



**TWO  
RIVERS**  
CONVENTION  
CENTER

## *Two Rivers Convention Center & The Avalon Theatre Banquet Menu Policy and Guideline Highlights*

### **Introduction:**

Thank you for selecting the Two Rivers Convention Center and the Avalon Theatre to host your event. Your knowledgeable event planner is eager to assist with the planning and coordination of your event, including the menu selection and answering any questions or concerns you might have. Even though our menus offer a wide variety from which to choose, your event planner – together with our Executive Chef, Tom Cressy – will be happy to create custom menus to suit your special occasion. In order to execute your event, a signed copy of the Event Contract and Banquet Event Orders must be returned timely enough to ensure a smooth event planning process.

### **Services:**

Please note that the Two Rivers Convention Center staff is the exclusive food service provider and caterer for all events taking place at the Convention Center and Avalon Theatre. Therefore, no food or beverages of any kind may be brought into the Convention Center or Avalon Theatre by the event organizers, their guests or other invitees. Buffet tables with your event are replenished frequently to maintain quality and to provide each guest availability of every selection. Buffets are priced for a maximum of 90 minute duration. At the conclusion of each buffet event, all food and beverages (with the exception of wedding cakes) become the property of Two Rivers Convention Center and cannot be taken from the banquet event. Events of 25 guests or less will be served plated as opposed to buffet style.

### **Guarantee:**

An expected number of guests are required at the initial event booking. In order to ensure the success of your event, we need to be notified of the exact number of guests at least three business days prior to the event. This will be considered the guarantee for which charges will be assessed even if fewer guests actually attend the event. If we are unable to confirm a guarantee number of guests three business days in advance, the expected number of guests will be considered the final guarantee. Final charges assessed on food for your event will be based upon the guarantee number or actual attendance; whichever is greater. If the guarantee should turn out to be less than 90% of the expected number of guests, additional service charges may apply. The room will be set for up to 5% over the Guarantee. Final room set will be based upon the event planner's discretion. Additional charges may apply. With exception, Two Rivers Convention Center reserves the right to reassign space if attendance changes from the expected number of guests or as deemed necessary. Two Rivers Convention Center staff will make every effort to accommodate numbers that increase after guarantee is given, but may be constrained by last minute availability of product and labor.

### **Pricing:**

Prices, along with menus, are often provided well in advance of an event. Due to fluctuating market prices, our menu prices are subject to change. Two Rivers Convention Center will gladly lock in a guarantee menu selection with pricing within 90 days of your event with a signed contract and a secured deposit according to our policy. Pricing for banquet meals in almost all cases are based on round table seating of 10 guests each table. A 19% service charge and applicable sales tax will be applied to all food and beverage sales. If your group is a tax-exempt organization, we require a copy of a Colorado Tax Exempt Certificate. Most menu meal prices are based upon groups of 25 people minimum. An additional service charge will be assessed for groups that fall under this minimum. Events with meals booked within 48 hours of the event start time may be assessed an additional service charge. Events with meals that cancel within 72 hours of the event start time will be subject to a cancellation fee. This fee will be calculated to cover preparatory material and labor costs incurred.

*Please refer to our [General Facility Policies & Guidelines](#) document for additional information as it pertains to your food & beverage event.*

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