, copy, reproduce, distribute or use any trade name, trademark, copyrighted material, or service mark of the other party, its parent, subsidiaries, or affiliates. Approval from Seven Feathers Casino Resort Marketing Department must be obtained for the use of the Seven Feathers Casino Resort name, logo and/or likeness in any advertising or promotional material for your event.

Proper use of the Seven Feathers Casino Resort name, in text, should be “Seven Feathers Convention Center” or “Seven Feathers Casino Resort.” Your request must be submitted to the Group Sales Department prior to final print and/or distribution of any advertising/marketing materials. Please allow one business week for approval(s). Logos are available upon request from the Group Sales Department.

### **Advertising/Media**

Displays and signs including flyers, advertising materials or free samples are permitted only on the meeting space floor or pre-function area. Prior approval, from the Group Sales and/or Banquet Department, must be obtained prior to the event to display any information outside these areas or the exterior of the facility.

### **Printed Materials**

Seven Feathers requests the Group Sales Manager (and sales@sevenfeathers.com) be placed on your mailing list to receive all materials concerning Seven Feathers. This allows us to share, with our staff, all printed or digital materials in the possession of your prospective attendees.

The Seven Feathers Banquet Department requires a tentative schedule of function room requirements be received to the Group Sales Department at least 90 days in advance of the event or meeting. Any additional requests for function rooms will be on a space available basis only. **A firm and detailed schedule must be furnished to the Group Sales no later than 30 days before the program.**

## HOTEL

### **Check-In / Check-Out - \$**

Guest check-in time is after 3:00 p.m. Early arrivals before 3:00 p.m. will be accommodated as rooms become available. Guests must be 18 years of age or be accompanied by someone 18 years of age to check-in.

Check-out time is before 11:00 a.m. Express check-out is provided for all rooms. For hotel guests checking out but not yet departing the hotel bell staff will be happy to provide complimentary storage of your luggage.

Each occupied guest room may have a maximum of five (5) guests. There will be a \$5.00 surcharge (subject to change) applied per night for third, fourth and fifth person occupying the same room. Seven Feathers has no resort fees.

### **Hotel Cancellation or No-show Policy**

Cancellations must be received by reservation department 24 hours prior to the scheduled arrival date to avoid charges.

### **Guest Room Reservation Information**

All guest rooms are one (1) king bed or two (2) queen beds. Most guest rooms are non-smoking with the exception of a few smoking permitted rooms. The occupancy tax is 12% and subject to change without notice. The room rates are a per room, per night basis. Once the signed contract and deposit has been received the Seven Feathers Hotel will gladly accept your group's guest room reservations. Room rates quoted in the agreement are for single or double occupancy, unless otherwise specified to be triple or quad occupancy.

### **Published Rate**

Seven Feathers Casino Resort published rates may vary by season, day of the week, time of booking, length of stay and hotel availability. Group attendees who are Seven Feathers Players Club Members, may redeem club offers, but on an individual basis and also subject to availability.

### **Availability of Special Group Rates**

Any unsold portion of the Group room block will be released for general sale on the closing day noted in the contract. Seven Feathers Casino Resort reserves the right to reduce your room block due to poor pickup sales. When 50% or more of the unsold portion of the Group room block is not reserved 30 days prior to arrival, Seven Feathers Hotel reserves the right to release 25% of the remaining rooms to general sale. Should your block need to be increased we will review inventory levels on a case by case basis for approval/denial and are not subject to complimentary room ratio. We will honor early arrival and late departure at the group room rate if noted in contract and guest room reserved prior to the contract drop date. Guests reserving after the block has dropped may still make reservations. However rooms are subject to availability and subject to best available rate rather than group rate. The Seven Feathers Reservations department, with prearranged notice, will do its best to keep a reservation waitlist for the group in the event of being sold out.

### **Reservation Options**

Your room block is being held on a Right of First Refusal basis until the predetermined room block drop date. Due to high demand, rooms will be automatically released if a signed contract is not received by the contracted due date. Seven Feathers Casino Resort reserves the right to release the guest rooms for general sale.

### **Rooming List**

Please email your Group Guestroom List to [GroupRooms@SevenFeathers.com](mailto:GroupRooms@SevenFeathers.com) at least 14 days prior to the arrival date or scheduled event, whichever is sooner, or if otherwise specified in your contract. This list will be added to the Master Billing which will include room and tax. Please include any special requests and we will

make every effort to accommodate your needs. Any reservations added to your list, after the contracted drop date, are subject to availability. Room reservations must be guaranteed by individual credit card at check-in.

Group does not guarantee payment for no-shows for except for those reservations guaranteed to the Master Account. Group accepts being charged at best available rate for the no-show room when the hotel is sold out.

### **Individuals**

All phone-in reservation requests must be made prior to the closing of the day the contracted room block drops. To receive the '**special group rate**', attendees must identify themselves as part of your group room block when calling our toll-free Reservation Center at 1-888-677-7771. Room reservations must be guaranteed with a credit card.

### **Attrition**

Seven Feathers Casino Resort does not assess any fees against the Group when there is a failure to utilize the total room block as outlined in a contract.

### **Baggage Service**

#### **Individual**

Guests arriving individually are greeted at the front door by Hotel bell staff and upon request are given a claim check for their luggage to be delivered to their room upon check-in.

#### **Group - \$**

Should the Group request baggage handling, the portage charge is \$3.00 per person (subject to change) for all groups of 10 rooms or more. This charge covers handling of baggage both in and out of the Hotel. The Bell Desk staff will take the luggage off the group's transportation vehicle while the guests enter to register. Upon departure, guests' luggage must be packed, left just inside the locked guest room door, and ready for pickup by the Bell Desk staff no later than one (1) hour prior to departure.

