

## menu selection and pricing

Menu selections, room set-up, and other pertinent details required for the successful execution of your event must be submitted to the Catering Department two (2) weeks prior to the function date. The menu prices listed are our current rates and may be subject to change. Definite pricing will be confirmed ninety (90) days prior to the function date. All food items must be supplied and prepared by the Hotel and are subject to the customary service charges and applicable sales tax. Multiple entrée selections for groups will be charged at the higher price entrée, and client must provide place cards or name badges for each guest indicating their entrée choice.

## guarantees

Confirmation of final attendance counts for each meal must be received by our Catering Department three (3) business days prior to any meal function. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly. The Hotel will charge for the guarantee, or the served, whichever is greater. Food will be prepared for the guaranteed number. We will accommodate additional guests but cannot guarantee the same meal choice. If no guarantee is received, we will consider the number of guests expected, as noted on the banquet event order, to be your guarantee number. Buffets and reception station events must have a minimum of 25 guests or there will be an additional \$3.00 per person charge. Any plated meal under 25 people will have an additional \$25.00 labor charge.

## sales tax and service charge

All menu pricing agreed upon is subject to a 20% service charge and applicable sales tax.

## payment

All requests for direct billing must be submitted to our Catering Department ten (10) working days prior to the function. Any remaining balance is due within thirty (30) days following the event. In the event of cancellations, the patron will be liable for all losses sustained by the Radisson Hotel La Crosse. If an advance deposit is required, it is nonrefundable in the event of cancellation. If direct billing is not established, prepayment for event must occur three (3) business days prior to the event. If payment is not received within thirty (30) days, a finance charge of 1.5% per month (18% Annual Rate) will be added to the unpaid balance commencing on the invoice date.

## off premise catering

The Radisson Hotel Catering Department is available for catering at the location of your choice; additional charges may be assessed based on location.

## dietary accommodations

We are happy to discuss and attempt to accommodate any special dietary requirements for your upcoming event. We ask that you communicate to us any special dietary needs, including food allergies. For individuals in your group with food allergies, they must use their own discretion on which food items to consume before making your final meal selection.

We use reasonable efforts in our sourcing, preparation and handling procedures to avoid the introduction into these menu choices of any allergens you express concerns about; however, it is possible for allergens to be introduced before the food is provided to us or inadvertently during our preparation or handling. We do not have separate kitchens to prepare allergy-friendly items or separate dining areas for guests with allergies or intolerances.

## changes in menu

Due to the complexity of ordering food and beverage, preparing for and staffing events, no changes to the menu may be made by the Client within 3 business days preceding your event. The menu(s) and all other details of your catered functions are to be finalized a minimum of 2 weeks prior to the scheduled commencement date of your event unless mutually agreed on an alternate date. Any food and beverage requested received within 3 business days of the group's event, including the day of or during the event, will be charged \$5.00 service fee per meal change in addition to the price on the group's master account.

7/2017

**Radisson Hotel La Crosse**  
200 Harborview Plaza  
La Crosse, WI 54601  
+1 (608) 784-6680  
[radisson.com/lacrossewi](http://radisson.com/lacrossewi)

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**+1 (800) 333-3333**

## function rooms

The Radisson Hotel La Crosse assigns function rooms based on the anticipated number of patrons, and may be subject to change. Final confirmation of room assignments will be available upon receipt of attendance guarantees.

## food & beverage regulations

All food and beverages served in public meeting areas must be purchased, prepared, and served by the staff of the Radisson Hotel La Crosse. No food or beverage of any kind will be permitted to be brought into the Hotel by any patron's guests or invitees. Leftover food is prohibited to be taken off property.

## security

The Radisson Hotel La Crosse shall not assume any responsibility for the damage or loss of items stored or displayed on its property. The Hotel reserves the right to inspect and control all private functions held on premises. If the volume from entertainment or public address systems disturbs other patrons, the Radisson Hotel La Crosse reserves the right to request the patron or band leader to lessen the volume, or, if necessary, to perform without amplification.

## menu tastings

Banquet Menu tastings are available for plated dinners based on the Chef's availability. The price will be available upon request, pending your menu selection. We are unable to accommodate tastings for our dinner buffets. If wine tasting is required, a charge for the full bottle will apply.

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