Hotel, Event, and Catering

Group Policies and Procedures

Last Updated February 14, 2022

SAHARA
LAS VEGAS

Introduction

This document contains policies and procedures for all groups and group members who book rooms as a group or attend catered or un-catered events at SAHARA Las Vegas.

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General Resort/Hotel/Casino Policies

Check-in and Check-out

Check-in time is 3:00 P.M. Check-out time is 11:00 A.M. If rooms are requested prior to check-in time they will be accommodated based on availability. Requests for early check-in or late check-out will be given every consideration, however cannot be guaranteed. Luggage can be stored on a complimentary basis for guests who arrive early and those who have checked out but are not yet departing the hotel.

Early Check-in Fee

The Front Desk will charge an early check-in fee on day of arrival for those guests wishing to check in prior to 1:00 P.M., as long as there are clean rooms available at the time of check-in. This option will begin at 6:00 A.M. and extend 1:00 P.M. The Front Desk can expedite this reservation for early check-in for a flat rate of $20.00.

Late Check-out Fee

Late check-out is considered an extension of the check-out time past 11:00 A.M. Guests may request a late check-out at check-in or any time during their stay. Late check-out is based upon availability and charged at our current prevailing rate. Check-out between 3:00 P.M. and 6:00 P.M. is considered a Half-Day rate and anything after 6:00 P.M. will be extended at the full-night prevailing rate.

Baggage Handling - Group

In the event of group arrival, a mandatory baggage handling fee will apply. Group arrivals must access SAHARA through the Paradise Porte Cochère/Paradise Lobby. A baggage handling fee of $7.50 per person for round-trip luggage handling will apply. Group porterage must be arranged in advance.

No-Show / Cancellation Policy

All guestroom reservations are subject to a seventy-two (72)-hour cancellation policy. Reservations canceled less than seventy-two (72) hours prior to the check-in time for the first night will be subject to a no-show fee equal to the first night's room rate and tax.

Security

Group acknowledges that the function space at the Hotel is not secured from entry by other visitors or guests of the Hotel. Group agrees to provide any security necessary to prevent (i) any theft or damage to any personal property owned by and brought into the function space by you or by any third party that has been allowed access to the meeting rooms by you or (ii) any personal injuries resulting from actions by third parties within such meeting rooms. SAHARA shall not be liable for any theft or damage to any personal property left in the function space, nor any personal injury resulting from actions by third parties within such meeting rooms. Group hereby agrees to release SAHARA Las Vegas from any such liability.

Identification Required

Under no circumstances will SAHARA Las Vegas allow a person to check in without providing proper identification. Any person on SAHARA Las Vegas' premises must present valid identification upon request by SAHARA Las Vegas personnel, or else may be removed from the property under penalty of trespass.

Guest Conduct

SAHARA Las Vegas reserves the right to refuse entry or immediately expel (or, as circumstances warrant, detain until law enforcement officers can respond) anyone who, in its sole judgment, violates any state, county or local laws, codes, rules, or regulations or otherwise behaves in a manner that is unacceptable while on SAHARA Las Vegas' premises.

No Unaccompanied Minors

Under no circumstances will SAHARA Las Vegas allow a person who is under twenty-one (21) years of age at the time of check-in to check in or occupy a Guestroom, unless that person is accompanied by a person over the age of twenty-one (21). No person under twenty-one (21) years of age will be permitted to be in SAHARA Las Vegas' gaming areas or to loiter in the non-restricted areas of the gaming floor.

Alcohol Policy

In compliance with Nevada liquor laws, SAHARA Las Vegas is the only authorized licensee permitted to sell and serve liquor, beer, or wine on the premises. SAHARA Las Vegas' employees and agents will, at all times, comply with all federal, state, and local laws pertaining to the sale, service, or furnishing of alcoholic beverages, including, but not limited to, the local law requirement that all employees who serve alcoholic beverages attend a comprehensive alcohol awareness training program.

SAHARA Las Vegas reserves the right to refuse service to any person who appears to be intoxicated. SAHARA Las Vegas reserves the right to inspect the identification of any person attending events in the Convention Area. No persons under the age of twenty-one (21) years may consume, be in possession of, or be under the influence of alcohol on our premises at any time, including upon arrival. We may immediately expel any person from our premises who violates this policy or allows or enables another person to violate this policy.

Nevada law provides no redress against sellers or furnishers of alcoholic beverages for injuries or damages caused by the acts of intoxicated persons.

