



CATERING INFORMATION

From the boardroom to the ballroom, The Umstead Hotel and Spa offers more than 10,000 square feet of artful and elegant meeting space in Cary, North Carolina to suit any business group or social event. Whether you're planning an intimate celebration or an extravagant meeting, our impeccable eye for detail will ensure a memorable event.

CATERING ARRANGEMENTS:

All food, beverage and audio visual arrangements should be confirmed three weeks prior to the event date. All food and beverages must be purchased and supplied by The Umstead Hotel. No catered food may be removed from the event space.

ROOMS AND RENTAL:

Banquet room rentals are contingent upon the amount of food and beverage purchased. Your catering representative will furnish all pertinent information. Banquet rooms are assigned according to the anticipated number of guests and set up requirements at the time of booking. Should these factors change, the Hotel reserves the right to relocate the function to a more appropriate room or revise room rental fees. We ask that banquet rooms be vacated at the time indicated on the banquet event order. Events extending longer than the contracted time may incur a surcharge fee.

SHIPPING/RECEIVING:

Packages for meetings may be delivered three (3) working days prior to the date of the event. Any items being mailed to the hotel should include the following information:

Group Contact/Event Name and Date
The Umstead Hotel and Spa
100 Woodland Pond Drive
Cary, NC 27513

FLORAL DESIGN, DECORATIONS, ENTERTAINMENT AND PHOTOGRAPHY:

Your catering representative can provide a list of preferred vendor partners to assist with the planning of your event requirements. You are not required to use the vendors, however, we do request notice of your selected vendors so they may be advised on the Hotel's outside vendor policies. Charges will be applied to the group's master account should any excessive cleanup be required after an event.

DISPLAYS AND EXHIBITS:

All exhibits and displays must conform to Cary city code and fire ordinance rules. The hotel does not permit the affixing of anything to walls, floors, or ceilings of rooms with nails, staples, tape or any other adhesive unless approval is given in advance. Any damages caused by event attendees will be the responsibility of the event planner.

OUTSIDE VENDORS:

All equipment, rental linens, rental chairs, floral centerpieces, etc. must be loaded and unloaded at the loading dock. Your catering representative will work with the vendor contact to schedule a time for load in and load out.

AUDIO/VISUAL SERVICES:

The hotel offers a full line of state of the art audio visual equipment and technical support at an additional charge. In order to ensure a positive event experience, The Umstead Hotel and Spa highly recommends using only in-house equipment. Should the event planner opt to bring in an outside audio visual vendor, additional charges may apply. Charges for any damage done to the hotel by an outside audio visual vendor will be charged to the client's master account.

DEPOSITS, CANCELLATIONS AND PAYMENTS:

A deposit equal to 25% of expected event revenue is required to confirm an event and will be credited towards the final bill. Final payment is requested three business days prior unless other billing arrangements have been made. Cancellation of any event will result in cancellation fees which will be detailed in your contract.

PARKING:

The hotel requires valet parking for any event with 50 or more guests arriving by automobile. Your catering representative can provide you with the current pricing, but a reasonable estimate is \$2.50 per person. Signs will be provided to direct guests to the conference entrance of the hotel. Valet parking charges will be posted to the client's master account.



BANQUET PRICING INFORMATION

Nowhere else does The Umstead Hotel and Spa fuse art and nature in a more appetizing way than in our culinary creations. Fresh flavors, surprising food combinations, and striking presentation are the trademarks of every appetizer, meal or wine pairing enjoyed here. We invite you to enjoy Executive Chef Scott Crawford's spectacular, locally sourced seasonal delights for breakfast, lunch or dinner.

CULINARY EXPLANATIONS:

In an effort to provide a wide array of menu choices, the menus have been divided into three categories of cooking style: Rustic, Casual and Elegant. These categories will assist the event planners when selecting their menus. Following is a brief description of each category and its definition regarding cuisine and cooking style:

Rustic Cuisine – a simple, relaxed style of preparation that highlights the natural, pure state of the ingredients.

Casual Cuisine – familiar style, bistro like - creatively enhanced cuisine with familiar flavors and ingredients.

Elegant Cuisine – luxurious ingredients with refined cooking techniques.

BUDGETING:

To assist in creating a budget for your upcoming event, please use the following guidelines. The final cost of your function will depend on the actual menu selections and the number of guests guaranteed to attend. The following prices are for budgeting purposes only.

Coffee Breaks	\$8 - \$12 per person
Breakfast	
Continental Breakfast	\$18 - \$22 per person
Breakfast Buffet	\$26 - \$30 per person
Lunch	
Plated Lunch (Three courses)	\$33 - \$42 per person
Buffet Lunch	\$28 - \$48 per person
Dinner	
Plated Dinner (Three courses)	\$48 - \$70 per person
Buffet Dinner	\$53 - \$64 per person
Stations	\$82 per person
Cocktail Reception	
Light hors d'oeuvres	\$3.50 - \$5.50 per piece
Reception Stations	\$9 - \$16 per person
Reception Displays	\$8 - \$20 per person
Cocktails and Beverages	
Prestige Brands	\$9.50 per drink
Premium Select Brands	\$8.50 per drink
One Hour Package bar –	\$18 - \$22 per person

GUARANTEE:

The Umstead Hotel and Spa requires a guarantee number of persons attending your function(s) by noon, three working days prior to the function day. If a guarantee is not provided, the agreed upon contracted guest count will be used or the number of guests attending, whichever is greater. The hotel will prepare food for up to 5% over the guaranteed guest count. If the number of guests exceeds 5% of the guarantee, the hotel cannot guarantee to provide identical services for the additional guests but will accommodate with an alternative meal. Any meal provided for the additional guests will be subject to a \$10.00 per person surcharge on the menu price.

MULTIPLE ENTRÉE REQUESTS:

The hotel is able to accommodate multiple entrée requests for your banquet menu. A maximum of two single entrées, plus a vegetarian entrée, may be selected, however, each guest will be served the same soup and/or salad and dessert. The guest count for each entrée must be provided three business days prior to the event and the guest entrée selection must be denoted on the place cards provided by the host of the event. Meal pricing is based upon the highest priced entrée.

TABLESIDE ORDERING OF ENTRÉE REQUESTS:

For groups of 30 guests or less, the hotel is able to accommodate tableside ordering of entrées. A maximum of two single entrées, plus a vegetarian entrée, may be selected, however, each guest will be served the same soup and/or salad and dessert. Meal pricing will be based upon the highest priced entrée plus a \$20 per person surcharge which includes the addition of an amuse course.

SERVICE CHARGE/TAX:

A 21% taxable service charge and 7.75% state sales tax will be charged on food and beverage items. State sales tax will be applied to room rental and audio visual fees.

Bartender Fees \$125 per bartender
(One bartender per 75 guests is suggested)

Chef's Fees \$75 per chef
(Menu items requiring a chef are noted on the menus)