

2016 INCLUSIVE MEETING PACKAGE

Main Room Meeting Rental
Breakfast Buffet
All Day Beverage Service
Morning Break
Lunch Break
Afternoon Break

\$165++ per Attendee

(exclusive of tax and service charge)

++Denotes 23% Service Charge and 9% Tax

Package available for minimum of (15) attendees and not subject to modifications

AUDIO / VISUAL NEEDS

LCD Package with 1700 Lumen Projector \$485++ per day

LCD Package with 3200 Lumen Projector \$770++ per day

++Denotes 23% Service Charge and 7% Tax

Audio Visual

For your convenience, we have an in-house department equipped to supply all your audio-visual needs, using state of the art equipment, and providing professional technical support.

Valet Parking

We offer discounted valet parking stickers for your guests' convenience. Check with your Service Manager for pricing. Standard overnight charges apply.

Function Rooms

Our function rooms are assigned based on the number of guests that are expected to attend the function. The Hotel will set **no more than 5%** over the guaranteed number of attendees. A significant change in the final number of guests to attend the function may result in our moving your function to an alternate space better suited to the size of the function. Any changes to room setups requested **within 24 hours prior to functions will incur a minimum \$75.00 reset fee.** Actual fee will be assessed at the time the request is received. Client is responsible to pay for any damages to meeting space incurred during setup, event, or strike.

Guarantees

In arranging for your function, the guaranteed attendance must be confirmed and communicated to our Event Services Department in writing or by e-mail by 12:00 noon, **72 business hours prior to the function date.** This number will be considered a guarantee and **is not subject to reduction. The Hotel will not be responsible for service to more than 5% over the guarantee. Guarantees may not fall below 80% of the expected number of attendees.** After the 72 hour period, guarantees may only be increased by 5%; please note that an additional 5% overset will not be provided. If a guarantee is not given to the Hotel on the date it is due, the original number on the contract will automatically become the guarantee.

Service Charge and Taxes

All food and beverage and room rental charges, unless otherwise specified, are subject to our customary twenty-three (23%) percent taxable banquet service charge. Food and beverage is subject to a 2% Tourist Development Tax and a 7% Florida Sales Tax. In the event that your organization is tax exempt in the state of Florida, we are required by law to have a copy of your current Florida Certificate of Sales Tax Exemption on file prior to the event, and the event must be paid with a check or a credit card from the exempted organization.

Methods and Conditions of Payment

Review your contract for deposit and payment schedules. The Hotel may extend direct billing status to corporate clients upon approval of the Credit Manager at least 30 business days prior to the event. The Hotel must have a credit card on file for all events, regardless of final payment method.

Outdoor Functions

The Hotel **reserves the right to make the final decision** to use outdoor facilities in case of inclement weather by 5:00pm, the day prior to the event. Outdoor entertainment must be pre-approved. **A set-up fee of \$5.00 per person will be applied to all outdoor events, minimum fee will be \$250 per event.**

Signs and Displays

The Hotel reserves the right to approve all signage. All signs must be professionally printed. Signs are **not** allowed on the guest room levels, elevators, lobby, or building exterior. Any signs must be freestanding or placed on an easel. The Hotel will assist in placing all signs and banners. Depending on the labor and equipment involved, a charge for this service will apply.

Lost and Found

The InterContinental Miami does not accept any responsibility for the damage or loss of any merchandise or articles left in the Hotel, prior to, during, or following patron's event.

Damage

As a patron, you are responsible for any damages done to the premises or any other part of the Hotel during the period of time your invitees, employees, independent contractors, or other agents are under your control or the control of any independent contractor hired by you. The Hotel requires a certificate of insurance from any subcontractor(s) or agent(s) you engage, providing adequate financial responsibility in the event of loss or damage to the Hotel property. As such, the Hotel shall be named as an additional insured on any certificate of insurance.

Additional Service Staff

Additional service staff can be made available for your specific needs at the following rates: Server at \$115.00 each; and Captains at \$165.00 each per every four (4) hour shift.

Security

The InterContinental Miami will not assume responsibility for damage or loss of any merchandise or articles brought into the Hotel or for any item left unattended. With advance notice, your Event Services Manager can assist you in arranging for hotel security officers. To maintain hotel service standards and for the safety & comfort of your attendees, no outside security agencies are permitted. All events that include 25 minors or more must have an off-duty hotel security officer and/or off-duty police officer. Due to fire regulations, the use of pyrotechnic and smoke machines are not permitted on hotel premises.

Note: No armed security is allowed in the hotel, excluding law enforcement and federal officers.

Shipments

Boxes may be sent two (2) business days prior to the event, the following charges will apply: \$15.00 per box under 75 lbs., \$25.00 per box over 75 lbs. and \$150 per pallet. Boxes arriving more than two (2) business days prior to meeting dates and stored more than two (2) business days past meeting dates are subject to a storage fee of \$6.25 per box and \$25.00 per pallet per day. Boxes are to be addressed as follows: Client Name, Group Name, & Date of Conference, # of Boxes (1 of 5, 2 of 5, etc) with the hotel address. Package return procedures and rates are available upon request.

Banquet Checks

The function sponsor agrees that by signing the guest check for services rendered, there is no dispute over such services and sponsor is solely responsible for the payment of the total amount due.

