

CLOVIS CIVIC CENTER: FOOD & BEVERAGE SERVICES AND POLICIES

The following information provides information to help you understand the policies and procedures of the CLOVIS CIVIC CENTER with respect to conference, meeting, and catering functions. We are committed to guest satisfaction: a successful event for the planners and enjoyable experience for the participants.

Outside Food and Beverages

The Clovis Civic Center maintains the exclusive right to provide all food and beverage and concession services at The Clovis Civic Center. Any exceptions must be requested and obtained by prior written approval of the General Manager. Food items may not be taken off the premises; however, excess prepared food may be donated under regulated conditions to agencies feeding the underprivileged and at the Clovis Civic Center's sole discretion.

Food and Beverage Sampling

The Clovis Civic Center exhibitors may distribute Food & Beverage Samples in authorized space and must not be in competition with products manufactured or sold by the company exhibiting. Free samples are limited to 2 ounces of non-alcoholic beverages and 2 ounces of a food sample. Exact descriptions of sample and portion size must be submitted to The Clovis Civic Center's Office for written approval 14 days prior to the opening of the event. The distribution of alcohol and or beverage samples requires special considerations and must have written approval of the General Manager. Free alcohol samples are limited to one ounce of wine or malt and .5 ounces of liquor or spirits. All beverages to be served as free samples must be delivered to The Clovis Civic Center via a reputable alcohol distributor that must provide a "zero" invoice for all sample product. Any exhibitors giving away and/or selling food in their booth must have a permit and all appropriate fees on file with the City of Clovis Department of Health.

Beverage Service

The Clovis Civic Center offers a complete selection of beverages to compliment your function. As a licensee, The Clovis Civic Center is responsible for the administration of all alcoholic beverage sale and service. Alcoholic beverages may not be brought onto the premises from outside sources without prior consent of the General Manager. We reserve the right to ask patrons for proper identification for alcoholic beverage service. We reserve the right to refuse alcohol service to intoxicated or underage persons. Alcoholic beverages may not be removed from the premises.

Labor

Catering personnel are scheduled in four-hour shifts for each meal period. These shifts include setup, service, and breakdown and are included in the menu price. Meal times exceeding one and a half hours of service time may incur additional costs.

Dietary Considerations

The Clovis Civic Center's Food Services is happy to address special dietary requests for individual guests with a five-day advance notice. The Clovis Civic Center will automatically prepare 1% vegetarian dinners for Plated Dinners.

Linens

All banquet prices include a standard table linen for all reception, buffet, and plated functions. The number of linen included is dependent on the guaranteed amount of guests. Additional linen for extra tables may be an extra charge. Additional colors are available for both table linens and napkins at an additional charge. If you are providing your own linen, napkins, and/or overlays, those items must be delivered to the Clovis Civic Center no later than three days prior to the event. Please communicate any linen deliveries with your Event Manager.

Menu Selections

Choose a menu from the preceding suggestions or have us custom design a menu for your particular needs. Menus for food functions must be finalized at least 30 days prior to the event. Additional charges may be incurred for menu items submitted after the 30-day deadline.

Pre-Function Menu Tasting

The Clovis Civic Center is proud to offer a menu tasting for custom menus and the preceding suggestions to clients with a signed contract. Menu tasting must be scheduled 90 days prior to the event and menu selection policies must be maintained. Menu tasting will be provided for up to four guests and will only be offered on Tuesday and Thursday afternoons at 1:00pm. The Clovis Civic Center will add additional covers to the final guarantee congruent with then number of guests attending the tasting. *Menu tasting will not be provided for the Wedding Package.*

Guarantees

Preliminary Projected Event Attendance and Menu Selections are due to The Clovis Civic Center 30 days prior to the event date. A final guarantee of attendance is required ten business days prior to all food and beverage events. In the event of a split entrée, the client is responsible to notify The Clovis Civic Center of the exact count of each item three working days prior to the event. Split menus, which are not included in a package, are to be charged at the higher entrée price. Billing will be based on either your minimum guarantee (even if fewer guests actually attended) or the actual guest count; whichever is greater. The final guarantee can be increased after your event guarantee date, but will incur a 20% surcharge on each additional meal. The Clovis Civic Center will prepare the following number of meals over the final guarantee:

0-200 guests – 4% of the final guarantee
201-500 guests – 3% of the final guarantee
501 and above – 2% of the final guarantee

Payments

The estimated balance of the function is due prior to the function.