### **Hotel Disturbances**

To maintain a quiet and sleep-conducive environment, the hotel quiet time is between 11:00 p.m. and 7:00 a.m. Individuals attending meetings are responsible for the supervision of their children. In the event of a disturbance, a warning will be issued to the offending guest. Only registered hotel guests are permitted in hotel rooms after 11:00 p.m. If there is a second complaint, non-registered guests and/or pets of registered guests will be required to leave the guest room or suite. If there is a third complaint, the registered guest will be evicted from the hotel with no refund. Evicted guest is responsible for room charges regardless of when evicted.

### **Hospitality Suites - \$**

The guidelines below are to ensure the enjoyment and comfort of all our guests.

- In order to promote a restful environment for all of our hotel guests, we request that you do not schedule your hospitality suite to run past 11:00 p.m. Please ensure any noise from music or entertainment is kept to a level that cannot be heard outside of your guest room/suite.
- Hospitality suites are designed for networking and entertainment purposes only.
- Exhibits and displays are not permitted on guest room floors or in the suites, and only approved signage by Hotel or Group Sales Manager is permitted in the corridors, elevator foyers, or on doors. Furthermore, taping or affixing of any materials to walls, floors or ceilings is not permitted.
- Maintaining the integrity of suite furniture arrangement is vital. Furniture, fixtures, artwork, etc. may only be moved, removed or dismantled by Seven Feathers Maintenance staff at \$75.00 per hour with a one (1) hour minimum.
- Maximum allowable seating will be determined by management.
- If your event is scheduled to start prior to 3:00 p.m., the suite must be reserved the day prior to allow for setup and availability. Appropriate charges will be applied.



- Any event scheduled to extend past the standard 11:00 a.m. checkout time will be charged for an additional day.
- Please be advised that all liquor, beer, wine and food for hospitality suites may be purchased through our Banquet Department with a five (5) day prior notification. Contact the Group Sales Department for menus and pricing.
- Requests for pre-assigned or confirmed in advance hotel rooms may be made. We will try to accommodate all requests. There is no guarantee these requests are available until the day of check in. You may contact the Front Desk Supervisor and give consent to distribute the room number of your hospitality event to inquiring guests. The room will be reserved under the name of the individual reserving the suite.
- Each standard guest room is equipped with four (4) accessible 120-amp outlets.
- Consult the Group Sales Coordinator for hospitality option in function space, which is subject to requirements in the Group Hospitality Guidelines.

### **Room Deliveries - \$**

Items will be placed inside the guests' rooms (not outside or under the door) after a guest has checked in. Items will not be delivered prior to arrival. Delivery charge over 20 rooms is \$3.00 per item/per room.

## **FACILITY INFORMATION**

### **Exclusive Services**

Seven Feathers shall be the exclusive provider of the following services:

- Food and Beverage
  - Authorization to bring in outside food and/or beverage must be approved by the Food & Beverage Director. Consult your Group Sales Coordinator for beverage guidelines and procedures.
- Telecommunications/Data Service, which includes all communications, voice, data and internet.
- Security for inside or outside events
- First Aid
- Cleaning

### **Booking Procedures- \$**

To ensure the accurate communication of information necessary in making the Group function as successful as possible, Seven Feathers Group Sales prefers to work with one person in the planning of the Group event. The Groups' meal selections, estimated number of guests, room setup, equipment needs and all other details are due at least 30 days prior to your event.

There is a late booking fee of \$20.00 for any event booking made within five business days of the event.

### **Banquet Event Order (BEO)**

The Banquet Event Order (BEO) is the governing document for all goods and services required by the client. Client's signature on said BEO represents an agreement and approval for the goods and services represented on the BEO. All Banquet Checks presented prior to final billing are subject to an audit and may vary from the final invoiced Banquet Check.

### **Access and Right to Enter**

Seven Feathers reserves the right for our badged employees to access your function space for reasons including, but not limiting, housekeeping, facility tours, maintenance and security. Additionally, officers and authorized employees of governmental agencies may enter the function space at reasonable times, when necessary, in the performance of their official duties.

### **Banquet Service and Kitchen Areas**

Only Seven Feathers Casino Resort staff and authorized personnel are permitted in the the Banquet Kitchen and the Banquet Service Area adjacent to the Banquet Kitchen, and while the Banquet Department staff are scheduled. Permission to access is granted by the Banquet Manager or Food & Beverage Director. Rental use of the Banquet Service Area by groups must have signed written consent by Seven Feathers and all authorized to access such as group contacts, subcontractors, vendors, exhibitors must all adhere to guidelines for use. Consult your Group Sales Coordinator for details.

### **Accessibility**

Both parties shall be responsible for compliance with the public accommodation requirements of the Americans with Disabilities Act as defined by law. Seven Feathers shall provide, to the extent required by the Act, such auxiliary aids and/or services as may be reasonably requested by the group, provided the group gives reasonable, advanced written notice to Seven Feathers of such needs. Group is responsible for the cost of any auxiliary aids and services (including engagement of and payment to specialized service providers, such as sign language interpreters), other than those types and quantities typically maintained by the Seven Feathers.

