



Food and Beverage Policies

We are proud to offer full service catering and beverage services. Our goal is to offer superior quality products, services, and overall dining experience for our guests.

1. **EXCLUSIVE CATERER** Boise Centre's in-house food and beverage team retains the exclusive right to provide, control, and retain all food and beverage services throughout Boise Centre, including catering, concessions, and the sale of alcohol and non-alcoholic beverages. Clients, booth demonstrators, exhibitors, guests, and attendees may not bring food or beverage on to convention center premises unless arrangements have been made in advance with Boise Centre Management. Advance written approval is necessary to distribute any product.
2. **FOOD AND BEVERAGE PRICING** Menu pricing may be subject to change due to fluctuating market prices. Additionally, we reserve the right to make product substitutions based on specific commodity price increases. Pricing for banquet meals is based on round tables of 10 guests. Any change in the standard guest seating may result in additional labor charges at the Boise Centre then standard rates.
3. **MENU SELECTION** Boise Centre partners with Idaho Preferred and Buy Idaho to source locally and regionally produced items. In order to ensure the proper planning of your event, menu selections are due a minimum of 30 days in advance, along with your preliminary attendance estimates. Menu selections are limited to two (2) entrées per served meal, plus a vegetarian option. An exact count is required for each selection and both entrées will be charged at the higher price. All meals require a minimum of 25 guests.
4. **SERVICE CHARGE AND TAX** Boise Centre will add a 20% service charge plus current Idaho state sales tax to applicable food and beverage service. All service charges are also subject to Idaho state sales tax.
5. **GUARANTEED ATTENDANCE** A final guarantee of attendance is due by 12:00 p.m. (Mountain Time Zone) five (5) business days (excludes holidays and weekends) in advance of the event. "Guaranteed Attendance" for multi-day events are based on the date of the first scheduled service occurring during the event.
 - If User fails to notify Boise Centre of the Guaranteed Attendance within the time required, (a) Boise Centre shall prepare for and provide services to persons attending the event based on the estimated attendance specified in the Banquet Event Orders, and (b) such estimated attendance shall be deemed to be the Guaranteed Attendance.

- Boise Centre will be prepared to serve three percent (3%) above the Guaranteed Attendance, up to a maximum of 30 meals (the overage). If this overage is used, the customer will pay for each additional person at the same price per person/per item, plus applicable service charges and sales tax.

- Should additional persons attend the event in excess of the total of the Guaranteed Attendance plus the overage, Boise Centre will make every attempt to accommodate such additional person's subject to product and staff availability. Customer will pay for such additional persons and/or a la carte items at the same price per person, or per item, plus the service charge and sales tax.

- Should the Guaranteed Attendance increase or decrease by 33% or more from the initial estimated attendance, additional charges may apply.

6. **DIETARY CONSIDERATIONS** With advance notice, our culinary team is able to accommodate most special meal requests. Boise Centre's Executive Chef is available to consult with you on special dietary requests and pricing to serve vegetarian, vegan, gluten-free, and other dietary restrictions. Such special requests are required 14 days in advance of your event. These special meal requests are to be included in your final guaranteed attendance.
7. **FOOD ALLERGY DISCLAIMER** Boise Centre makes every attempt to identify ingredients that may cause allergic reactions for those with food allergies. There is also a possibility that manufacturers of the commercial foods we use could change the formulation at any time, without notice. Customers concerned with food allergies need to be aware of this risk and should speak to the Event Manager with any concerns. Boise Centre will not assume any liability for adverse reactions to foods consumed.
8. **EXCESS FOOD** Boise Centre adheres to state and local health guidelines which dictate that food items provided by Boise Centre must be consumed during the specific event and may not be taken off property. To minimize potential waste, we work closely with event planners to determine the proper quantities of food to prepare. To minimize the waste of wholesome and nutritious food, leftover food from events may be donated to local charity organizations.
9. **LABOR FEES** Unless indicated otherwise, charges for the staffing of your function are included in our room rental prices. For plated lunches and dinners, the provision of this labor is based on a ratio of 1 server to 30 guests with 10 guests per table. If additional staffing is required over and above what is normally provided, additional labor fees can be charged to accommodate appropriate staffing at the Boise Centre then standard rates.
10. **BEVERAGE SERVICES** Beverage services are available for a cost through your Event Manager. We proudly serve Coca-Cola® products. Please consult with your Event Manager for appropriate beverage quantities and options to service your group for the requested time period and attendance.
11. **ALCOHOLIC BEVERAGE SERVICE** No outside alcohol is allowed in Boise Centre. For hosted and no host (cash) bars, Idaho state law requires that wine, beer, and spirits be purchased through the Idaho State Liquor Dispensary and the Idaho Beer and Wine Wholesalers Association. Boise Centre maintains a liquor license through the Idaho Alcohol Beverage Control Division, therefore no additional permits are necessary for events held

within Boise Centre. Off-site events require special permits and your Event Manager can address any specific needs. Boise Centre bar staff members are trained on alcohol server awareness in an effort to protect you and your guests. Under no circumstances will alcohol be served to intoxicated or underage persons.

12. **BAR SERVICES** The standard host or no host bar ratio is one bar per 75 to 100 guests. The number of bars will be determined on final guarantee and event flow. If the number of bars requested exceeds our standard ratio, additional labor charges may be assessed at the Boise Centre then standard rates.
 - Each individual bar must meet the current minimum rate. If the total bar sales of all bars do not exceed the number of bars multiplied by the individual bar minimum, the difference will be charged to final invoice. Total bar sales do not include wine service at the tables. All bar charges will be charged at the four (4) hour maximum. If the bar exceeds four (4) hours, additional charges may apply. Please speak with an Event Manager about specific bar minimum pricing.
 - Bars will be staffed at all times by Boise Centre personnel. This includes all bar services and beer and wine tastings.
13. **HOSTED BARS** For bars hosted by User, User is responsible for all expenses, including the cost of all beverages served (charged at Boise Centre's cost), plus all applicable fees, and bar minimum charge(s). A service charge of 20%, as well as current Idaho state sales tax will be applied to all sales. Customers will be billed after the event.

**Any bar tabs (Master Bills) that are to be reconciled at the end of an event or closed out at the end of the night with credit card, check or cash will automatically be charged a 20% service charge, as well as current Idaho state sales tax.*
14. **NO-HOST BARS** Guests purchase their own drinks at a no-host bar. The group hosting the event is responsible for all applicable fees and bar minimums. Service charges are not applicable. Current Idaho state sales tax is included in the per drink price.
15. **CORKAGE FEES** Boise Centre charges a corkage fee per bottle of wine or champagne not provided by Boise Centre. This is limited to exceptions and must be arranged in advance. In addition, there is a 20% service charge and current Idaho state sales tax. Please speak with your Event Manager about pricing for corkage fees.
16. **LINEN SERVICE** Tables for seated meal functions include a mid-length table cloth and client's selection of house napkin colors. Tables for buffet meals, beverage service or receptions include linen and skirts. Your Event Manager will be happy to discuss additional table linens, overlays, napkins, and provide pricing for the additional linen.

**THANK YOU FOR CHOOSING BOISE CENTRE
WE APPRECIATE YOUR BUSINESS**