



### **Catering Information**

The Sheraton Philadelphia University City Hotel team looks forward to the pleasure of assisting you in coordinating the many details necessary to make your event the most memorable ever. The attached menu selections are only suggestions. Your Catering Manager would be happy to customize a menu to meet your specific needs.

### **Linens**

The Catering Manager will be happy to help you choose the appropriate linens from our own inventory or special orders can easily be accommodated through your Catering Manager at an additional charge.

### **Decorations**

Our presentations provide arts & crafts accents to enhance any buffet or reception. Fresh floral arrangements, special decorations and theme parties maybe arranged through our department at an additional charge.

### **Service Charge and Sales Tax**

A service charge of 21% and state sales tax of 8% will be added to all food, audio/visual equipment and meeting room rental. A service charge of 21% and state tax of 10% will be added to all of alcoholic beverages.

### **Deposit Requirements**

A non-refundable deposit will be required to make your reservation confirmed and definite due with the signed contract. The Catering Sales Manager will determine deposit amount. Balance due one-week prior, by cashiers check, money order, cash or credit card. Should you have any questions on payment procedures, please do not hesitate to ask.

### **Payment**

Prices are subject to change, with guaranteed pricing six months prior to the functions date. Full pre-payment is due as contracted unless credit has been approved to the satisfaction of the Hotel. If credit is approved, all accounts are due and payable upon receipt of invoice. In the event such payment is not made within 30 days after receipt of the original invoice, the Hotel may impose a late payment charge. In the event a cancellation occurs, a cancellation charged will be invoiced. The cancellation schedule will be outlined in the catering sales agreement or group sales agreement you will be asked to sign.

### **Labor Charges**

A \$100.00 cashier charge applies to all cash bars.





### **Food and Beverage**

Buffet requires a minimum of 30 persons.

A \$150.00 surcharge will apply to Groups of less than 30 people, but at least or greater than 15.

A 21% service charge and applicable sales tax on food/beverage will be added.

Menus are subject to change.

Due to Health Regulations, Liquor Ordinance and Liability Insurance, it is required that all food and beverage be purchased through the Sheraton Philadelphia University City Hotel. Food or Beverage will not be allowed to be brought in from the outside into the Hotel by the Patron or any guests or invitees. Hosted bars require one bartender per 100 guests.

### **Guarantees**

Your attendance must be specified at least 3-business day (72 hours) in advance. This will be considered a guarantee not subject to reduction and charges will be made accordingly. If we do not receive a revised guarantee number by this time, we will consider your original expected attendance number to be your final guarantee. The Hotel will set-up and prepare for 5% above the guaranteed number.

### **Security**

The Hotel will not assume responsibility for damage or loss of any merchandise or articles left in the Hotel prior to, during or following the function. Arrangements for security should be made prior to the planned event through your Catering Manager.

### **Parking**

Covered self-parking is available for guests at \$20.00 daily rate. Should you wish to host the parking for your guests please inform your Catering Manager and they would be happy to make arrangements for you.