### **Meeting Space Guidelines**

- Specific room assignments may be reassigned as needed. Sufficient space will be made available to accommodate meeting/function/exhibit requirements. Seven Feathers reserves the right to maximize space usage for all function space. Upon doing so Seven Feathers Casino Resort will notify group via phone, email and/or written correspondence.
- Each meeting room complex has moveable walls with many configurations possible for a variety of room capacities. All movable walls must be opened and closed only by Seven Feathers Casino Resort Banquet staff.
- Seven Feathers note pads, pens, mints, water service, and additional amenities are available upon request for a reasonable charge.
- We are unable to place water, pens and pads on the tables for set ups with rotating breakouts or 120 people or more.
- Fastening or affixing objects to ceilings, painted surfaces, podiums, columns, moveable walls, or decorative walls will be allowed upon prior consent and approved by the Banquet Department. Adhesive products can be provided upon request and may be subject to a charge. Tacks are permitted on acoustic frames. Nails are not allowed on any surface.
- Carpet protection (Visqueen) must be in place prior to: the delivery of freight, construction of any display, use of any motorized or spray devices, or hair and beauty procedures and applications. In some cases, wall and ceiling protection may be required.
- No removal or relocation of plants or furniture from the hallways or meeting rooms unless approved through the Group Sales Coordinator or Banquet Manager.
- Changes to room set ups may be subject to an additional labor charge should the changes be made less than 48 hours prior to the function or if there is an extensive room set up or turn required. Same day re-sets or room turns will also be assessed a banquet set-up fee. Refer to Late Changes / Delay of Function on page 20.
- Seven Feathers reserves the right to charge a rental fee for meeting, function, or exhibit space utilized by suppliers, allied or affiliated groups who are conducting meetings or holding events in conjunction with your group.
- Meeting rooms may only be used for purposes directly related to the event. Meeting rooms may not be sublet to others without prior consent from your Group Sales Coordinator.
- Removal of all personal items and decorations at the conclusion of your event is the client's responsibility. Any decor items left behind will be assumed to be trash and will be dealt with accordingly. Equipment or other personal items of value will be brought to Security Lost & Found. Refer to Cleaning Services section for additional information/guidelines.

## **Raffles, Gaming & Gaming Cheques**

### **Raffles**

Cow Creek Gaming & Regulatory Commission (CCGRC) does not prohibit a charitable event from having a raffle at their event in the Seven Feathers Convention Center. Contact the Group Sales Coordinator if the raffle prize is a consumable item and may be consumed at the event. Some food and beverage restrictions and guidelines apply. For instructions to conduct a raffle or auction of beer, wine or spirits contact the Group Sales Coordinator.

Once winner/bidder of alcohol has taken possession he/she is prohibited to consume during event or on resort premises with exception of hotel guest room.

### **Gaming**

All gambling type events in or outside the gaming area require prior approval by CCGRC. This would include Charity Bingo Nights, Card Games involving cash or prize awards. Anyone inquiring about holding an event such as listed above must contact the CCGRC at 541-672-3861 at least 60 days prior to the proposed event.

### **Gaming Cheques**

- 1) A group can buy gaming cheques for distribution to Group attendees with cash, money order, cashier's check or business check. Credit cards may not be used for purchasing gaming cheques.
  - a. If purchasing with a business check, group must submit payment at least two weeks prior to purchase. Once funds cleared they are deposited into the Group's master bill.
  - b. If purchasing with a money order or cashier's check, payment must be submitted day of event.
- 2) Group must present payment or notification of cleared funds to the casino main cage to pick up gaming cheques.
- 3) Seven Feathers is not responsible for lost or stolen gaming cheques once picked up by the Group representative for distribution.

## **Audio / Visual Production Services - \$**

The rental of a wide selection of audio/visual equipment and services are available. Technical and engineering services are available with prior notice through the Group Sales Coordinator.

Seven Feathers Banquet Department allows groups to provide their own audio/visual equipment with the authorization of your Group Sales Coordinator. A \$25.00 hookup/setup fee for each piece of equipment will be assessed.

Seven Feathers permit groups to utilize the services of a production company of their choice. Access times will need to fall within the contracted times. If additional set-up time is needed by your AV provider, arrangements for a move-in day will need to be made with your Group Sales Coordinator or Sales Manager. It is important to notify the Group Sales Coordinator as soon as possible when using third-party AV so that ingress/egress and electrical needs can be addressed.

Unless included as part of your contract, storage for third-party AV is not provided and must take place within your contracted space. Patch fees may also apply depending on your AV needs.

## **Internet - \$**

Complimentary wireless connectivity is available in all guest rooms and meeting space. Wired services (hardline) are not complimentary. Wireless bandwidth may not support all streaming content as download and upload speeds may vary. Wired services (hardline) fee is \$25.00 a per room charge.

## **Electrical**

The Seven Feathers Convention Center and Hotel Meeting Rooms are equipped with power located in all floor boxes and wall outlets. Upon request, power location diagrams are available for your contracted space.

**Advance notice is required for electrical set-up by Umpqua Indian Utility Cooperative at the client's expense that exceed services available or for special electrical configurations.** Contact the Group Sales Coordinator for more information.

There are limited amounts of 200-amp and 400-amp services available in the Convention Center ballrooms. Distro boxes are available to rent with 100-amp service easily accessible in the Cedar, Evergreen and Fir Rooms. Distro box service for the Azalea, Birch and Dogwood Rooms require advance notice and may not be available due to other event space in use. Distro boxes are available to rent for the Grape & Huckleberry Room (Hotel Meeting Rooms) with 60-amp service easily accessible in both.