Lost and Found

SAHARA Las Vegas takes no responsibility for the personal effect or possessions of Group or any of Group's members or attendees that is left at the Hotel during or after the Event. SAHARA Las Vegas does, however, maintain a lost and found and will make every attempt to return any recovered item to its rightful owner.

Media Distribution

All media materials that include any trademarks associated with SAHARA Las Vegas, including logos and the names of the Hotel or any of the restaurants, retail stores, nightlife venues, or other associated properties, must be approved by the SAHARA Las Vegas Marketing Department in advance of their release. SAHARA Las Vegas must approve any press release that mentions the Hotel or associated properties prior to distribution.

Audio, Video, Still Photography, and Internet Broadcasting

Commercial audio or video recording, still photography, and internet broadcasting outside of meeting room are strictly prohibited without express, written permission from the SAHARA Las Vegas Events Department and the SAHARA Las Vegas Marketing Department. SAHARA Las Vegas reserves the right to confiscate any tape or film and/or eject any person violating this section.

ADA Compliance

SAHARA Las Vegas shall comply with the public accommodation requirements of the Americans with Disabilities Act and its regulations and guidelines (collectively, the "ADA"), including the provision of access to the function space, guestrooms, common areas, facilities, transportation services, and the provision of auxiliary aids and services. When possible, groups shall provide advance notice of any such accommodations required by their members. Each group shall comply with the requirements of the ADA within any function space that it utilizes. Groups will be responsible for the cost of additional auxiliary aids and services, beyond those types and quantities that SAHARA Las Vegas typically maintains, that they request SAHARA Las Vegas to obtain.

Nevada Clean Air Act

Smoking is not permitted in any other indoor public space, including restaurants, lounges where food is served, hotel lobbies, elevators, guest room hallways, arenas, retail stores, meeting and convention areas, and other indoor public spaces.

Right of Inspection/Entry

SAHARA Las Vegas will have the right to enter and inspect all events within the general public spaces or function spaces within the hotel. If SAHARA Las Vegas observes any illegal activity, activity that SAHARA Las Vegas reasonably believes likely to result in harm to persons or objects, or activity that is inimical to the public health, safety, morals, good order, or general welfare of the people of Nevada, or tends to reflect discredit upon the State of Nevada, SAHARA Las Vegas has the right to immediately cancel the event and require any or all guests and invitees at that event to immediately vacate the hotel. In such event, the group will remain liable for all fees and charges related to that event.

Damage to the Property

Each group will be liable for any damage—normal wear and tear excluded—to the function space, or to any other real or personal property of SAHARA Las Vegas, caused by the act or omission of the group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, or performers. No one may drive nails, tacks, hooks, screws, or other items into any part of the hotel equipment or property. Each group must return the function space in as good of condition and repair as it was when licensed for the group's use.

Lost, Stolen, or Damaged Property

SAHARA Las Vegas is not responsible for loss or damage to any property the organization or its guests bring to Hotel, before, during or after the use of the facilities.

Communication

Except for communications made in the normal course of business, any notice or other communication required under a group agreement shall be made in writing. If such communication is to the group, it shall be delivered to the address specified on the group's agreement. If such communication is to SAHARA Las Vegas, it shall be delivered to the following address:

SAHARA Las Vegas
2535 Las Vegas Boulevard
South Las Vegas, Nevada 89109
ATTN: Legal Department

Delivery must be delivered personally, or sent by certified or registered mail, postage prepaid, or sent via nationally recognized overnight courier, properly addressed. Delivery shall be deemed to have been completed if hand-delivered, or three (3) days after mailing by registered or certified mail return receipt requested, postage prepaid, or one (1) day after depositing with a nationally recognized overnight courier. Either party may, at any time, change the address that notices should be mailed to by sending written notice to the other party of such change in the manner provided.

Group Guestroom Reservation Policies

Guestroom Beds and Occupancy

Guests may request Guestrooms with two double beds at the time of reservation for the same rate as an equivalent single/double occupancy Guestroom, however availability of double/double bedded Guestrooms is not guaranteed and will be confirmed based on current availability at the time of the request. There is a $30.00 additional charge per person per night for additional occupancy, with a maximum of four (4) guests per room.

Transient Lodging Taxes

All guestroom rates are subject to state and local transient lodging taxes (also called "hotel occupancy taxes"). These taxes are currently 13.38% of the applicable guestroom rate. These taxes are established by the State of Nevada and Clark County and are subject to change without notice.

