

CATERING POLICIES

PRICING

- a) Prices listed are current and are subject to change without notice.
- b) All prices are excluding 8.25% sales tax, nontaxable 19% gratuity and taxable 4% service charge.

MENU SELECTIONS

- a) To assure availability of menu items, your selections should be submitted to the Catering Office four weeks prior to your scheduled event.
- b) Food and Beverage from packaged coffee breaks, continental breakfasts, breakfasts and luncheons are not transferable to other breaks.
- c) The Mirage is prepared to serve vegetarian substitutes for breakfast, lunch and dinner. Entrée substitutions ordered after the final guarantees are given will be an additional charge (over and above the guaranteed number of meals and menu price per person agreed upon). The price will be based upon guest being served soup or salad and dessert included in the prearranged menu.
 - Lunch Entrée substitutions:
 - Vegetarian Entrée Substitute at \$30.00 per person
 - Fish Entrée Substitute at \$35.00 per person
 - Dinner Entrée substitutions:
 - Vegetarian Entrée Substitute at \$55.00 per person
 - Fish Entrée Substitute at \$65.00 per person
- d) In an effort to accommodate special diet needs, we recommend that you provide the Catering Manager with a special diet menu list on the date the guarantee is due with the guest's names and type of menus substitute needed including the number of vegetarian, vegan, gluten-free, kosher, food allergies and intolerances. If The Mirage doesn't receive the special diet needs in advance, it takes approximately 30 minutes for the Chef to prepare the special menu after the request is received.
- e) Consuming raw and undercooked meat, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness.
- f) Menu tastings for groups with 300 guests or more:
 - A minimum of three weeks' notice is required to host a tasting.
 - Tastings must be hosted more than four weeks prior to event date.
- g) Lunch menus are served between 11:00 a.m. - 1:30 p.m.
- h) All plated lunch and dinner meals shall have a minimum of three courses
- i) All food items must be supplied and prepared by the Catering Department. To insure compliance with the Clark County Board of Health handling regulations, food will be consumed in the convention area at the contracted time. No guest or any of the customer's guests or attendees can take food or beverage of any kind into the Convention Area. The guest may not remove food from the Convention Area.

FOOD AND BEVERAGE GUARANTEES AND CANCELLATIONS

- a) Ten business days prior to all food functions, the Hotel requires from the Client the expected number of guests for each scheduled event. The expected number of guests and food quantities cannot be reduced by more than 10% at the time the final guarantee is given to the Hotel. In some instances, more advance notice may be required due to menu complexity, holidays, delivery, or other constraints.
- b) Guarantees for functions over 1,000 guests shall be due no later than 12:00 PM PST five (5) business days prior to the scheduled function. Guarantees for functions over 2,000 guests shall be due no later than seven (7) business days prior to the scheduled function.
- c) Guarantees for all functions under 1,000 guests must be given to the Catering Office no later than 12:00 PM PST, three business days prior to a function.
 - Guarantees for events on Monday are due on the preceding Wednesday.
 - Guarantees for events on Tuesday are due on the preceding Thursday.
 - Guarantees for events on Wednesday are due on the preceding Friday.
 - Guarantees for events on Thursday are due on the preceding Monday.
 - Guarantees for events on Friday are due on the preceding Tuesday.
 - Guarantees for events on Saturday and Sunday are due on the preceding Wednesday.
- d) If no guaranteed minimum number is received, you will be charged the expected number set forth on the banquet event order as a guarantee or the number of people actually served, whichever is greater. Guarantees are not subject to reduction after the due date. In addition, we will not be obligated to serve or set up more than 3% above your guaranteed number. This 3% "overset" is not to exceed more than 50 persons over the guarantee. The overset number is not to be factored into the guaranteed number.
- e) Should the "overset" requested exceed 3% of the guarantee or a maximum of 50 guests, a \$150.00 Labor Charge plus the Gratuity/Service Charge based on the per person menu price will be applied per server required.
- f) Guarantee increases within 72 business hours will not receive an overset amount: the new guarantee is the set amount.
- g) Any new menu ordered within 72 hours of the function will be considered a "pop-up" and subject to a 10% price increase. Menu selections will be based on availability.
- h) Guarantee increases received 24 to 48 hours prior to the event that exceed the 3% overset shall incur a 10% price increase. This excludes coffee, decaffeinated coffee, tea, soft drinks and mineral waters ordered on a consumption basis.
- i) Guarantee increases over 3% received the day of the event shall incur a 15% price increase.
- j) 72 business hours is required to cancel your food and beverage. If proper notification is not received, you will be charged the full estimated total for the food and beverage ordered.

