



1-5 Altamont Terrace, Kingston 5, Jamaica  
Phone: (876)656-9783 | (876)656-9790 | fax: (876)929-2118  
e-mail: [banquetingandsales@altamontcourt.com](mailto:banquetingandsales@altamontcourt.com)  
Website: [www.altamontcourt.com](http://www.altamontcourt.com)

## *Breakfast Selections*

ACKEE & SALTFISH  
ESCOVEITCHED FISH FILLET  
STEAMED CALALOO

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JOHNNY CAKE  
BAMMY TRIANGLES  
FRIED PLANTAIN

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WHEAT & HARDOUGH SLICES  
BUTTER & PERSERVES  
PASTRY BASKET

US\$22.00

16.5%GCT & 10% SERVICE CHARGE TO BE ADDED TO ALL PRICES  
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50 % Venue Rental Charge is applicable for functions that do not achieve the minimum revenue as stated.

**Full Venue Rental Charge is applicable for the Board Room.**

VENUE	CAPACITY					
	BOARDROOM	U-SHAPE	CLASSROOM	BANQUET	THEATER	COCKTAIL
BOARDROOM	10	-	-	-	-	-
KARNAK	25	30	25	30	40	35
LUXOR SUITE	50	55	60	120	200	90
ROOF TERRACE	70	80	100	150	300	60
POOL-SIDE	-	-	-	-	-	60
Venue		Rental		Revenue		
BOARD ROOM		USD\$125.00				
NEW KARNAK		USD\$175.00		JA\$90,000.00		
LUXOR SUIET		USD\$300.00		JA\$150,000.00		
ROOF TERRACE		USD\$250.00		JA\$80,000.00		
Plus GCT (16.5%) and 10% service charge						

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**BANQUETING & SALES DEPARTMENT**  
GENERAL POLICY GUIDELINE & INFORMATION

**(Please sign and return the last page only)**

Thank you for considering the *Altamont Court Hotel* to host your function. In an effort to ensure the smooth execution of your event, we have put together these guidelines which will prove useful in the planning process. We have a highly competent and well rounded team who is ready to serve you. Please feel free to contact our banqueting sales office should you have any queries.

**Charges:**

There are several types of charges which will be applied to include General Consumption Tax, Service charge, Room rental charge (If applicable) and set up fee, Multimedia fee, Corkage fee, and energy consumption surcharge.

**General Consumption Tax**

This is a government stipulated charge which is mandatory. Only Government organizations are exempted from this charge and must submit an approved zero rated invoice with the payment. The current rate is at 16.5% for customers taking food and beverage in addition to the function area.

**Service charge**

A service charge of 10% of the total cost will be added to all invoices. Functions booked for a public holiday will attract a service charge of 25%. Service charge is non-negotiable.

**Room rental charge and set up fee**

There are four major function areas which may be utilized. The Luxor Suite is our grand ball room which has a floor area of over 2,400 square feet and seats 200 persons theater-style and up to 110 banquet style. This area may be used for your conferences/seminars, weddings, banquets and any other formal occasion. The Roof Terrace is a covered open air room which seats up to 300 persons theater-style and up to 200 banquet style. You can host your affair in elegance as this venue showcases an astounding view of the Blue Mountains and the Caribbean Sea. You can host your many social events such as cocktails or lime events. Room rental charge may be waived based on package selection and number of attendees. The food cost is dependent on the type of menu chosen. Room rental without food and beverage would pay the necessary fee based on the duration of usage. The Karnak is our smallest meeting room it holds a maximum 40 persons theater-style and up to 30 banquet style. The Karnak can also be converted into an elegantly sophisticated dining area for your small weddings or banquets. Our boardroom is fitting for your small board meetings. This room comfortably seats 10 persons in a boardroom setting. The Pool Side is an uncovered scenic area which gives a tropical feel. It is suitable for outdoor liming activities. It is quite a relaxing evening atmosphere for any occasion. The Poolside may be rented discretionarily but is not a major function area. Clients not taking food and beverage will have a water station set in their room. The set up fee is waived for all areas. See price list below:

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### **Multimedia**

Multimedia equipment is available for rental. These include: Projectors, projector screens, flip charts and easels, cordless microphones, televisions and DVDs. All multimedia equipment required must be requested on the confirmation sheet and submitted within the time stipulated. All function areas are rented with a podium and corded microphone. Additional multimedia item can be provided at an additional cost.

### **Corkage**

This is a fee that most restaurants or catering establishments charge to clients taking in their own wines. It is a minimal convenience fee for opening and serving wines which are not from our cellar. The current corkage fee is \$350 per plus taxes per bottle of wine.

### **Payment**

All bookings that are made require a minimum of 40% deposit in order to start the confirmation process of your event. The balance on the account is due the latest 7 working days prior to the event. Failure to make a deposit may lead to cancellation of your event. In the event that there is another request for that venue before a deposit is made, the client with the current reservation will be contacted and asked to confirm the reservation within 24 hours by making FULL payments. Any function on which a deposit is not received will automatically be cancelled. The hotel is not responsible for a failed attempt to contact any client and therefore the penalty would still apply. Only Government organizations and organizations with an existing credit account are allowed direct billing privileges. And for these entities, functions which value \$50,000 or more must be however confirmed with a 50% deposit and a supporting legal purchase order. If you are an established and reputable commercial entity and would like direct billing privileges, you may fill out a credit application form (which may be picked up from our sales office). Acceptable forms of payments are company cheques, manager's cheques, credit/debit cards or cash.