- Azalea, Birch & Evergreen Rooms: Each room includes eight floor box duplex receptacles on two 20-amp circuits and limited to 600-watts per receptacle. They also include two wall outlets on one 20-amp circuit and are limited to 1200-watts per receptacle per room.
- Cedar Room: Includes eight floor box duplex receptacles on two 20-amp circuits and are limited to 600-watts per receptacle. Cedar also includes 12 wall outlets on seven 20-amp circuits. Each 20-amp circuit is capable of 2400-watts.
- Dogwood & Fir Rooms: Each room includes eight floor box duplex receptacles on two 20-amp circuits and are limited to 600-watts per receptacle. They also include five wall outlets on one 20-amp circuit and are limited to 480-watts per receptacle per room.
- Grape Room: Includes two floor box quad receptacles on one 20-amp circuit and are limited to 600-watts per receptacle. Includes four wall outlets on two 20-amp circuits and are limited to 600-watts per receptacle.
- Huckleberry Room: Includes two floor box quad receptacles on two 20-amp circuits and are limited to 1200-watts per receptacle on one and 600-watts on the one closest to the wall. Includes four wall outlets on three 20-amp circuits and are limited to 600-watts per receptacle on the West receptacles, 2400-watts on the SE receptacle and 1200-watts on the NE receptacle.

### **Displays, Signs and Decorations - \$**

- Displays, signs, decorations, flyers, advertising materials or free samples are only permitted on the meeting space floor or pre-function area.
- Group Sales Department or Banquet Management must first approve the location and method of installation of any special decorations or signs prior to installation. The Group is responsible for the reimbursement to Seven Feathers for repairs caused by any unauthorized mounting of signs, banners, etc.
- Banquet or Facilities staff must hang all banners when displayed over seven (7) feet or higher. Banners hung over staging, dance floors, or other large equipment must be provided by noon on the day prior to event. If the Group Sales Coordinator is notified 72 hours in advance, the hanging up to three (3) banners is complimentary. There will be a charge of \$25.00 per banner for the hanging four (4) or more banners. However, if the Group Sales Coordinator is not notified in advance prior to the group's arrival, a charge of \$25.00 per banner applies.
- Any decor that causes damage to the property is prohibited. The Group agrees to be responsible for any damage to the meeting space during the time the premises are under the group's control. This includes any excessive cleanup made necessary by group, and/or decorators or outside agencies during set-up or teardown.
- All candles must be enclosed in glass or metal containers three (3") inches above the flame.
- All special decorations or signs left in the function areas at the conclusion of your event will be considered trash. All special decorations or signs that you want to save must be removed at the conclusion of your event.
- The use of glitter or confetti smaller than one (1) inch is prohibited. An additional charge for cleanup apply if policy not upheld.

- Under no circumstances are helium balloons or adhesive-backed decals to be given away in function areas. Any costs incurred by Seven Feathers due to the use or removal of these items will be charged back to the Group.
- Live Christmas trees are not permitted unless they have a root ball at the base of the tree.
- Banners or signage may not be attached to the exterior of the Convention Center or Hotel Lobby interior without prior authorization of Group Sales Coordinator or Banquet Manager.
- The Seven Feathers exterior marquee (Yesco) digital display and casino interior digital signage are operated by the Marketing Department. The Marketing Department determines the message contents to be displayed and dates message(s) appear. All Marketing / Advertising requests must be submitted to the Group Sales Coordinator for approval by the Marketing Department. The Marketing Department will have final approval of all marquee content.

### **Wall/Ceiling/Floor/Carpet Protection**

- All permanent facility carpet and floors must be protected from damage caused by crates, dollies, hand trucks, equipment, food preparation, water, liquids, powder, etc., during the Group event, including move-in and move-out.
- Walls and ceilings must be protected from damage caused by powder, liquids or vapors. This includes splattering to full saturation during your event, move-in and move-out times.

### **Tape/Adhesive-Backed Material**

- Tape and adhesive-backed materials are not permitted on the Convention Center's carpeted surfaces, unless provided or applied by the Banquet staff. A supply fee may apply depending on the quantity used.
- Use of tape on any wall surface, glass or equipment is prohibited.
- The Group and the Group's service contractor(s) are responsible for the removal of all tape and tape residue from any surface area, including but not limited to the pre-function area, wall surfaces, glass and service equipment of the function areas. If you fail to remove tape and tape residue, you shall reimburse Seven Feathers Casino Resort for costs incurred to remove such tape or residue.

### **Air Walls - \$**

The moveable air walls in the meeting rooms and Umpqua Grand Ballroom are to be opened and closed by Convention Center personnel only. Client will receive meeting space with air wall in place as predetermined. Any proposed changes should be planned in advance with your Group Sales Coordinator. Charge(s) apply if set or strike of the air wall is required after initial set up of room (\$100.00 per room). For example setting walls after a general session for individual breakouts (allow 20-30 minutes each).

### **Registration & Exhibit Tables - \$**

Upon request, the Banquet Department will provide up to two (2) registration/exhibit tables (6 or 8-foot tables, depending on location) at the meeting room entrance for all meeting rooms except the Grape and Huckleberry Rooms. One (1) registration/exhibit table (8-foot tables) will be provided in front of the Grape and Huckleberry Rooms. Each table includes black linen and table skirting, and one (1) chair per table during the Group's program. A charge of \$20.00 per table is applied for additional tables. The Banquet Department can provide phone lines, signage, A/V equipment, etc., for an extra fee. All requests must be directed to your Group Sales Coordinator.

### **Linen - \$**

Complimentary black table linens are provided for meeting, classroom, banquet or family style set-ups when such tables are used for seating. Consult the Group Sales Coordinator for colored accent options. Colored linens are available at \$10.00 each and colored napkins at 95¢ each with 14 days advance notice and subject to availability. Damaged linen is subject to a \$25.00 charge.

## **Animals or Pets**

Animals or pets are prohibited in the Convention Center or other meeting space EXCEPT for service animals, and except for animals used as part of a Seven Feathers approved exhibit or activity.

