



**INTERCONTINENTAL®**  
KANSAS CITY AT THE PLAZA

**GENERAL INFORMATION**

INTERCONTINENTAL KANSAS CITY'S COMMITMENT IS TO PROVIDE EXCEPTIONAL SERVICE AND GRACIOUS HOSPITALITY. THE FOLLOWING INFORMATION IS OFFERED TO ENSURE THE FINE QUALITY OF YOUR EVENT.

**ALCOHOLIC BEVERAGES**

The sale and service of all alcoholic beverages is regulated by the Missouri State Department of Public Safety/Alcohol and Tobacco Control division. InterContinental Kansas City is responsible for the administration of those regulations. No alcoholic beverages are permitted in the InterContinental Kansas City banquet space unless purchased through the hotel's catering services. All persons consuming liquor at InterContinental Kansas City events must be 21 years old. The hotel reserves the right to terminate liquor service at any event if minors intending to consume alcoholic beverages are in attendance.

**FOOD PREPERATION**

All food must be prepared and served by InterContinental Kansas, no outside food and beverage may be brought into the banquet space with the exception of wedding cake. In addition, food and beverage may not be removed from the premises by the client or any of the invitees. Our culinary team is able accommodate all your dietary restrictions, food allergies, and personal preferences, your Conference Services or Catering Manager will be happy to customize menus at your request. Please note that Banquet Menu pricing is subject to change, final Food and Beverage prices will be confirmed up to six months in advance of your scheduled functions.

**FOOD SERVICE**

Menu arrangements should be supplied and finalized at least 30 days prior to each function. Should this deadline not be observed, we cannot guarantee menu contents and other necessary arrangements.

We respectfully request to limit the main course selections of plated entrées to a maximum of three (3). For smooth service, please provide the count for each main course selection at the time of your guarantee and provide meal selection indicators for each individual at the time of service.

Due to the costs associated with preparation additional charges will apply for buffet service for group which fall below 20 attendees for breakfast, 35 attendees for lunch, and 35 attendees for dinner.

Labor fees will apply for all services where additional staffing is required or requested.

#### **GUARANTEE**

For the various hotel departments to prepare properly for your successful event(s), a final attendance number must be determined and communicated to your Conference Services or Catering Sales Manager by 12 PM five business days prior to the event. This number will be considered a guarantee not subject to reduction. Charges will be assessed accordingly. InterContinental Kansas City will set 3% over the guarantee. The hotel will not be responsible for identical service to more than 3% over the guarantee.

#### **ROOM RENTAL FEES**

Room rental fees are assessed for all events. These fees are based on several factors, including size of room, type of event, number of guests, food & beverage guarantees and/or guestrooms utilized.

#### **ROOFTOP BALLROOM AND BAR**

All entertainment groups contracted to perform on the Rooftop Level will be required to elevate their equipment 18" off the floor. If event will be using entertainment the client agrees to provide this policy to the vendor and understands that the Hotel reserves the right to stop entertainment vendors that do not comply and are not held liable for loss incurred. There are no exceptions on the day of your event. All entertainment on the Rooftop level must cease at 12:00 AM on the night of the event.

#### **SERVICE CHARGE AND TAXES**

All food, beverage, room rental, and audio-visual charges are subject to a taxable service charge and all applicable sales taxes.

#### **AUDIO VISUAL EQUIPMENT AND ELECTRICAL**

PSAV® is InterContinental Kansas City's audio-visual resource. It is equipped to handle all your audio-visual needs and offers a broad range of state-of-the-art audio-visual equipment and services.

AV fees are charged for equipment rental, setup-strike labor, plus tax. A service charge of 25% will be applied by InterContinental Kansas City to all A/V equipment rented through PSAV®. Additional electrical power is available for all function rooms. Those services will be provided and charges will be assessed on labor and per amp, per phase per day basis by PSAV®. Arrangements must be made in advance with your Conference Services or Catering Sales Manager.

#### **DECORATION/SIGNAGE/LITERATURE**

To ensure the success of your event, please notify your Conference Services or Catering Sales Manager of any decorations or displays you are planning to use. In order to prevent damage to the fixtures and furnishings, please do not attach any items to the wall, floor or ceiling. InterContinental Kansas City staff will happily assist you with setting up your items for \$50 per hour. The host will assume all responsibility for any damages to InterContinental Kansas City premises from such items. Signage is not permitted in the lobby or public areas of the hotel without prior approval. Please talk with your Conference Services or Catering Sales Manager about special requests i.e smoke machines, glitter, confetti, rice or candles.

#### **ENTERTAINMENT**

A wide variety of entertainment referrals are available to meet your event needs. We will gladly assist you in making those arrangements or make recommendations of our preferred vendors for your consideration.

#### **MISCELLANEOUS**

We kindly request that you begin your event promptly at the scheduled time and that you vacate the designated function area at the closing hour as indicated. InterContinental Kansas City reserves the right to substitute alternate meeting space within the hotel if it deems necessary or if the attendance deviates from the number originally indicated.

#### **SHIPMENTS AND STORAGE**

Should it be necessary for you to ship materials to InterContinental Kansas City prior to your meeting/event, please contact your Conference Planning or Catering Sales Manager prior to the shipment. We have limited storage facilities. You may anticipate storage and inbound handling charges of \$5 for each event envelope or express box, \$10 per each large box or display crate and \$50 per pallet.