Resort Fee

Unless otherwise indicated in your agreement, all guestrooms and suites will be subject to a nightly resort fee, which allows us to provide such amenities as daily in-room internet, admission to our exercise facility, local/800 calls, and complimentary 24-hour valet/self-parking.

Event Policies

SAHARA Las Vegas Convention Services

The Convention Services Department will be in contact with Meeting Group following receipt of the signed agreement. The Convention Services Manager becomes the main contact for all details involving function arrangements, reservation, and billing procedures, as well as providing recommendations for outside services if necessary. Unless already provided, Hotel requires a tentative schedule of function room requirements to the Convention Services Manager at least 90 days in advance of the meeting. Any additional requests for function rooms will be on a space available basis. A firm detailed schedule must be furnished to the Convention Services Manager no later than 30 days before the program.

Event Technologies

Audio-Visual: SAHARA Las Vegas has selected AV Tech Concepts as its preferred provider of audiovisual services. Should you choose to provide your own audiovisual equipment or hire a third-party audiovisual company, SAHARA Las Vegas reserves the right to charge twenty-five percent (25%) of AV Tech Concepts' applicable rates for any equipment or services supplied by you or any third-party audiovisual company.

Electrical, Internet, Telephone, and Rigging: AV Tech Concepts is the exclusive provider of electrical, internet, telephone, and rigging services for all convention / expo events that take place in the Hotel's convention center. AV Tech Concepts shall provide such equipment and materials necessary to be used in conjunction with labor and supervision, to safely, properly, and in compliance with code requirements, provide temporary electricity, internet, telephone and rigging services to SAHARA Las Vegas and the meetings, exhibitions, and exhibitors taking place at SAHARA Las Vegas.

Signs and Banners

Group agrees that all signs and banners must be approved by SAHARA Las Vegas and may not be attached to any structure in the Hotel. Group shall be solely responsible for all freestanding signs and banners brought into the Hotel by Group or at Group's direction, and Group shall be solely responsible for any damage to, or theft of, such signs or banners, or any personal injuries caused by such signs or banners. Group shall be solely responsible for any claims arising out of the use of the function space at the Hotel and agrees to indemnify and defend SAHARA Las Vegas and its members, managers, agents and employees against any claims or expenses arising out of Group's use of the function space.

Printed Material

We request that your Convention Services Manager contact be placed on your mailing list to receive all materials concerning Hotel. This will allow us to share with our staff all printed materials in the possession of your prospective attendees.

Please be advised that any advertising utilizing the Hotel name, logo, or any request to use Hotel stationery, must be approved prior to distribution, in writing, by Hotel.

Sale of Merchandise

Meeting Group may not utilize Hotel function space or property for the purpose of selling merchandise or services without the prior written approval of, and under the conditions established by Hotel, Meeting Group, its agents, contractors and employees. All permits and licenses required by law for such activity in Clark County are the sole responsibility of Meeting Group.

Broadcast, Tape or Record

Meeting Group may not broadcast (either live or on a delayed basis), tape or record the function for any purpose or by any means without first receiving the prior written permission of Hotel.

Advertising of Events

Organization/Client shall not use, without SAHARA Las Vegas' prior written consent, the names, trademarks, service marks, art work, designs or copyrighted materials of SAHARA Las Vegas or its related or subsidiary companies, (a) in any advertising, publicity, press release, client list, presentation or promotions; (b) to express or to imply any endorsement of SAHARA Las Vegas or SAHARA Las Vegas' services; or (c) in any manner other than as expressly provided in these policies.

Relationship to Other Meetings

If you intend to utilize any function space in conjunction with, or to benefit from, any other events or meetings taking place concurrently at the Hotel, the Las Vegas Convention Center, or any other convention facility in the Las Vegas area, whether through an affiliation, association or other shared business interest with any other group or entity, then you represent that you have fully disclosed, in writing, the nature of your relationship or association with such other events or meetings. If you fail to fully and completely disclose your relationship, affiliation, or shared business interests as set forth herein, SAHARA Las Vegas may immediately terminate this Letter Agreement without further liability to you or any third party.

Use of Function Space

Floor Plans: The Clark County Fire Department must approve floor plans for any Function with three hundred (300) people or more, at least thirty (30) days prior to the date of the date of the Function. Therefore, Group must deliver all decorations, audio/visual, and room setup requirements to the SAHARA Las Vegas Catering Department no later than forty-five (45) days before the Event. If there is a possibility that an outdoor event will have to be tented due to inclement weather, pursuant to the "Inclement Weather for Outdoor Events" section below, then just contingency must also be approved by the Fire Department.