Gratuity and Taxes

A 20% service charge and 5% state and local tax will be applied to all food and beverage purchases. New Mexico law states that the service charge is subject to sales tax. If tax exempt, the client must provide a tax exemption number 30 days prior to the event.

All government entities and charitable/ religious organizations will now be required to present a current Tax Exempt Certificate issued by the State of New Mexico prior to the event. Please be aware that a New Mexico State Sales Tax Exempt Certificate or an Exempt License exempts the customer from the 5% sales tax on food and beverage and the 20% service charge only; 5% tax will be charged on all other services provided, i.e. audio-visual, room rental, etc.

Also, please be aware that the only acceptable forms of payment for tax exempt purchases are a printed check or a credit card with the name of the government entity or charitable/religious organization on them. Purchase orders obtained from the government entity or charitable /religious organizations are also acceptable. Cash, personal credit/ debit cards, gift cards, and personal checks are not verifiable forms of payment for a tax exempt purchase and full tax will be charged if these are used.

Insurance

All events that are held at the Clovis Civic Center are required to have Liability Insurance Coverage. Most business can receive a certificate listing the Clovis Civic Center, the City of Clovis, and Global Spectrum as additional insured. This Proof of Liability Insurance must be submitted to the Clovis Civic Center 30 days prior to the event. If Proof of Liability Insurance is not received 30 days prior to the event, the client is responsible for the Liability Insurance Fee of \$.75 per guest. For private events, the Clovis Civic Center has a policy to cover those events at a fee of \$.75 per guest.

Arrangements

All arrangements must be completed five working days prior to the date of the event. Any changes in arrangements following that date (i.e. AV needs, room setup, menu changes, etc.) may result in additional charges.

Laws

The patron assumes full responsibility with respect to the applicable federal, state, and municipal laws as they pertain to the patron's guests.

Damages

The client assumes full responsibility for any damages to the Clovis Civic Center by the client or guests. Some types of functions may require additional damage deposits.

Time Restrictions

Please adhere to the arrival and departure times outlined in your License Agreement. All entertainment (bands, DJ's, etc.) must end 30 minutes prior to the contracted departure time.

Audio/Visual

Arrangements for Audio/Visual requirements are placed through your Event Manager. All arrangements for Audio/Visual requirements must be submitted to the Event Manager 14 days prior to the event and must be guaranteed five business days before the event date. The client is responsible for the rental fee charge for audio – visual equipment and/ or services.

Room Assignments

Facility space is assigned according to the anticipated number of guests. If there are fluctuations in the number of guests expected, or if additional or less space is required, the Clovis Civic Center reserves the right to reassign more appropriate facility space. In some cases, charges may be incurred.

Security

The Clovis Civic Center assumes no responsibility for loss and or damage of any material or equipment brought onto the facility's property. Security may be required at the client's expense.

All events serving alcohol are required to have security personnel present. The Clovis Civic Center staffs its own security. Each event needs to have two guards per 100 guests, chargeable to the client. One additional guard will be added per 100 guests attending your event.

Smoking

The Clovis Civic Center is a Non-Smoking facility. Smoking is restricted to the outside Plaza Area. Smoking sections can be constructed for ticketed events.

Unsupervised Children

When attending a function at the Clovis Civic Center, adults are responsible for watching, controlling and keeping all children with them from disrupting other events. We ask that children remain in the area where their function is occurring. If venturing away from the area, children must be accompanied by and adult.

Cancellations

In the event of cancellation for any reason, the Clovis Civic Center will retain the entire deposit amount. Any cancellation received more than 30 days prior to the scheduled event will result in a fee equal to 25% of the estimated food and beverage charges plus any base rental fees as outlined in the License Agreement. Any cancellation received less than 30 days prior to the scheduled event will result in a fee equal to 50% of the estimated food and beverage charges plus any base rental fees as outlined in the License Agreement. Any Cancellation received within 5 days of the scheduled event will result in a fee equal to 100% of the charges on the food and beverage work orders or License agreement, whichever amount is greater.