

General Information:

The enclosed menus are guidelines designed to help you in selecting menus for your event. Please allow our Catering Managers to assist you in customizing selections that work specifically for your needs.

Special Dietary Information: We can accommodate most dietary needs and restrictions with advance notice. Any advanced information pertaining to dietary needs of your attendees, please share with your Catering Manager to ensure a safe and enjoyable time for all attendees.

Menu Selection: To ensure the best execution of your event, we kindly request that all menu selections be made (14) business days prior to the scheduled functions.

****All Food, Beverages and Alcoholic Beverages consumed on the property must be purchased through the Rhode Island Convention Center.**

Guarantees are due (4) business days prior to your event by 10:00am, if no guarantee is received your estimated guarantee will become your final guarantee, not subject to reduction.

All Food and Beverage charges are subject to a 22% Administrative Fee. 15% of the total amount of this Administrative Fee is distributed to the employees providing the service as a gratuity. 7% is retained to defray administrative costs, it is not intended to be a tip, gratuity or service charge and will not be distributed to employees. Unless tax exempt, there is also a 7% RI Sales Tax, and 1% Meal Tax.

Cancellation

Once a contract is executed it is understood that if the group should cancel, the group will be subject to a cancellation fee of up to 100% of the estimated expenses. All deposits are non-refundable.

Decorations

Arrangements for floral pieces, linens and special props may be made through your Catering Sales Manager. All decorations must meet with the approval of the RI Convention Center. The center will not permit the affixing of anything to the walls or ceiling. When helium balloons are being used a balloon waiver must be signed. No open flames are allowed in the facility.

Electrical/Audio Visual

A complete line of modern Audio Visual equipment and services are available through our In-House Audio Visual Team, your Catering Sales Manager can assist you with these needs.