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LABOR CHARGES

- a) \$150.00 Labor Charge will be added to all food functions arranged for less than the noted menu minimum. Menus ordered for less than the noted minimums will be modified accordingly.
- b) If seating is provided for continental breakfasts, a \$2.00 per person charge will be added to the menu price 8.25% sales tax, nontaxable 19% gratuity, and taxable 4% service charge.
- c) Cash Bar Service: A Labor Charge of \$200.00 per Cashier and \$250.00 per Bartender will be added to the check.
- d) Hosted Bar Service: A Labor Charge of \$250.00 per bartender will be added to the check.
- e) Uniformed Chef: There is a \$250.00 Labor Charge per Chef. Chef's Labor Charge is based on a 2-hour function. There will be a \$125.00 Labor Charge per hour if Chefs are scheduled for more than two hours.
- f) Additional charges will be incurred if an event (i.e., reception or dinner) is scheduled for more than four hours. Such requests will be subject to the approval of the hotel and the guest agrees to pay the additional charges as listed:
 - \$40.00 labor per hour per Food Server per hour
 - \$125.00 labor per Bartender per hour
 - \$100.00 labor per Cashier per hour
- g) Labor Charges are subject to 8.25% tax.
- h) Additional Labor Charges will be incurred if a group requests changes to the room setup after the room has been set. Group will be charged \$30.00 per hour per Porter. The Mirage will do their best to accommodate the room setup changes, however, it will be based on business levels and availability of our Porters and Food Servers. At the time the change is requested, The Banquet Department will advise the group whether or not the room setup change can be accommodated and the approximate time it will take to complete the changes.

LIQUOR SERVICE

The Mirage reserves the right to refuse service to any person who visibly appears to be intoxicated. No one under twenty-one years of age will be served alcoholic beverages and The Mirage reserves the rights to inspect the identification of any person attending the function(s). In compliance with Nevada liquor laws, The Mirage is the only licensee able to sell and serve liquor, beer and wine on premises.

CASH FOOD CONCESSIONS

- \$300.00 Labor Charge per station for two Food Servers that are responsible for setting up and servicing the station.
- \$200.00 Labor Charge per cashier. The number of cashiers per station will be based on the number of people and time frame for peak volumes to minimize long lines.
- A food and beverage minimum of \$3,000.00 in cash sales excluding 8.25% sales tax, nontaxable 19% gratuity, and taxable 4% service charge will be required per station per meal period (i.e. Breakfast, AM Break, PM Break, Lunch).
- If the cash sales for each meal period are less than the cash sales minimum required, the group will be charged for the difference. (i.e. actual cash sales are \$1,000.00 for breakfast then the group will be charged \$2,000.00 in food revenue attrition on the banquet check.)
- If the cash sales are less than the minimum, The Mirage reserves the right to adjust the times to be open for peak periods only per station for the remainder of the days.
- The Mirage also reserves the right to adjust menu selections for the remainder of the days.
- The amount of food The Mirage prepares each day for the cash concessions will be based on the prior days consumption.
- The cash concessions are open for two hours maximum per meal period • When the cash concessions are open for breakfast, AM break and lunch, the AM break menu will be discontinued one hour prior to lunch to enable the Food Servers to set up the equipment and food for lunch.
- The Catering Manager will discuss reduced hours of operation and menu selections with the meeting planner when applicable.

CASH BARS

There is a \$750.00 beverage minimum in cash sales excluding 8.25% tax + nontaxable 19% gratuity + taxable 4% service charge for each cash bar. If cash sales are less than the cash minimum required, the group will be charged the difference (i.e. actual cash sales are \$500.00 then group will be charged \$250.00 in beverage revenue attrition + 8.25% tax + nontaxable 19% gratuity + taxable 4% service charge.

FUNCTION SPACE

If a group is occupying all of the space in a section of the convention area, continental breakfasts and breaks can be setup in the foyers. If more than one group is occupying rooms in specific sections of the convention area, we do not recommend setting up continental breakfasts and breaks in the foyers. The Mirage is not responsible for other groups consuming your food and beverage if it is setup in the foyers. We recommend that you set up your continental breakfasts and breaks inside the room where your meeting is being conducted.

ADDITIONAL POLICIES AND PROCEDURES

Please contact your Catering Manager for additional policies governing unique venues such as The Mirage Pool and Siegfried and Roy's Secret Garden and Dolphin Habitat venues. All events held at The Mirage are subject to the policies and procedures detailed in The Mirage's Meeting and Conventions Policies and Procedures Guide which can be found online at mirage.com.