Approved animals must be on a leash, within a pen or under similar control. The Group assumes full responsibility for any approved animal in the meeting space and the Group will indemnify and hold harmless Seven Feathers, their agents, employees, servants and officials from any and all claims, losses, damages or expenses, including reasonable attorneys' fees, arising out of or resulting from an approved animal.

## **Meeting Group Entertainment**

The Group acknowledges that Seven Feathers has a reputation for offering high-quality entertainment and services to the public, is subject to regulation and licensing, and desires to maintain its reputation and receive positive publicity concerning the Group's functions.

Consequently, prior to contracting with any entertainer or production company to provide entertainment at the Group's function(s), the Group shall obtain Seven Feathers' written consent for the entertainment, which said consent shall not unreasonably be withheld. In contracting for entertainment, the Group agrees that any such entertainment will comply with Seven Feathers' normal policy regarding risqué or questionable material and that no disparaging remarks toward gaming, Seven Feathers, its directors, officers or employees or those of any affiliate of Seven Feathers shall be made. The Group must also provide an entertainment contract rider for power, staging and backline requirements.

Your Group Sales Coordinator will gladly provide information on entertainment options. The entertainment is booked by the Group and is solely their responsibility. Seven Feathers management retains the right to limit sound level.

## **Pool/Patio/Courtyard Events**

Due to the architectural nature of the pool, patio, and courtyard and for the safety of all guests, additional lighting by Seven Feathers will be necessary for all pool, patio and/or courtyard events. Lighting charges are added to all final client invoices when installed. Seven Feathers management reserves the right to make the final decision to use indoor facilities in the case of inclement weathers on the day of the event. It is the Group's responsibility and expense to provide a lifeguard for pool events if swimming is involved.

## **Meeting Space Disturbances**

The function rooms are in close proximity to one another and the walls are not soundproof. Loud noise (i.e. speaker, music or singing) may emanate beyond the walls and corridors. Noise and personal conduct is expected to be kept at a level that will not disrupt the adjoining function room use. Individuals attending functions are responsible for the supervision of their children. If event noise interferes with any other function(s) a warning will be issued. If an appropriate reduction in the volume level is not made by the Group, then the function may be terminated and future use denied. Seven Feathers reserves the right to control music decibel levels of all resort space.

The Noise Abatement Policy for:

- Grape Room, Huckleberry Room, and Courtyard
  - iPod or MP3, CD Player music, PA Systems are permitted as follows and must be at acceptable levels as to not be heard in hotel lobby or adjacent hotel rooms and offices.
    - Sunday through Thursday until 8:00 p.m.
    - Friday and Saturday until 9:00 p.m.
  - Live or DJ music permitted, limited to 4 piece band and no drum sets due to location of meeting space adjacent to hotel rooms.

## **Security - \$**

Seven Feathers Casino Resort is not responsible for lost, stolen or damaged items. Additional security at the client's expense can be arranged through your Group Sales Coordinator for crowd control, alcohol monitors during event hours, exhibits and/or merchandise during and/or outside the event hours. Seven Feathers Casino Resort mandates additional security at the client's expense during events which operate own OLCC permits and/or donated alcohol is consumed. Seven Feathers reserves the right to require security guards at the client's expense for selected groups and/or events. Security Officer rental per hour is \$23/hour.

## **Lost & Found**

Seven Feathers Casino Resort assumes no responsibility for any losses suffered by you, your exhibitors, or general attendees due to theft or loss of equipment and articles or other personal property. Should you, your exhibitors, or any of your attendees misplace any items, you may contact the Security Podium 24 hours a day at 541-839-1111 ext1210. All lost and found articles are catalogued and stored for 30 days. After that period, all articles are disposed of at the sole discretion of Seven Feathers Casino Resort.

## **Fire Regulations**

Security personnel will provide a walk through once the exhibits, displays, etc. are setup to check fire and safety regulations.

Exhibitors, service contractors and all event promoters must comply with all federal, tribal, state and local fire codes that apply to places of public assembly. Additionally the rules and regulations listed below will be adhered to:

- Floor plans / room diagrams must be approved by the Safety Manager a minimum of 14 business days prior to the event.
- Aisles and exits, as designated on approved show plans, must be kept clean and free from obstruction.
- Fire lanes in and around the facility must remain clear and unobstructed.
- Adequate facility staff must be hired to guide vehicle traffic in these areas during move-in and move-out.
- Exits in all areas will not be blocked. Any drape, exhibit or convention-related material hung or built near an exit sign must be installed so the exit sign is not covered. If an exit sign is blocked from the usual sight line, another emergency exit sign must be temporarily installed with a secondary power source.
- Building exit signs must be illuminated and visible at all times and are never to be turned off.
- Firefighting and emergency equipment will not be blocked or obstructed under any circumstance.
- If an exit is not to be used (by permission of the Banquet Manager), a sign stating, "This is not an Exit," must be posted with directions to the nearest available exit.
- Easels, signs, chairs, etc., cannot be placed beyond booth areas into aisles. Display literature is to be limited to reasonable quantities. Reserve supplies should be kept in closed containers and stored in a neat and compact manner.
- Show management is responsible for advising exhibitors that booths must be cleaned of combustible rubbish daily.
- All decorations, drapes, signs, banners, acoustical materials, moss, bamboo, plastic cloth and similar decorative materials must be flame retardant.
- Hay, straw, oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant, therefore their use is prohibited.
- Tents & Canopies must have the Fire Marshall stamp of approval.
- Table coverings must be flame treated unless they lie flat, with an overhang of no greater than six inches.
- Materials used in the construction of displays must be fire resistant, i.e. draping, table coverings, banners, props, scenery, and evergreen trees and shrubs, etc. (It is the exhibitor's responsibility to ensure proper and safe construction and materials.)
- Exhibitors are responsible for the safe construction and maintenance of their displays, i.e. handrails, steps, walls, etc.

