

## FROM THE DESK OF: COTTON HOUSE

(662) 843-7733

WWW.COTTONHOUSECLEVELAND.COM

215 COTTON ROW

*Cleveland, Mississippi* 38732



### HOW MANY GUESTS CAN COTTON HOUSE ACCOMMODATE?

The number of guests Cotton House can accommodate in The Donelson Room varies by the additional setup requirements that you may have. We recommend 250 or less for the most comfortable fit. Keep in mind, our Green Space immediately outside of The Donelson Room is also available for events; it may be tented at an additional cost to accommodate more guests. Please ask Cotton House Hotel's Director of Sales for more details.

### WHAT IS THE RELATIONSHIP BETWEEN COTTON HOUSE HOTEL & BAR FONTAINE?

Bar Fontaine is a third-party bar and restaurant located inside Cotton House, and is also the exclusive provider of all food and beverage on property including The Donelson Room. Bar Fontaine and Cotton House Hotel Sales Team work hand in hand to make sure that your event is planned and executed to meet and exceed your expectations!

### IS THERE A MINIMUM NUMBER OF GUESTS OR DOLLAR AMOUNT THAT IS REQUIRED?

We do not have a minimum number of guests required. However, we do have a minimum in food and beverage requirement that must be met (this does not include tax or service charge). Please note, the minimums vary by date and lower minimums are available on some Friday evenings and Sundays. Be sure to check with our Director of Sales for seasonal specials!

### WHAT IF I DO NOT MEET MY FOOD AND BEVERAGE MINIMUM?

Bar Fontaine can upgrade your food or beverage choices to help reach your minimum. However, if you do not meet the food and beverage minimum (not including tax and gratuity), the difference will be billed as a miscellaneous taxable charge.

### WHAT IS REQUIRED TO RESERVE THE DATE?

An agreement from Cotton House will be sent outlining the date, time, deposits, and other details for your room rental. Once you sign the contract and pay the deposit you will secure the space for the set date and times. Simultaneously, you will work with Bar Fontaine to set your menu and a second contract for food and beverage will be delivered outlining the date, time, deposits, and other details pertaining to your event.

### HOW ARE PAYMENTS HANDLED?

Cotton House Hotel & Bar Fontaine accept cash, check, or major credit cards. A non-refundable deposit reflecting 50% of the minimum revenue will be due with signed contract. All deposits will be credited toward the final bill. Your advance deposits will not be refunded if the event should cancel. The final payment, reflecting the final amount owed and any additional charges incurred on the day of the event, will be due upon completion of your event. In the event that payment is not received by the specified time, charges will automatically be posted to the credit card on file.

### PAYMENT SCHEDULE IS OUTLINED BELOW:

- Due six months prior to event date – 50% of anticipated revenue
  - Due three months / 60 days' prior – 75% of anticipated revenue
  - Due upon event completion – 100% of anticipated revenue (i.e. the balance of the event)
- A credit card authorization is required for incidentals and any additional costs the evening of the event.*

### ARE TAX AND GRATUITY INCLUDED?

Standard tax rates (7% state tax, 2% local privilege tax) will apply to all charges and a 22% service charge is automatically added for all food and beverage rates. If you wish to add additional gratuity, this can be arranged.

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### WHAT IS YOUR CANCELLATION POLICY?

All deposits are non-refundable. If you need to move your date, your deposits may be transferred to the new date when re-booked within six months and to occur no later than six months after the original date, based on prior approval of Cotton House and Bar Fontaine management teams. The transfer fee is based on the cancellation date and event date.

### WHEN DO I GUARANTEE MY NUMBER OF GUESTS?

Your final guest count is due to Bar Fontaine by 12:00 p.m. CST one week (seven days) prior to your event date. After this, you may not decrease your count, but, in most cases, you may add a few guests up until 36 business hours prior to the event date.

### HOW MUCH TIME IS INCLUDED FOR MY RECEPTION?

Your room rental contract will specify the number of hours you have reserved the space for your event. Please keep in mind that your contract with Bar Fontaine will also specify the amount of time you have contracted for your event to be staffed. Your contract with Bar Fontaine will specify cost if your event goes beyond the predetermined amount of time.

### DO YOU HAVE ANY LIMITATIONS ON DECORATING?

Restrictions regarding decorations include no glitter or confetti, no open flames, and no affixing anything to the walls or ceilings. As set-up times may vary, we prefer to set out any decorations for you, as you and your guests will be busy that day. You may drop off items no earlier than three business days prior to your event without a storage handling fee.

### CAN I HAVE A BAND?

The Donelson Room has enough space to accommodate a band. It is important to provide the Cotton House Sales Team with specific space requirements and any requests from the band to make appropriate arrangements.

### DO YOU HAVE A PREFERRED LIST OF VENDORS?

We have a list of vendors that we have worked with in the past, but you are not required to use them. Feel free to request more information.

### CAN I TASTE THE FOOD PRIOR TO MY RECEPTION?

We encourage you to come dine with us at Bar Fontaine here at Cotton House. Upon request we will do our best to try to accommodate a tasting should the catering contract include items not typically on our menu.

### HOW DO I BLOCK HOTEL ROOMS FOR MY GUESTS?

Cotton House offers room blocks for visiting friends and family. A designated number of rooms will be blocked for your guests to call and make their reservations; they'll need to indicate which wedding they are with. The cut-off date for guests to make reservations will be 30 days prior to your event. Given the demand of the hotel, we strongly encourage you to plan for overflow rooms at another hotel as well.