

GENERAL INFORMATION



Our catering menu is a guideline to assist in selecting a menu to fit your Event. The Rhode Island Convention Center's Catering Staff will be more than happy to design a unique menu for your Event. The Rhode Island Convention Center has exclusive rights to all catering needs. Outside food & beverage of any kind is not permitted.

MENU SELECTION

In order to ensure the availability of all chosen menu selections and to avoid additional fees, we request that menu selections be submitted to your Catering Sales Manager at least fourteen (14) days prior to your Event.

SPECIAL DIETARY SELECTIONS

We can accommodate most dietary needs and restrictions with advance notice. Please notify your Catering Sales Manager in advance of any dietary needs or food restrictions as it pertains to allergies, religion, or preferences.

GUARANTEES/PRICING

All prices are subject to a change due to fluctuations in the market. Guarantees are due by 10:00 a.m. five (5) business days prior to Event. **If a guarantee is NOT received, the estimated guarantee will become the final guarantee and will NOT be subject to reduction.**

All prices quoted are subject to a **22%** Administrative Fee. A portion (**15%**) of the total amount of the Administrative Fee is distributed to the employees providing the service as a gratuity. The remaining **7%** of the Administrative Fee is retained to defray administrative costs. This percentage (**7%**) is not intended to be a gratuity or service charge and will not be distributed to employees. In addition, prices quoted are subject to **7%** RI State Sales Tax and **1%** Meal Tax, unless tax exempt. All prices and fees are subject to change.

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.

LABOR CHARGES

- A Bartender Fee of \$150.00 will be applied if bars do not exceed the \$600.00 minimum.
- Carvers and Chef Attendant Fees of \$150.00 will apply to all Action Stations.
- A \$150.00 labor charge will be applied to any meal services that do not meet minimums.

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 your Event and Catering Sales Manager. Please communicate your decor needs prior to your Event. 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. Please contact your Catering Sales Manager to assist with these needs.