



CROWNE PLAZA®

**CLEVELAND
SOUTH INDEPENDENCE**

THE PLACE TO MEET.

5300 Rockside Road
Independence, OH 44131
216-524-0700

Culinary Selections

Banquet Information and Services

The Staff of the Skyline Hotel and Conference Center strive to make your events a great success! By working closely with your Catering Representative, your meeting, luncheon, dinner or reception will be planned and executed with great care and detail. We work hard to make your event extraordinary.

Please take a moment to peruse our menu to find selections that fit your needs or let us customize a menu for you. Your Catering Representative is available to answer any questions you may have regarding the following information.

Menu Selections

Your menus should be selected and submitted to your Catering Representative a minimum of three (3) weeks prior to your event. Due to uncertain market conditions, prices are subject to change and substitutions may be necessary.

To comply with local and state regulations, all banquet food and beverage items must be purchased through the Skyline Hotel and Conference Center and serviced by our staff. The Skyline Hotel and Conference Center does not permit the removal of any foods or beverage provided by the hotel.

To better serve you, we require that attendance guarantees be given to your Catering Representative at least three (3) business days prior to the function. These numbers will represent the minimum guarantee for the functions and may not be lowered. If no final guarantee is received, we will consider the number indicated on the Banquet Event Order to be the correct guarantee number. We will be prepared to serve three percent (3%) over the guaranteed number.

Banquet and Meeting Space

Function space is assigned based on the guaranteed number of attendees anticipated. We reserve the right to change any assigned locations, should there be any increase or decrease in the estimated number of attendees, or should there be a change in your program or itinerary.

Service and Labor Charges

All food, beverage, room rental and audio visual charges are subject to a 20% service charge and 7.75% Ohio state sales tax. Sales tax is applicable to the Service charge but not applied to the room rental.

Service labor fees for food functions, such as chef and carver fees, will be found on the applicable menu pages

Billing

Terms of payment are to be determined when booking the function. To be direct billed, an application along with letter of authorization must be approved at least 30 days prior to the function date. Otherwise, the function must be paid in cash, approved check, or credit card immediately following the function. A deposit is required for all social and political functions with the return of a signed contract and the deposit is non-refundable. A credit card on file is required for all events in case of any incidentals that may occur during the event. This number will be charged for any charges not paid in full at the end of the event.

Details

Security

The Hotel does not assume responsibility for the damage or loss of any articles left in the Hotel prior to, during or following the event. The Hotel is not responsible for any personal possessions left unattended during an event.

Exhibits and Trade Shows

The Hotel shall offer up to 5 table top exhibits at no additional charge when utilizing meeting space reserved by the group for another purpose (i.e.: registration, general session, etc). All other table top equipment (draped tables, chairs, etc) are to be arranged through a vendor service at the cost of the booking organization. Exhibit space is charged for all days used, including set up and tear down days. Fees are as follows: 6' table with cloth dressed skirting=\$25.00 each, 6' table with cloth only=\$10.00 each.

Shipping and Receiving

The Hotel will gladly receive the supplies necessary for any function. The shipment of such material will be accepted no sooner than 3 days prior to the function. The hotel will accept up to ten (10) packages on a complimentary basis. Additional packages will incur a package fee of \$5.00 per package. Materials must include company name, date of function and the Hotel contact's name on each piece. Materials must be delivered in boxes no larger than 3ftx3ft and 100 pounds per box. All deliveries must be approved prior to shipment by the hotel Sales Manager. Guests are responsible for all arrangements regarding expenses of shipping materials, merchandise, exhibits, or other items to and from the Hotel

Audio Visual

The Hotel has an agreement with Visions Audio Visual to be the provider of all audio visual equipment on the Hotel premises. Visions Audio Visual assures the finest equipment and service possible, guarantees complete satisfaction, and will render assistance with personal equipment for a nominal fee. Visions Audio Visual requires a 24 hour cancellation notice of equipment.