

The Sheraton Cavalier Hotel Catering Policies

We thank you for choosing the Sheraton Cavalier to host your special event. In order to ensure a well organized event we ask that you comply with the following catering policies:

- Cancellation should be received in writing to the attention of the Catering Department. Should cancellation of a confirmed reservation occur within three months of your event, a cancellation fee of 50% of the estimated revenue derived from the event will apply. A 75% cancellation fee will occur within one month of the event. Cancellation of a confirmed reservation less than seventy-two business hours prior to the date of arrival will incur a cancellation charge of 100%.*
- The hotel requires seventy-two (72) business hours advance notice of the guaranteed number of guests in your party. If the host is unable to furnish a guaranteed number of guests, the last number received will be considered the guarantee, or the actual number of attendance, whichever is greater.*
- The Sheraton Cavalier is prepared to set 10% more seating above your guaranteed number, providing space permits. The hotel will prepare 5% more food based on your guarantee.*
- If attendance increases or decreases the hotel reserves the right to substitute comparable function space with notification to organization.*
- Starting and ending times of all function space are to be strictly adhered to. The space is only booked for the time indicated. Set up and dismantle times are to be specified at the time of booking.*
- All food and beverage are subject to applicable gratuities and taxes. Prices are subject to change without notice; however, we will guarantee prices ninety (90) days prior to function. All food and beverage is subject to 17% gratuity and G.S.T.*
- The Sheraton Cavalier assumes no responsibility for personal property or equipment brought into the Catering area. Personal effects must be removed from banquet rooms at the end of each day, unless reserved on a 24-hour basis.*
- Any items being delivered will be accepted to a maximum of one day in advance. Hotel must be advised of shipment*
- Subject to prior arrangements and space availability, the Sheraton Cavalier does not accept liability for any loss or damage to goods stored prior to arrival and during stay.*
- Any required security is the responsibility of the convenor. The hotel will be pleased to arrange security personnel on your behalf, if requested.*
- In order to provide you with our best service, we ask that you advise the hotel of menu selection and final arrangements thirty (30) days prior to your function date.*
- Functions held on statutory holidays are subject to a labor surcharge.*
- For your protection and in accordance with the Saskatchewan Health and Safety Act, all food brought into function/banquet rooms must be supplied by the Sheraton Cavalier. No food and beverage items may be removed from the function room, or stored on your behalf for a later function.*
- All new accounts must submit required credit information to our Accounting Office when billing privileges are requested by the convenor. These billing arrangements must be made and approved by the Credit Manager prior to arrival.*
- A non-refundable deposit is required to secure all reservations unless credit has been established and approved by the hotel.*
- Additional labor charge of \$45.00 will apply if an agreed room setup is changed within 8 hours of the event.*