



SOLIS™  
TWO PORSCHE DRIVE  
ATLANTA, GEORGIA

# BANQUET & GENERAL INFORMATION

**BANQUET MENUS** ■ Fall / Winter 2017 - 2018

# BANQUET GENERAL INFORMATION

## **WELCOME**

Solis Two Porsche Drive is delighted to present our signature menu selections to assist you in creating a memorable event. Our inspired culinary team has created these menus to showcase the finest seasonal ingredients, with emphasis on the fresh and natural.

## **SERVICE CHARGES & TAXES**

All food and beverage prices quoted are subject to a taxable 23% service charge, a 7.75% sales tax on food and beverage, and an additional 3% tax on all liquor sales. Prices are subject to change.

## **MENU SELECTION**

To ensure the availability of menu items, your selections must be submitted to your Catering Representative three weeks prior to your scheduled events. No food or beverage may be brought into the Hotel without prior permission from your Catering Representative.

## **FUNCTION GUARANTEES**

A guaranteed attendance number must be provided to your Catering Representative by no later than 72 hours (3 business days) prior to the start of your event. If no guarantee is provided, the contracted agreed attendance will be charged as the final guarantee. An additional increase in a meal guarantee within 24 hours of the event will be subject to availability and may incur an additional per person charge.

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## **FUNCTION ROOMS**

Your function rooms are assigned based on the number of guests that are expected to attend the event. The Hotel will set no more than 3% over the guaranteed number of attendees. Any significant change in the final number of guests may result in our relocating your function to an alternative space better suited to the size of the function.

## **FOOD, BEVERAGE AND WINE**

Due to license restriction, all food and beverage items must be supplied and prepared by the Hotel. Guests may not remove any food or beverage from the premises nor consume food and/or beverage supplied or prepared by another party without written approval from the Hotel. Your Catering Representative will be happy to provide you with a list of fine wines to complement your meal selections.

## **TABLE LINENS**

Solis Two Porsche Drive provides white, floor-length linen cloths. We are happy to assist you in renting any specialty or colored linens to enhance your event.

## **ENTERTAINMENT & DECOR**

The ambiance of any event can be enhanced with flowers, music and specialty items. We have a wide range of recommended vendors for these services. Should you choose to make any arrangements on your own, kindly supply us with a list of your vendors so that we may assist them in servicing your needs. All deliveries must come through our Loading Dock and must be coordinated by your Catering Representative. The Hotel will not permit the affixing of anything to the walls, floors, windows or ceiling, nor the use of open flames and confetti on property. Due to fire regulations, the use of pyrotechnic and smoke machines are not permitted on the premises.

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## **SIGNS & DISPLAYS**

All signs for your event must be professionally printed and free standing or placed on an easel. Signs are not permitted in the Hotel lobby, on guestroom levels, in elevators or around the building exterior. Your Catering Representative can arrange for approved banner hanging, and this service must be scheduled in advance. Depending on the labor and equipment requirements, an additional charge for this service may apply.

## **SECURITY**

Solis Two Porsche Drive will not assume any responsibility for damage or loss of any merchandise or articles left on premises prior to, during or following your event. With advance notice, your Catering Representative can assist you in arranging for professional security assistance for your event.

## **AUDIO/VISUAL**

PSAV is our on-site audio/visual provider and has a dedicated staff of professionals available to assist you. They can provide an extensive range of services and equipment. Your PSAV will work directly with you to finalize the audio visual elements of your event.

## **PARKING**

Solis Two Porsche Drive offers our guests valet parking only. We are pleased to offer discounted rates for daily parking for guests attending your event, and parking fees can be billed to your Master Account. Please consult your Catering Representative for further information.

# BANQUET GENERAL INFORMATION

## ADDITIONAL SERVICES AND FEES

### ***Action Station Attendants***

\$175.00 per Attendant for up to 3 hours of service.  
Each additional hour will be billed at \$40.00 per hour.

### ***Bartenders and Cashiers***

\$150 per Bartender for up to 3 hours of service.  
\$125 per Cashier for up to 3 hours of service.

### ***Small Meeting Labor Fee***

\$100 fee per meal function for groups of 10 or less attendees

### ***Coat Check Attendant***

\$100 each

### ***Corkage***

\$25.00 per bottle

### ***Cake Cutting Fee***

\$3.00 Per Guest