## **Smoke-Free Environment**

Smoking and vaping (e-cig) are prohibited in Seven Feathers event rooms and hotel lobby: this includes all loading docks, stairwells and all back-of-house areas. Limited guest rooms permit smoking.

## **Meal Vouchers - \$**

The Group may purchase meal vouchers through the Group Sales Department for groups of 10 or more for the following dining outlets: Stix Sports Bar, Cow Creek Restaurant, Gathering Place Buffet, or Kabi Cafe. Meal vouchers are non-refundable, non-transferable.

Gathering Place Buffet meal prices are per person plus 18% gratuity (groups 10 or more) and prices are subject to change anytime and during Holidays. Seasonal hours may vary.

## **Group Restaurant Dining - \$**

Group restaurant dining for 10-30 people is available with advance reservations, excluding holidays and blackout dates. Both the K-Bar Steak House and Gathering Place Buffet have a private dining room. Each room is subject to availability with advance reservations.

## **Gift Cards**

Seven Feathers Gift Cards are available in any denomination and available for purchase for the Group's attendees. The cards are redeemable at Seven Feathers' restaurants, Hotel, River Rock Spa and Gift Gallery. Gift Cards are not refundable or redeemable for cash, credit or gaming activity. Contact the Group Sales Coordinator for additional details.

## **Parking**

Parking for events is permitted in any area not roped off for Valet. There is a 15 minute loading / unloading zone permitted at the Convention Center sidewalk or roll-up door.

## **Registration Space**

Registration space will be made available to the client at no additional cost on an 'as available' basis and in consideration of any other client rental. Up to two (2) skirted tables are complimentary with registration. Additional are available for rent.

# **Exhibits / Tradeshows**

## **Vendors / Exhibitors**

Your Group Sales Coordinator can provide a Vendor Information Form to distribute to all vendors/exhibitors, should the Group not have a form for the same purpose. The form(s) need to be returned to the Group Sales Coordinator 14 days prior to the event in order to ensure adequate space and service.

## **Outdoor Exhibits**

- A service charge is applied when parking lots are used for outdoor exhibits or events depending on the specific requirements of each event. Outdoor exhibits must have an approved floor plan and these plans must show the location of any enclosed structure.
- Tents, pavilions, trailers or structures must be set on a minimum of a 20' wide aisle.
- 24-hour Security is required during load-in, show dates and load out. You are required to use Seven Feathers Casino Resort Security for traffic control and overall lot management. Please contact the Group Sales Coordinator for details.



## **Cleaning Services - \$**

Seven Feathers Casino Resort will provide janitorial service during normal operating hours in open spaces and restrooms, plus one thorough cleaning of these same areas during the hours when the event space is closed. Specific times are to be coordinated with Banquet Manager. Events such as food shows, which require continual janitorial service throughout the venue or cleaning exhibit booth areas should make special arrangements with the Banquet Manager for additional personnel.

Seven Feathers Casino Resort is the exclusive cleaning contractor for the resort including aisle carpet, registration areas and booth cleaning. Seven Feathers offers full cleaning services by professionally trained staff.

The types of cleaning services offered by Seven Feathers are:

- Trash removal
- Carpet vacuuming
- Carpet shampooing
- Damp mopping and waxing
- Machine scrubbing and waxing
- Porter service

Seven Feathers cleaning fees are required for all areas used as exhibit/display, event or preparatory space. This includes hallways, carpeted event space, restrooms (e.g. hair shows), public foyers and parking lots.

Additional cleaning fees may be charged for application of carpet or hard surface flooring to any venue flooring, and areas that require excessive cleaning such as registration areas, parking lot events, stores etc. Additional cleaning charges will ensue for the use of confetti, balloons or other similar materials left after event. Show Management/Licensee is responsible for all costs associated dumpster or compactor pulls or any other associated waste removal during move-in, show days, and move-out of the event.

Seven Feathers Banquet Department will provide an estimate of all cleaning costs for the Group's event(s) upon receipt to the Group Sales Coordinator of the approved floor plan and schedule of events.

## **Dangerous Weapons**

A "dangerous weapon" is any object or device designed or intended to be used to inflict serious injury upon persons or property. No person shall possess dangerous weapons within the Gaming Facility without the prior approval of Seven Feathers.

Weapons used for decoration, purchase, or fundraising purposes must be unloaded and separate from ammunition. Seven Feathers Casino Resort security must examine weapons displayed prior to event start.

## **Mechanical Lift Equipment - \$**

Use of scissor lifts, forklift and pallet jack are coordinated by Banquet Manager and only operated by Seven Feathers staff or subcontractors. Mechanical lift rentals are \$50 per hour per equipment used. A one (1) hour minimum applies. Please contact the Group Sales Coordinator for equipment need or further details.

## **Vehicles in the Convention Center**

- Vehicles are not permitted on the Convention Center floor for loading/unloading without the prior authorization of Banquet management.
- All display equipment and freight will be loaded / unloaded at Fir Room roll-up door or banquet loading dock area. Advance notice is required.
- Vehicles, which are part of a display, will be allowed in function areas. Move-in and move-out operation of vehicles is by the Seven Feathers Facilities or Banquet management personnel.

- All vehicles remaining in function areas for display must conform to all fire rules and regulations.
- Group must provide certificate of liability when exhibiting vehicles in the convention center or resort property. Refer to Liability Insurance Requirements on page 13-14.