### **Late bookings**

Events booked less than 24 hours requires immediate confirmations by payment in full before the event is executed or a valid purchase order for credit customers. A \$4000 surcharge is added to the final invoice in this arrangement for the late booking fee..

### **Cancellations**

All cancellations must be submitted in writing. All refunds (except credit cards) are paid by cheques. Bank charges will be applied to all cancellations. For events cancelled thirty days in advance, customers will get a 90% refund on all deposits paid (Bank Charges are additional). Events cancelled less than thirty days will attract a 30% cancellation fee based on the total estimated charges for the event. Events cancelled less than 3 days will attract a 80 % cancellation fee based on the total estimated charges. Events cancelled less than 24 hours are not qualified for a refund, but full payments are expected.

### **Menu**

Full catering for all functions must be done by the hotel. *No food or beverage can be consumed on the property unless was provided and prepared by the hotel.* The only *exception* to this is a wedding or birthday cake and wines. A wide variety of menu items are available for you to choose from.

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However, we would be more than happy to customize a special menu for you and price it accordingly. All menu choices must be submitted in writing to the Food and Beverage Office no later than 7 working days prior to the event.

### **Beverages**

Altamont Court Hotel as a licensee is responsible for the sale and administration of the sale of alcoholic beverages in accordance with the local Commission's regulations. It is our policy therefore that the Altamont Court Hotel must provide all alcoholic beverages except wines if prior arrangements were made.

### **Room set up and layout**

All set up requirements must be submitted in writing at least 7 working days in advance. The set up is based on the room capacity and the seating arrangement you require. There is no fee for room set up. The Luxor Suite and Roof Terrace are rented with a podium and a corded microphone.

### **Venue access time and duration**

The Altamont Court Hotel will allow access to the function room assigned only 2 hours prior to the agreed start time. For functions such as weddings which may require an additional set up time, arrangements can be made with the Hotel to access the venue before factoring in a mutually convenient and fee for doing so. Any function which runs past the agreed closing time will attract a fee of \$3000.00 plus taxes per hour thereafter. The earliest start time for an event is 7:00am and the latest closing time is 10:00pm. However functions which will go beyond 10:00pm will attract an additional fee of \$5,000 per hours plus taxes.

### **Decoration**

The Hotel provides basic décor as stipulated in the package selections. The basic white table cover and napkins are provided for functions. Any décor with colour scheme required may be arranged with the banqueting office. Center pieces are not provided by the hotel, but the hotel can recommend suitable decorators/florist which you may hire to provide you with this among other decorating needs. Any decoration mounted such as banners, fabric etc. must be demounted after the event and the room returned to its original state. There should be no trace of tape or tacks left in the room. Driving nails in the wall is not permissible.

### **Liability**

The hotel does not accept responsibility for any theft, loss or damage of property. We also do not provide storage facilities. All personal belongings (including décor items) must be cleared from the function area after the event. It is recommended that clients arrange their own insurance to cover their contractors, employees or attendees.

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### Music

The hotel provides you with a public address system. The hotel does not provide you with the relevant connections for those persons who wish to connect a Laptop or CD player to our system. The Hotel will NOT provide Laptop/CD Players. However, if heavy duty equipment is taken in, (such as a PA system or keyboards, heavy duty speaker boxes, lighting systems and so on) then an energy surcharge will be applied based on the wattage of each item.

### Parking

The hotel does provide secured parking both on and off property. Parking, however, is at owner's risk. The hotel will not accept any liability for the loss or damage of property (motor vehicles). Customer may reserve parking spaces, which are limited to a number of five.

### Guarantees:

The guaranteed numbers must be confirmed in writing at least 3 working days before the event. If the guaranteed numbers are not present at the event, the hotel will still expect payment for whatever the guaranteed amount originally was.

### Advertising:

*No form of advertising must be done announcing the hotel as venue for any event, unless the hotel has a booking which has been confirmed by deposit.* If the hotel finds that this has happened, we reserve the right to cancel your event without any notice. In this case, if a part-payment was done, please note that there will be absolutely no refund.

### Boxing of left over items

The hotel will not box any left over food from a function. Food not consumed will be discarded. Hence no foam boxes foil wrapper or napkin will be provided for packaging food. This is as per local health stipulation by the Ministry of Health. Clients are encouraged to ensure that numbers of attendees are exact or close to the guaranteed numbers.

### Utensils

The hotel will provide all cutlery, glassware, plate ware and silverware required for your function. For weddings, if there is a special set of wines glass that the bride and groom would like to use, that can be taken in. The hotel could also source this for you at an additional cost. Cake knives are not provided.

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The Altamont Court Hotel will not be liable for failure to carry out any of the arrangements mentioned above as a result of any Act of God (such as natural disasters) or any industrial disputes beyond the control of the hotel. In such case, the hotel still reserves the right to act under the cancellation policy.

#### Agreement

Having read the foregoing information in detail, I hereby accept the terms and conditions herein stipulated. By signing below you would have indicated your agreement.

Company's name: \_\_\_\_\_ (If Applicable)                      Date: \_\_\_\_\_

Client's Name: \_\_\_\_\_

Client's signature: \_\_\_\_\_

*To serve you better, we open our sales office:*

*Monday to Saturday 9:00 am - 6:00 pm*

....Revised January 1, 2014

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