



# Alhambra Inn & Restaurant



## Banqueting Policy Sheet



- ⇒ **BAR:** Alhambra Inn will allow you to provide your own hard liquor, champagne & wine. The corkage fee is as follows: \$300 per bottle for hard liquor & champagne and \$300 per bottle for still wines.

Alhambra must provide **ALL** chasers, ales, beers, soft drinks & other beverages. **THIS IS NOT NEGOTIABLE.**

Arrangements are to be made to collect empty and/or full bottles, of any liquor brought in, immediately following your function. All unused liquor or wine must be collected at the end of the function and the quantities used agreed upon with the Supervisor on duty.

- ⇒ **MUSIC:** We can provide background music in the Main Hall and Pavillion at no extra cost. We can use either your favourite CD's or from our own collection. You may also provide your own **background** music. Please note that music must be played at a moderate level, as we are located in a residential area and we have room guests.

- ⇒ **DECORATIONS:** All decorations, floral arrangements and special lighting are your responsibility. We can however refer you to a company upon request. Please note that all decorations and floral arrangements (including vases & props) must be removed immediately following the function. We are not responsible for any lost items or damage to decorator's equipment or material. No holes are to be drilled in the building. Masking tape NOT scotch tape MUST be used to attach decorations to the walls. Absolutely no mounting tape is allowed.

*Chair covers are available for rent at a cost of \$150.00 each, they are however included in plated wedding dinner menu option only*

- ⇒ **VENUE CHARGE:** There is a food and beverage minimum of \$100,000.00. If the cost of catering before tax and service charge exceeds this, the charge will be waived.

- ⇒ **TERMS OF PAYMENT:** AN INITIAL DEPOSIT OF \$15,000 IS REQUIRED TO HOLD THE VENUE. A TOTAL DEPOSIT OF 50% IS REQUIRED UPON CONFIRMATION OF THE FUNCTION OR A MINIMUM IF 6 WEEKS PRIOR TO THE EVENT. THE BALANCE IS TO BE PAID NO LATER THAN 14 DAYS PRIOR TO THE FUNCTION DATE. IF THE FULL AMOUNT IS NOT PAID ON OR BEFORE THE REQUIRED DATE WE ASSUME THE RIGHT TO CATER AND SET UP FOR THE NUMBERS WHICH THE DEPOSIT COVERS. In the event that you have a bar on consumption, the client will be required to pay a deposit on the estimated bar cost. Any unused portion will be refunded after the function date.

*Deposits & Payments must be made by Manager's Cheque, Debit Card, Credit Card or Approved Company Cheque.*

- ⇒ **CANCELLATION:** If cancellation is done under (45) forty-five days before the date of the function, 50% of your deposit is refundable. Cancellation (30) thirty days and under, your deposit is not refundable.

- ⇒ Functions held on a Public Holiday attracts an additional 10% Service Charge.

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*Effective February 2018*



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- **STARTING & CUT OFF TIMES:** All Breakfast functions & weddings should start between 7am and 10:30am. Brunches should start between 10am –12 noon. All functions beginning after 12 noon will have to choose from the Dinner Menus. All functions are given a 4 hour duration except wedding ceremonies which is 2 hours. All evening Weddings, Dinners & Parties must end by 11:00 p.m. with the exception of Christmas functions where certain exceptions can be made.
- **CONFIRMATION & BILLING:** Billing will be done based on the number of persons confirmed for the function. There will be an additional charge for persons served in excess of the confirmed numbers. **Under no condition will the billing be below the final confirmed number of persons.** Final numbers must be confirmed no later than **72 hours** prior to the function and cannot be changed thereafter. In the event your attendance is less than the amount confirmed you will be allowed to take the food for the number of persons not in attendance. This request must be made on the night of the function, if it is not done the remaining food will be disposed of.
- A late fee of **\$2,500** per half an hour will be charged to any function that arrives half an hour after the scheduled start time of the function. **THIS IS NOT NEGOTIABLE.**
- Any function using additional lighting such as uplight, strob, spotlight or any other need to notify us 72 hours prior to the function. This attracts an energy charge of \$10,000.00. **THIS IS NOT NEGOTIABLE.**
- 4 Hours is allotted for all dinners and receptions. 2 Hours for Wedding Ceremonies. The reception area can be accessed 3 hours prior to the start for decoration purposes. If both wedding ceremony and reception will be held at Alhambra Inn the following areas are paired– Front Lawn **and** Main Hall **OR** Pavillion Lawn **and** Covered Area. **This is non negotiable.**
- Clients wishing to enjoy an after dinner or wedding party will be charged a fee of **\$20,000** for two hours and **\$5,000** for each additional hour there after.
- A complimentary room and Jamaican breakfast will be given for wedding receptions with **75** or more confirmed guests. If the confirmed number of guest is reduced to less than 75 prior to the reception, this is no longer applicable. Rooms are however based on availability and may be taken the night before the wedding or night of the reception.
- There is a charge of **\$3,500** for the use of the piano. The piano can only be used in the Main Hall.
- There is a charge of **\$18,000** plus tax and service charge for the use of our venue to perform Wedding Ceremonies.
- If plated service is required on buffet menus an additional **\$175** per head will be charged.
- **All quotations are valid for thirty (30) days, beginning on the date of the quotation.**
- **Prices are subject to change without prior notice.**