

Players Special Events

The Official PLAYERS

Party Planning Guide

PLAYERS

12828 EAST SPRAGUE AVENUE SPOKANE VALLEY, WASHINGTON 99216

PHONE: 509-924-5141 Ext. 206 FAX: 509-924-6247

Banquet Information

- Our staff has prepared these menus to appeal to a wide variety of tastes. However, we would be pleased to custom-design a menu unique to your special occasion.
- Players' does not permit outside food or beverages (with exception of wedding cakes).
- Bottle wine and champagne are permitted with prior notification and will be subject to a \$10.00 corkage fee, 20% gratuity and tax per bottle.
- Our culinary staff would be pleased to provide alternatives for any guests with special dietary needs (vegetarian, allergies, diabetic or other). Advanced notice is required.
- All food, beverage, bowling and billiards are subject to a 20% gratuity and sales tax. Prices are subject to change without notification.
- Players can provide a private bartender for your party at a fee of \$75.00 per 2 hours/per bar. The fee is waived when a \$200.00 minimum liquor revenue per 2 hours/per bar is reached.
- Menu selections must be confirmed ten business days prior to your event.
- Final attendance must be specified by 10 AM five days prior to your event. This number is considered a guarantee, and is not subject to reduction.
- Final charges are based on actual attendance or the guaranteed number (whichever is greater).
- Players will prepare for attendance of four guests above guaranteed number.
- The higher the entrée price will be charged for each selection when ordering two or more entrée selections on the buffet menu. The specific number of each entrée is required at the time of the event guarantee (five days prior to your event). The group will need to provide a method (ticket, sticker, tent card or name) for the individuals to identify their selections to the server.

Reservation/Deposit/Payments

Tentative reservations will be held 3 days on a first come, first serve basis. Reservations are secured upon the receipt of a signed contract and deposit (Deposits are non-refundable). If a tentative reservation is made less than 10 days prior to the event, a signed contract and deposit will be due within 24 hours of making the reservation.

A deposit equaling the room charge is required to confirm your reservations. The deposit is non-refundable and will go towards your final food purchase at the time of the event. Deposits may be payable by cash, check, or credit card.

All banquet food purchases are billed to the host on one check or credit card. Payment is required at the time of the event. As a convenience, Players can provide the total amount for each individual guest including 20% gratuity and tax prior to the event – it will be the host or hostess responsibility to collect all

money owed. Banquets not paying with one check or credit card will be subject to a service charge of \$150.00.

Deposits

A deposit equaling the room charge is required to confirm your reservation. The deposit is non-refundable and will go towards your food purchase at the time of the event.

Payments

All banquets must be paid with one check or credit card. Banquets not paying with one check or credit card at the time of the event will be subject to a service charge of \$150.00, which will be taken from the deposit. If your guests will need to pay for their own dinners we will be happy to provide you with the exact amount including 20% gratuity and sales tax. They must make their checks out to the host or hostess (you) and then you can write Players one check.

Shipping and Storage

Players and Spectators

C/O Pam Carlton

12828 East Sprague Avenue

Spokane Valley, Washington 99216

Attn: Guest Name who will pick up package

Hold for: Group Name and Conference Dates