

POLICIES

CATERING POLICIES & PROCEDURES

Your Legends Hospitality team will assist with finalizing the menu and details of your event. Final menu selections are required two (2) weeks in advance. Once selections are made a Banquet Event Order will be sent via email. All changes and signed event orders must be emailed to the Legends Hospitality within ten (10) days of the event. Final guarantee and payment are due by 12:00pm MST, seven (7) business days prior to the event. Any additional charges incurred during event must be paid one (1) business day post event. Late charges will be applied for menu & guarantee changes after the above deadlines. All event space and catering arrangements are made upon and are subject to the guidelines of Legends Hospitality and Kroenke Sports and Entertainment.

FOOD & BEVERAGE

Due to liability and legal restrictions, no outside food or beverage of any kind may be brought into the venues by the customer, guests or exhibitors. Legends Hospitality is the only licensed authority to sell and serve liquor for consumption on the premises. Colorado law requires persons to be a minimum of 21 years of age to consume alcoholic beverages. Legends Hospitality reserves the right to refuse alcohol service to anyone. Bartenders are required for all bar and alcohol service.

CATERING FEES

To ensure food quality, pricing is based on two (2) hours or less of food service time. Additional charges may incur for extending service times. Action and Carving stations are subject to a chef attendant fee per chef. Bartender, waitstaff and cocktail servers will be charged per attendant. Menu tasting fees will apply.

WAITSTAFF

- Plated Meal/ Cocktail Service - 1 per 10 guests
- Passed Canapes / Beverages - 1 per 25 guests
- Buffet - 1 per 50 guests

BARTENDERS

1 per 75 guests - minimum two (2) hours

CHEF ATTENDANT

1 per 75 guests - minimum two (2) hours

POLICIES

TAX

All federal, state and municipal taxes which may be imposed or applicable to this agreement and to the services rendered by Legends Hospitality are in addition to the prices agreed upon and the patron agrees to pay for them separately. If you are tax exempt, a copy of your tax exemption certificate is required when you place your order.

ADMINISTRATIVE CHARGE, GRATUITY & TAX

The administrative fee is for administration of the event, is not purported to be a gratuity, and will not be distributed as gratuities to the employee who provide services to the guests, but rather will be retained by management to help defray administrative costs related to the event. It is up to group's sole discretion to leave a gratuity for the services staff. If group desires to leave an additional gratuity for the service staff, group may do so by contacting your Legends Hospitality. All services are subject to an 8% tax.

PRICES

Prices are subject to increase in the event costs of food, beverages or other costs of operations increase based on seasonality and location. Customer grants the right to Legends Hospitality to increase such prices or to make reasonable substitutions on the menu with reasonable prior written notice.

BILLING & PAYMENT

Credit cards are preferred form of payment. A credit card number is required to guarantee the order. 50% of estimation of charges is due upon contract signing with remaining balance due seven (7) days prior to event.