

CATERING INFORMATION



GENERAL INFORMATION

Whether you're planning a small intimate dinner party or a lavish banquet, we will customize your event to exceed all expectations.

We offer the finest and most comprehensive services. Our team of experts will handle every detail. We work closely together to create spectacular and unique events for your special occasion. This level of service begins from the moment you contact your Catering Department at (702) 791-7155. For menus or additional information e-mail us at Catering@mirage.com.

1. Meetings

- a) Rooms are blocked for the designated time frame of the meeting, not on a 24-hour basis.

2. Catered Events

- a) There is no charge for the room for food functions (i.e., breakfast, lunch, reception, and dinner).
- b) \$100.00 Labor charge will be added to the check for food functions (breakfast, lunch, reception and dinner.)
- c) \$50.00 Labor charge will be added to the check for continental breakfasts and coffee breaks with 25 people or less.
- d) Luncheons, receptions and dinners scheduled on Saturday can be booked up to one year in advance.
- e) Sit down luncheons include three courses: salad, entrée and dessert. Lunch menus are served between 11:00 AM – 1:30 PM.
- f) Sit down dinners include three courses: salad, entrée and dessert.
- g) Children's menus are available upon request.
- h) All food items must be supplied and prepared by the Catering Department. The guest may not remove food from the Convention Area. No food or beverage of any kind will be permitted to be brought into the Convention Area by guest or any of the customer's guests or attendees.
- i) Room assignments are not guaranteed and are subject to change.
- j) Dance floors are complimentary. Dance floor lighting begins at \$155.00 and will vary based on size of dance floor.

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3. Business Service Center

- k) Our Business Service Center is conveniently located in the convention area. You may contact them directly at 702-792-7783 or 800-456-4564 ext. 7783..
- l) The Business Center offers:
 - 24-Hour Fax Service
 - Word Processing
 - Copy Service
 - Office Equipment Rentals (fax machines, copiers, computers)
 - Mini-Suite Rentals (equipped with computer with Internet access, IBM/MAC printer and conference call capability)
 - Communication Equipment Rentals (display beepers, two-way radios, cellular phones)
 - Office Supplies (large or special orders require seven days advance notification)
 - Shipping and Receiving (FedEx, UPS, DHL, Freight)
(freight and large package shipments require special handling and must be coordinated in advance with the Business Center Manager.)

4. Audio Visual

The Mirage has its own in-house Audio Visual Department that features state-of-the-art equipment and trained technicians. It is the policy of The Mirage that all audio visual requests be directed through The Mirage Audio Visual Department. Sub-contracting or providing your own audio visual equipment and/or services is not permitted. The Catering Manager can provide additional information upon request. The Audio Visual Department does permit groups to bring in the own projectors at \$100.00 labor charge. Contact the Audio Visual Department at (702) 792-7662 to discuss audio visual requirements and costs.

5. Linen Colors

- Chocolate, Sandalwood, Sedona, Black and Ivory 125” Cloths and Skirting.
- Chocolate, Sandalwood, Sedona, Black, Butterscotch and Ivory Napkins.
- Special linen may be ordered through your Catering Manager.

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6. **Cancellation Policy**

The Mirage allocates resources and sets aside function space to accommodate your event. In anticipation of revenues to be received and the costs incurred in preparing for the event the closer the event date that you cancel, the greater the damages to The Mirage. Therefore you agree the following schedule of liquidated damages represents reasonable amounts to be paid by you if you cancel the event.

- More than ninety (90) days prior to the event – the initial deposit
- Between ninety (90) days and forty-four (44) days prior to the event – 50% of anticipated revenue
- Between forty-five (45) days and fifteen (15) days prior to the event – 75% of the anticipated revenue
- Fourteen (14) days or fewer prior to the event – 100% of anticipated revenue

7. **Billing**

- A non-refundable deposit in the amount of 10% of the anticipated revenue is required by credit card at the time of your event is booked.
- 45 days prior to your event, an additional deposit of 20% of the anticipated revenue is required by credit card or cashiers check.
- 14 days prior to the date of your event, an additional deposit (prepayment for fixed costs) is required by credit card or cashier's check.

Balance of charges is posted to credit card on file at the end of your event.

If payment has not been received within the specified time limits. The Mirage maintains the right to cancel the event and retain the deposit.

8. **Finalizing Events**

Contact your Catering Manager four to six weeks prior to your event to finalize all the details.

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9. Guarantees

Guarantees for all functions must be given to the Catering Office no later than 3:00 p.m. Pacific Time, three business days prior to a function.

- Guarantees for events on Monday are due on the preceding Wednesday.
- Guarantees for events on Tuesday are due on the preceding Thursday.
- Guarantees for events on Wednesday are due on the preceding Friday.
- Guarantees for events on Thursday are due on the preceding Monday.
- Guarantees for events on Friday are due on the preceding Tuesday.
- Guarantees for events on Saturday and Sunday are due on the preceding Wednesday.

If no guaranteed minimum number is received, you will be charged the expected number set forth on the Banquet Event Order as a guarantee or the number of people actually served, whichever is greater. In addition, we will not be obligated to serve or set up more than 3% above your guaranteed number. If the guarantee decreases by 15% of the original estimated number of attendees given at the time of booking, The Mirage reserves the right to charge room rental, service charges and relocate your group to a smaller room. For groups with pre-assigned seating, your floor plan with seating arrangements must be submitted with your guarantee.

Services

1. Flowers

The Mirage Floral Design Center can customize your flowers for your event.

Price Ranges:

- Small Cocktail Table Centerpieces \$30.00
- Table Centerpieces \$50.00 and up
- Head Table Centerpieces \$100.00 and up
- Buffet Centerpieces \$125.00 and up

You can contact your Catering Manager to further discuss your floral needs. The charges for your flowers will be incorporated with other charges.

Votive candles are not permitted due to fire code.

The hotel provides table lamps for cocktail tables and dinner tables at no cost.

2. MGM MIRAGE Events

- A fully integrated Event Planning Company.
- Contact King Dahl at 702-792-7798.

3. Photography - Cashman Photo Enterprises

- A full range of photography services.
- Contact Cashman Photo Enterprises at 702-365-6660.