**Shipping Procedures & Fees**

Seven Feathers will accept most packages and freight up to seven (7) days prior to arrival. A \$25 per day fee applies for packages/freight delivered when storage exceeds seven (7) days.

Clearly label address to ensure expedited delivery as follows:

Seven Feathers Casino Resort  
 146 Chief Miwaleta Ln  
 Canyonville OR 97417  
 Hold for: Guest's Name/Company Name  
 Event Name:  
 Arrival Date:  
 Box: # of #

The Group Sales Coordinator must be notified prior to shipment of any materials.

**Parcels/Packages**

*Inbound:*

Parcels must be properly labeled and will be held for guest pickup in the Banquet Department.

*Outbound:*

Return of conference materials may be done with a 48-hour notice to the Seven Feathers Warehouse by calling 1-800-548-8461 ext. 1314. The following information is required for Seven Feathers to hold your items for shipment:

- Name and phone number of the company handling shipment
- Expected date and time of pickup
- Number of boxes being shipped
- Billing method.

All shipping arrangements are the client’s responsibility. Outgoing parcels must be delivered to the warehouse no later than 11:00 a.m. for shipping on that day. Any parcels dropped off at the warehouse after 2:00 p.m. will be shipped the following day, except on Friday. Friday packages will ship the following Monday. Seven Feathers will not be held liable for storage of unauthorized materials or lost shipments.

**Freight**

*Inbound:*

The Seven Feathers Warehouse Department is responsible for the coordination of incoming freight that equals to or is larger than a standard pallet size- 40’x47”, also known as “large items”. Seven Feathers Warehouse employees are required to move all items to and from the dock. If a Group representative must access any stored freight, the representative must contact the Seven Feathers Warehouse by calling 1-800-548-8461 ext. 1314. Seven Feathers is unable to receive, store, or ship freight larger than a standard pallet (40" x 47") unless special arrangements have been made. Freight can only be received between the hours of 6:00 a.m. and 5:30 p.m. daily.

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 arrangements have been made. The following information must be provided to Group Sales at least five (5) days prior to the arrival of the larger item shipment:

- Company transporting the freight
- Delivery date & time

- Contact name and information for pickup from the Banquet Department
- # of pallets and estimated weight

*Outbound:*

It is the responsibility of the guest to notify the transportation company of pickup date and time. The Seven Feathers Warehouse must receive notification of the intent to ship outbound at least five (5) days prior to ship date. Freight can only be shipped between the hours of 6:00 a.m. and 5:30 p.m. Monday - Friday.

## **CATERING**

### **Food & Beverage**

Seven Feathers has exclusive food and beverage rights. No food or beverage of any kind, with the exception of wedding, birthday, anniversary cakes, shall be brought into the function areas by the Group, or the Group's guests, representatives, vendors, or any other persons that are not the Seven Feathers staff.

Authorization to bring in outside food and/or beverage must be approved by the Food & Beverage Director. Consult your Group Sales Coordinator for guidelines and procedures.

Catering leftover food & beverages may not be taken from the premises due to State health regulations. Concession stand and bar sales are not included toward room rental discounting. Food and beverage prices are subject to an 18% service charge. Any outside vendors or special giveaways must be approved by the Group Sales or Banquet Department.

### **Price Quotations**

Price quotations, verbal or written, are subject to change due to fluctuation in food costs or increased cost of operation. All menu prices will be guaranteed 60 days prior to your event, except market price items.

### **Catering Cancellations**

Refer to page 4.

### **Banquet Event Order (BEO)**

The Banquet Event Order (BEO) is the governing document for all goods and services ordered by the group. Group representative's signature on said BEO represents an agreement and approval for the goods and services represented on the BEO. All Catering Estimates and/or Banquet Checks presented prior to final billing are subject to an audit and may vary from final invoiced Banquet Check.

### **Banquet Guarantee Policy: Requirements**

GUARANTEE NUMBER	EVENT DAY OF WEEK	GUARANTEE DUE
Individual meal function of Less than 150	Wednesday – Saturday	Noon, 5 business days prior
	Sunday, Monday	Noon, preceding Thursday
	Tuesday	Noon, preceding Friday
Individual meal function of 150 – 250	n/a	7 business days prior
Individual meal function of more than 250	n/a	10 business days prior

- In some instances, additional advance notice may be required due to menu complexity, holidays, delivery, or other constraints.
- The guarantee numbers provided are not subject to reduction, and charges will be applied accordingly.
- Seven Feathers will overset for 5% above the guaranteed number. The overset for any event guaranteed for 200 or more people will be calculated at 3%. This 3% overset will not exceed 50 place settings.
- Should the client not notify Seven Feathers of a guarantee number, Seven Feathers shall utilize the expected number as the final guarantee.

- Should the guarantee decrease by 15%, Seven Feathers reserves the right to charge room rental, services charges, and/or relocate your group to a smaller room.
- Plated maximum is 450 guests.

**Policy Concerning Increases in Guarantees**

Please note the following shall apply to all increases in guarantees received within 72 business hours of event:

Guarantee Increases Prior to Event	24 – 48 HOURS	DAY OF EVENT
% Exceeding Overset	3%	5%
Menu Price* Increase of Total Exceeding Overset	10%	15%
EXAMPLE	72-Hour GTD is given for 100 guests for a lunch menu priced at \$16.00. The overset for this GTD is 105. A request received to increase to 150.	
	105 lunches (original GTD plus 5%) priced at \$16.00 / person 45 lunches priced at \$17.60 / person (price plus 10%)	105 lunches (original GTD plus 5%) priced at \$16.00 / person 45 lunches priced at \$18.40 / person (price plus 15%)

\* This excludes coffee, decaffeinated coffee, tea, soft drinks and waters ordered on a consumption basis.