For all events of 300 persons or more, the Fire Department floor plans charges are as follows:

	10+ business days	9-5 business days	4-0 business days
Tier 1 (up to 14,999 sq. ft.)	$300	$500	$700
Tier 2 (15,000 to 74,999 sq. ft.)	$300	$500	$900
Vehicle & Generator	$200	$500	$700

Noise and Nuisance: To protect the safety and security of all Hotel guests and SAHARA Las Vegas property, Group will obtain SAHARA Las Vegas' advance written approval before using items in function space that could create noise, noxious odors, or hazardous effects (e.g., loud music, smoke or fog machines, dry ice, confetti cannons, candles, incense) and before engaging in any activities outside of the reserved function rooms (e.g., registration table). Group will obtain any required Fire Marshall or other safety approvals, and will pay any expenses incurred by SAHARA Las Vegas as a result of such activity, such as resetting smoke fire alarms or unusual cleanup costs. Sound levels are subject to SAHARA Las Vegas' approval and must be in compliance with noise ordinances and regulations at all times.

Entertainment & Special Production: Each group will be responsible for organizing any entertainment or special production elements to be provided in connection with its event, and procuring all permits necessary for the same.

No group may schedule live entertainment (including musicians, DJs, actors, or other performers) to appear at any event without prior written approval from SAHARA Las Vegas.

No Admission Charges: No group may charge admission to any event or function (except for standard conference attendance fees) on the SAHARA Las Vegas premises without prior written approval from SAHARA Las Vegas.

Contracted Services: Group's use of any suppliers, vendors, exhibitors, or affiliates ("Permitted Contractors") to provide any Event-related services in the Hotel must be pre-approved in writing by SAHARA Las Vegas. Any Permitted Contractors must agree to be bound by the terms and conditions of this Letter Agreement, including, but not limited to, all SAHARA Las Vegas policies and procedures. Group shall ensure that all contractors, including any subcontractors, meet all insurance requirements set forth by SAHARA Las Vegas herein, as well as any other insurance customary in the contractors' normal course of business. If Group utilizes any Permitted Contractor who does not meet the coverage requirements, Group must certify that Group has acquired sufficient coverage to supplement any deficiency of its contractor. Notwithstanding the foregoing, Group shall remain responsible for any Permitted Contractors' acts or omissions.

Live Entertainment Tax

If SAHARA Las Vegas determines that a function is subject to Nevada's Live Entertainment Tax ("LET"), then the appropriate LET will be charged to the Master Account. Contact your SAHARA Las Vegas representative to determine if LET will apply.

Contracted Function Space

Group agrees to promptly notify the Hotel of any changes in its function and banquet space needs. The Hotel reserves the right to reasonably re-assign or substitute your Group's assigned function space to comparable space.

Outside/Poolside Events

Due to the architectural nature of the pool area, additional lighting charges and labor fees will be assessed for outdoor and poolside events. There is a nominal rental fee for all pool events to cover the costs of labor and lighting. SAHARA Las Vegas reserves the right to make the final decision to use indoor facilities in case of

inclement weather on the day of the event. Disposable products will be used. Glassware and china are not permitted for outdoor events.

Equipment Inventory

SAHARA Las Vegas will provide standard equipment (chairs, tables, staging, etc.) at no charge. If however, our standard equipment will not meet your needs, you must notify us during the planning of your event, and additional costs may be incurred in order to secure additional equipment to meet your needs.

Room and Setup Charges

Function rooms are assigned according to the number of persons confirmed on your event orders. With notification, we reserve the right to adjust function rooms and setups to accommodate any significant increase/decrease to your guest count. A setup fee will apply for any special setup requirements requested outside of the norm.

Room Setup Changes

SAHARA Las Vegas will do its best to accommodate room setup changes; based on business levels and availability of our Porters and Food Servers. At the time a change is requested, the Banquet Department will advise the group whether or not the room setup change can be accommodated and the approximate time it will take to complete the changes.

Changes within one business day of the event start will be subject to the following fees:

- On-site changes to meeting rooms the day of an event will incur a $35.00 per hour fee per Porter.
- Room Flips, when rooms require flipping from one setup to another, a $200.00 Reset Fee will apply.

Dance Floor Pricing

Dance floors are available upon request. A 20' × 20' dance floor is priced at $150.00; additional panels are $10.00 each (4' × 4' Panels).

