



FUNCTION GUIDELINES

- **Audio / Visual (A / V) Equipment** - Your Sales Representative can arrange A / V equipment for you; daily rental varies based on requested items. Group leaders may also bring in their own equipment (i.e. Laptops and LCD projectors) as the need arises.
- **Conference Center Limitations** - We will not book groups utilizing chemicals, dyes, flammable materials, incendiary devices or oils for their functions. Food and drinks with red food coloring must also be diluted with seltzer or 7-Up to limit carpet staining.
- **Damage Deposit** – Equal to 50% of your total function cost is due once the “Function Agreement” has been signed; the remaining balance is due one week prior to your function. The damage deposit is refundable only if no damage is noted after doing a management walkthrough of the meeting room(s) and facilities. If damage is noted during the walkthrough, you will forfeit the damage deposit. All damage deposit refunds are issued and sent from the corporate office in Utah.
- **Decorations** – The group leaders are responsible for their own decorations. We do not allow nails, duct tape or glue to affix decorations to the walls or ceiling or foil confetti to be used. Current fire codes also require an egress near all fire exits – therefore we will not allow fire exits to be blocked by decorations or furniture. Open flames (i.e. candles, luminaries, etc.) are also not allowed within the conference center meeting room(s) and lobby area due to current fire codes.
- **Entertainment** – We do allow group leaders to bring in their own DJs or entertainment. However, we do ask that the music level be at a comfortable level. We require all music to cease by **11:30 p.m.** in consideration of our other hotel guests.
- **Function Cancellations** – Written cancellations are accepted up to 14-days prior to your function; a cancellation fee equal to 25% of the total function price may be charged if your group cancels your function less than 14-days prior to your function.
- **Final Attendance Guarantee for Catering** – This total is due one calendar week prior to your function. The Hotel’s Sales Representative will ask for a rough estimate on the final number two weeks prior to your function. The caterer will use this number to place food orders. Catering reductions will not be made after your group leader(s) provides the final number. Our caterers are prepared to serve 5% over your guaranteed number.
- **Food & Beverage Service** - Food prepared by our on-site caterers may not be taken off the premises. Also, the sale and service of alcoholic beverages are regulated by the State; we will not allow groups or guests to bring alcohol into the conference center unless prior bar arrangements are made. If the hotel staff does see outside alcohol brought in to a function, the function will be shut down immediately.
- **Room Assignments / Setup** – Meeting rooms are assigned based upon your anticipated attendance; we do reserve the right to change meeting rooms based on your actual attendance. A setup fee (taxable) is charged when setting up your rooms. Groups requesting major changes after the initial setup will be charged double the original setup fee.
- **Security / Storage** - The hotel does not assume responsibility for damage to any merchandise or articles left on the premises prior to, during or following any function. Arrangement for storage of equipment prior to a function can be made with your hotel’s Sales Representative; minimal charges may apply.

Hotel & Conference Center
10300 Hotel Avenue NE ■ Albuquerque, New Mexico 87123
Phone: 505-296-4852 ■ Fax: 505-293-9072 ■ Toll-Free: 800-877-4852

Effective until 12/31/12