

ADDITIONAL INFORMATION

EVENT DETAILS

All event details such as room set and audiovisual requirements, food and beverage menu and any other function details must be received (10) business days prior to the event date.

A final invoice will be provided for signature and all costs must be paid in full (5) business days prior the event date. A credit card on file must be provided for any day-of event charges.

GUARANTEES

Final guests count and food and beverages selections must be provided (10) business days prior to the event date. If no final guarantee is provided, the estimated guest count that was specified on the signed contract will apply. Any additional food and/or services requested after the final guarantee due date are subject to an additional 15% up-charge.

AUDIO VISUAL EQUIPMENT

Guests may bring in their own equipment, but no AV technician will be available for set-up or forgotten equipment. No liability will be placed on the venue if you choose to provide your own equipment. Please ask your Sales Representative about audio visual equipment pricing.

DEPOSITS and CANCELLATIONS

A \$500 deposit is required to secure your event date, space and time. Any deposits are credited to your event balance. The \$500 deposit is non-refundable unless a written request for cancellation is received no less than ninety (90) business days prior to the event date. Deposits may be re-applied to a future event if rescheduled within a three (3) month period.

FOOD and BEVERAGE

All food & beverage including alcoholic beverages must be provided by the Indian Pueblo Kitchen with the exception of your

wedding cake. Menu prices are subject to change for events that are booked for more than ninety (90) days in advance.

MENU TASTING

A complimentary tasting will be provided for up to 4 guests (with guest list of 40 or more).

Tastings are offered Tuesday-Thursday between 10:00am-2:00pm. Please speak with your Sales Representative for more details.

SECURITY

One Security guard will be assigned to an event of 100 guests or more, with a bar. The client will be charged \$50 per hour, per guard until the end of the event, no later than 12:00am. For events with 200 or more guests, two security guards will be required.

BAR

The following types of alcohol beverage service are available:

- Hosted Bar: Drink tickets, off-menu options or beverages purchased by the gallon will be prepaid for your guests, who will not be charged during your event.
- No Host Bar (Cash): Guests pay for their own drinks.
- No Bar

OUTSIDE VENDORS

Outside vendors must be licensed and shall maintain insurance coverage including product liability and contractual liability for bodily injury or property damage. Outside vendors are responsible for personal property that they bring to the IPCC. Decorations are strictly limited to the designated areas.

Preferred Vendors:

- Finishing Touches
- Full Image Multimedia
- Signature Sweets Floral

HOTEL INFORMATION

Two beautiful hotels are located right across the street at Avanyu Plaza for your convenience.



Holiday Inn Express & Suites
Albuquerque Historic Old Town
2300 12th St. NW
Albuquerque, NM 87104
(505) 842-5000

TOWNEPLACE SUITES®

MARRIOTT
TownePlace Suites by Marriott
Albuquerque Old Town
2510 12th St. NW
Albuquerque, NM 87104
(505) 314-8201

Please contact the Sales Managers at each property for your hotel accommodations.