Extra Cleanup Fees

If confetti or balloons are utilized in a ballroom, a $1,000 cleaning fee will apply.

Loading docks are to be cleared and clean at load-out. If trash or debris is left on the loading dock, a $500 cleaning fee will apply.

Exhibit Space

The hotel will provide up to five table-top displays (6- or 8-foot tables), including standard linen and table skirting, one chair and one wastebasket at no charge, during a group's event.

- A charge of $35.00 per display will be charged for 6 – 25 displays. Table-top displays in excess of these numbers must be furnished by an outside decorator or exhibit company.
- Hotel can provide phone lines, signage, audiovisual equipment, etc., at a charge.

Inclement Weather for Outdoor Events

In the event inclement weather prevents a group from using its reserved outdoor function space, SAHARA Las Vegas may make alternative space available, in its sole discretion, subject to availability, and with the group's approval, which will not be unreasonably withheld. SAHARA Las Vegas will provide as much notice as is reasonably possible of forecasted inclement weather that would require relocation. Please note, setup in the alternate function space is at the sole discretion of SAHARA Las Vegas. If the anticipated inclement weather does not include heavy wind, the group may provide, at its sole expense, a tent or tents for the scheduled outdoor space, subject to SAHARA Las Vegas' prior approval and execution of required agreements between SAHARA Las Vegas and any third party who will provide equipment or services. If alternate space is not reasonably acceptable to the group, and the group elects not to provide acceptable tents, then the group and SAHARA Las Vegas may reschedule the event to a mutually agreeable date. If the group and SAHARA Las Vegas cannot agree upon a rescheduled event date and no reasonably acceptable option exists to proceed

with the original date, then the event may be canceled by mutual agreement of the group and SAHARA Las Vegas. SAHARA Las Vegas will refund appropriate payments made by the group.

Catering Policies

Food & Beverage Policies

Due to licensing requirements and quality control, all food and beverage at any event must be supplied, prepared, and served by the hotel and its selected vendors. The hotel reserves the right to impose a charge for any food and/or beverage items that are brought into the hotel in violation of this policy. No remaining food or beverage items shall be removed from the function space. At the conclusion of each function, any remaining food and beverage will become the property of SAHARA Las Vegas.

Food & Beverage Minimums

Food and Beverage commitments as stated in the contract are anticipated minimums based on the initial design of the event. Contracted minimums are not considered maximum spend. The final food and beverage amount will be determined during the planning process and will be approved via signature on final Event Orders.

Guarantees

Attendance Above Guarantee: Your preliminary guarantee is due with your detailed schedule of events 30 days prior to the first arrival, as outlined in your contract.

Final Guarantees: Guarantees must be received by the catering office at least three (3) business days prior to the function by 9:00 A.M. If a guarantee is not received, the number of guests indicated on the Banquet Event Order will be the guaranteed attendance. You will be billed based on the greater of (a) the guaranteed number or (b) actual attendance.

Changes in Guarantees: Increases in guarantees over 5% received within three business days prior to start of event shall incur a 10% price increase. Increases over 5% received within one business day prior to start of event shall incur a 20% price increase. The Hotel reserves the right to substitute any menu items necessary to satisfy these changes, and will make every attempt possible to accommodate our guests. An increased guarantee within one to three business days will not receive an overset amount.

Should the guarantee decrease by 15% of the original estimated number of attendees, the Hotel reserves the right to charge room rental, service charges, and/or relocate your group to a smaller room. The Hotel will bill based on the original guarantee for any decreases in guarantees over 5% received within one to three business days.

The Hotel reserves the right to substitute any menu items necessary to satisfy these changes, and will make every attempt possible to accommodate our guests.

New Orders Within Three Business Days: Additional break station or menu items ordered within three business days will be considered a "pop-up event" and will be subject to special menu selections to be determined by the culinary team. A price increase of 15% per guest will apply. Pop-up events will incur an additional $200.00 Labor Fee. Pop-up events requiring multiple stations will incur an additional $200.00 Labor Fee per station.

Additional Charges: Extended hours of meal service are available for buffets and receptions per hour at an additional cost. All menus require a minimum of 25 people. For menus served under the minimum quoted on the banquet menu, an additional labor fee of $200.00 will apply.

Overset: SAHARA Las Vegas will accept an "overset" of up to 5% over the guarantee figure, up to a maximum of 50 additional guests over the guarantee amount.

Pricing Guarantee

All food and beverage pricing can be guaranteed up to six (6) months prior to the Event.