An increased guarantee within 72 business hours will not receive an overset amount: the new guarantee is the set amount.

*Please note that in some cases Seven Feathers Casino Resort may not be able to accommodate increases in food & beverage quantities.*

**Pop-up orders placed within 72 Hours**

Any menu ordered within 72 hours of the function date will be considered a “pop-up” and subject to special menu selections and pricing. Consult the Group Sales Coordinator for pop-up menus and pricing.

**Late Changes, Delay of Function - \$**

Changes to set-up, equipment or food and beverage menus made within 48 hours of the function are subject to additional fees. Groups will be charged a late fee of \$75.00 per half hour if meal service is delayed more than 30 minutes past the pre-arranged time and an additional \$25.00 will be charged for each quarter hour thereafter. Seven Feathers cannot be held responsible for food temperature and quality of food that is served late. The minimum re-set charge to change the approved set-up of a room once it has been set is \$100.00 per room.

**Labor Fees - \$**

- Functions starting prior to 7 a.m. or going past midnight will incur a labor fee of \$100.00 per half hour. This includes setup and/or teardown times.
- A \$50 labor & preparation charge will be applied to all Breakfasts and Lunches for less than 25 people.
- A \$85 labor & preparation charge will be applied to all Receptions and Dinners for less than 25 people.
- A \$35 attendant charge will be applied per station of menu items requiring an attendant (e.g. ice cream station, beverage station, cake & serving station).
- A \$50 chef attendant charge will be applied per station of menu items requiring (e.g. carving station, omelet station).
- Plated or Family-style Service Fees
  - 45-75 guests: \$75
  - 76-150 guests: \$150
  - 151-250 guests: \$250.00
  - 251-350 guests: \$440.00
  - 351-450 guests: \$675.00

**Dietary Restrictions / Requirements - \$**

The Banquet Kitchen Staff can accommodate guests with dietary restrictions or requirements or restrictions. Discuss with your Group Sales Coordinator the guests needs. If a separate plated meal is required when buffet meal is served the guest’s meal price will be at the plated meal price. Without advance notice the guest’s meal choices are subject to availability.

**Bar Service and Alcoholic Beverages - \$**

<b>FULL BARS</b>			
<b>DURATION</b>	<b>BAR FEE</b>	<b>FEE WAIVER MINIMUM</b>	
		<b>CASH BAR</b>	<b>HOSTED BAR</b>
2 hours or less	\$125	\$750	\$625
3 hours	\$175	\$1050	\$875
4 hours	\$225	\$1350	\$1125
5 hours	\$275	\$1650	\$1375

- Hosted Bar service ratio is one (1) bar per 75 guests, **18% service charge applies.**
- Cash / No Host Bar service ratio is one (1) bar per 125 guests, service charge does not apply.

<b>BEER/WINE BARS</b>			
<b>DURATION</b>	<b>BAR FEE</b>	<b>FEE WAIVER MINIMUM</b>	
		<b>CASH BAR</b>	<b>HOSTED BAR</b>
2 hours or less	\$100	\$600	\$500
3 hours	\$150	\$900	\$750
4 hours	\$200	\$1200	\$1000
5 hours	\$250	\$1500	\$1250

- Fees & waivers are per bar.
- Additional \$35.00 per bar back or cashier if service needs dictate.
- Bartender labor is \$50.00 per additional hour.

- Bar service is limited to two (2) hours for events without substantial food service, and greater than two (2) hours and no more than five (5) for any event with food. All event bars will close no later than 1:00 a.m.
- All alcoholic beverages must be dispensed by Seven Feathers employees unless operating under a temporary OLCC license.
- All attending guests must be able to produce unexpired and unaltered photo identification upon request in accordance with [Oregon State liquor laws](#).
- Seven Feathers Banquet staff reserves the right to refuse service to any patrons for any reason.
- No beer, wine or spirits may be brought into Seven Feathers function areas by any person or outside service without prior approval by Group Sales Manager, Banquet Manager or Food & Beverage Director. Only exception if the alcohol is purchased at Seven Feathers Casino Resort outlets such as bars, lounges, casino bar service, restaurants and Gift Gallery.
- Table-side or butler alcohol service is available with advance notice. Additional banquet staff required, butler service fee applies.
  - \$20.00 butler service fee per hour per attendant. Butler fees are excluded from fee waivers.
- Corkage fees apply: \$10.00 per 750mL wine bottle, \$10.00 per 64oz beer growler, \$20.00 per 750mL spirits bottle, \$30.00 per half gallon spirits bottle, \$30.00 / pony keg, \$50.00 / keg.
  - Corkage fee is waived for wine or beer purchased from the Gift Gallery with proof of receipt.
  - All corkage fee beer/wine/spirits must be delivered to the Banquet Department service doors 2-4 hours prior to the event start. Leftovers will be available for pick-up after the event.
- Seven Feathers requires, at the group’s expense, a uniformed security guard at all functions with wine/beer/spirits being served that was not purchased from Seven Feathers Casino Resort.

- To protect our guests, Seven Feathers reserves the right to cancel bar service for any of the following reasons:
  - Possession of alcohol, by attendees, that has not been purchased through Seven Feathers;
  - Noncompliance with Oregon State liquor laws;
  - Any circumstances judged by Seven Feathers Management that would endanger our guests, clients or property.

**Special Event Liquor License and Auctioning/Raffling Alcohol**

For events with donated beer/wine/spirits contact the Group Sales Coordinator for policy and guidelines.