Food and Beverage Items

Due to license restriction, all food and beverage items must be supplied and prepared by the Hotel. **Guests may not remove any food or beverage from the premises nor consume food and/or beverage supplied and/or prepared by a party without the hotel's written approval.**

Late Night Staff Surcharge

An additional charge for staff applies for functions that continue past the contracted times at the following rates: Servers \$25.00 per hour each; Captains \$50.00 per hour each.

Approval

Client signature: _____

By signing this agreement, I acknowledge that I read and understood the Banquet Information and Requirements Information.



BREAKFAST BUFFET

Chilled Fruit and Vegetable Juices | Display of Assorted Sliced Fruits |
Premium Gourmet Coffee | Decaffeinated Coffee | Assorted Specialty Teas |
Sweet Cream Butter | Fruit Preserves

Pick Three

Assorted Danish | Assorted Muffins | Croissants | Banana Nut Bread |
Zucchini Bread | Poppy Seed Bread | Cranberry Bread | Brioche | Seven Grain Rolls |
Sour Dough Rolls | Bagels with Cream Cheese | Assorted Cereals | Home Made
Granola | Assorted Yogurts | Greek Yogurt Parfait | Toasting Station with Wheat,
Rye, and White Breads

Pick One

Fluffy Scrambled Eggs | Fluffy Scrambled Eggs with Cheese | Fluffy Scrambled Eggs
with Mushrooms | Fluffy Scramble Eggs with Chives |
Eggs Benedict (\$5.00 Additional) | Assorted Mini Quiche (\$2.00 Additional)

Pick One

French Toast with Warm Maple Syrup | Hash Brown Potatoes |
Home Style Potato Wedges | Breakfast Potatoes with Onions & Peppers |
Pancakes with Maple Syrup

Pick One

Spiced Sausage Patties | Traditional Sausage Links | Applewood Smoked Bacon |
Turkey Sausage | Oatmeal with Brown Sugar and Dried Fruits

SNACK BREAK

Fruit

Pick Any One Item

Melon & Pineapple Skewers with Vanilla Yogurt
Whole Red and Green Apples
Whole Apples, Bananas, & Pears
Fresh Fruit Salad Martinis
Florida Orange & Grapefruit Salad with Fresh Mint

Sweet

Pick Any One Item

Homemade Coffee Cake
Marble Swirl Cake
Assorted Blondies and Brownies
Assorted Biscotti
Scones with Strawberry Preserve and Whipped Cream
Cranberry and Banana Nut Breads
Sergio's Homemade Cookies and Alfajores
Chocolate Dipped Churros
Lemon Cookies and Orange Tea Cake
Apple Spice Cake

Salty & Savory

Pick Any One Item

Assorted Granola and Fruit Bars
Dry Snacks and Mix Nuts
Assorted Chips with Assorted Dips
Bags of Terra and Regular Chips
German Style Pretzels with Mustard
Guava and Cheese Pastelitos
Crudités and Assorted Dips
Media Noches and Ham Croquetas
Yuca & Plantain Chips with Salsa, Red Pepper, & Corn Relish
Energy and Power Bars
Mini Cheese and Chicken Empanadas
Freshly Popped Popcorn

LUNCH BUFFET OPTION

Served with Premium Gourmet Coffee, Decaffeinated Coffee, Assorted Specialty Teas & Iced Tea, Freshly Baked Assorted Rolls with Sweet Cream Butter

Salads

(Pick Two)

- ✓ Citrus Salad with Mesclun Greens, Mandarin Segments and Peppers
- ✓ Papaya, Avocado & Red Bell Pepper Salad
- ✓ Yellow and Red Tomatoes with Fresh Mozzarella, Olive Oil and Basil
- ✓ Chickpea Salad with Sautéed Onions and Peppers
- ✓ Potato Salad with Sweet Peas & Prosciutto
- ✓ Cucumber & Tomato Salad with Greek Yogurt Dressing
- ✓ Grilled Vegetables with Cilantro Pesto
- ✓ Edamame and Roasted Corn Salad, Diced Vegetables with Sesame Oil Vinaigrette

✓ Vegetable Items

(Pick One)

Ratatouille of Vegetables
Sautéed Spinach with Onion and Garlic
Sweet Plantain Gratin
Steamed Carrots & Sautéed Fennel
Sautéed Zucchini & Baby Yellow Squash

Entrée Items

(Pick Two)

- Grilled Salmon with Lemon Grass Sauce
- Pan Roasted Tilapia with Aioli
- Roasted Pork Loin with Sweet Onion Compote
- Skirt Steak with Rosemary Demi-glace
- Pan Seared Chicken with Curry and Apple Confit
- Grilled Chicken with Mango Chutney
- Ginger Seared Chicken with Hoisin Sauce
- Grilled London Broil with Chimichurri
- ✓ Vegetable Lasagna

Starch Items

✓ (Pick One)

Steamed Rice with Peppers & Almonds
Rigatoni with Sautéed Asparagus and Herb Cream
Paprika Roasted Potatoes
Carrot Mashed Potatoes
Minted New Potatoes

Desserts

(Pick Two)

Bourbon Bread Pudding
Fruit Cobbler
Strawberry Shortcake
Stuffed Baked Apple
Lime Meringue Pie
Banana Cream Pie
Coffee Panna Cotta
Chocolate Cake
Tres Leches