



## **General Information**

### **Menu Selections**

To Guarantee your menu selection, please provide your choice to the special events department seven (7) days prior to your event. Our menus are offered as suggestions and, should you wish, our catering department will be happy to create a special menu to suit your individual requirements.

### **Food and Beverage Policy**

Only food and beverages provided by Back Bay Conference Center may be consumed on the premises. No food may be removed from the premises.

### **Guaranteed Attendance and Meals**

Please advise the catering office seven (7) days in advance of your function the exact number of guests attending. This number will constitute the guarantee, not subject to reductions. Charges will be made according to this number. If no guarantee is received by the appropriate time, the expected attendance will be used as a guarantee.

### **Room Policy**

Back Bay Conference Center reserves the right to move functions to a more suitable room if the guarantee differs from the expected attendance.

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

An 20% service charge and sales tax will be added to all bar/snack bar tabs and catered events.

### **Payment and Billing**

A non-refundable deposit is due at the time a reservation is made. The amount of the deposit will vary depending on the size and duration of your event. Payment in full is due on the day of your event.

### **Cancellation Policy**

All deposits are non-refundable.