Tax and Service Charge

All food and beverage prices are subject to service charges totaling twenty-three percent (23%) which are subject to change, and sales tax at the prevailing rate, which is currently 8.375% and subject to change. Tax-exempt organizations must furnish a Nevada Certificate of Exemption to the Catering Office.

Billing

- For a catering-only event (no guestrooms), a non-refundable deposit in the amount of 50% of the anticipated revenue is required by credit card to secure space. The booking is considered definite once the main contact signs and returns the catering contract, policies and credit card deposit. 14 days prior to the date of your event, the remaining anticipated revenue is required to be paid in full by credit card or cashier's check.
- If payment has not been received within the specified time limits, SAHARA Las Vegas maintains the right to cancel the event and retain the deposit.
- SAHARA Las Vegas Accounts Receivable Department processes all of the deposits and prepares the final billing invoice.
- Once the details regarding the Event(s) have been finalized, SAHARA Las Vegas will send such details to the Group in the form of an EO (Event Order) which will then be an addendum to the Agreement. In order to execute the Event(s), the Group will sign the EO(s) for food, beverage, other services and/or incidentals, acknowledging the fact that there is no dispute over such services and that the Group is solely responsible for the payment of the total amount due.
- The main contact agrees that by signing the check for food, beverage, and/other services, he/she acknowledges that fact that there is no dispute over such services and the group is solely responsible for the payment of the total amount due. If the Banquet Department is not able to obtain signed checks while the main contact is on property, they will email copies of the banquet checks to the main contact. If the main contact does not dispute charges within three business days of receiving the banquet checks, he/she acknowledges that there are no disputes over such services

Cancellations

Refer to Sales and/or Catering Contract for cancellation policy.

Food & Beverage Minimums

Food and Beverage minimums as stated in the contract are anticipated minimums based on the initial design of the Group program. Contracted minimums are not considered maximum spend. The final food and beverage amount will be determined during the planning process and will be approved via signature on final Event Orders.

Receptions, except those preceding a dinner, require a $70.00 per person minimum expenditure in food excluding beverage, tax, and service charge.

Labor Charges

A labor charge will be added to the Banquet Event Order for the following:

- Chefs ..... $200.00 per Chef
- Bartenders ..... $200.00 per Bartender
- Attendants ..... $200.00 per Attendant
- Sushi Chef ..... $400.00 per Sushi Chef
- Sommelier ..... $400.00 per Sommelier
- Packaged breaks with fewer than 25 people..... $200.00
- Meal functions with fewer than 25 people..... $200.00

Additional Labor Charges

- $200.00 Labor Charge will be added to the check for food functions (breakfast, package break, lunch, reception and dinner) with fewer than 25 people.
- If seating is provided for continental breakfasts in a separate room from the existing meeting room, a $2.00 per person surcharge will be applied to the menu price, plus 8.375% tax and 23% service charge.
- Service Staff (Servers & Bartenders): A labor charge of $65.00 per hour will apply per each staff member required above the standard service ratio.
- Butler Pass Reception: An additional labor charge of $200.00 per hour may apply per each Butler Pass staff member required above the standard service ratio of one per 75 guests.
- Barista Attendant: A labor charge of $100.00 per hour will be added to the Specialty Coffee Station
- Cash Bar Service: A labor charge of $200.00 per Cashier and $200.00 per Bartender will be added to the check.
- Hosted Bar Service: A labor charge of $200.00 per bartender will be added to the check.
- Uniformed Chef: There is a $200.00 labor charge per Chef. Chef's labor charge is based on a two-hour function. There will be a $100.00 labor charge per hour if Chefs are scheduled for more than two hours.
- Additional charges will be incurred if an event (i.e., reception or dinner) is scheduled for more than five hours. Such requests will be subject to the approval of the hotel and the group agrees to pay the additional charges as listed:
    - $55.00 labor per hour per Food Server
    - $225.00 labor per Bartender

Menu Selections

- To assure availability of menu items, your selections should be submitted to the Catering/Conference Service Office 30 days prior to your scheduled event
- Food and Beverage from packaged coffee breaks, continental breakfasts, breakfasts and luncheons are not transferable to other breaks.
- SAHARA Las Vegas is prepared to serve vegetarian substitutes for breakfast, lunch and dinner. Entrée substitutions ordered after the final guarantees are given will be an additional charge (over and above the guaranteed number of meals and menu price per person agreed upon). The price will be based upon guest being served soup or salad and dessert included in the prearranged menu.
- Lunch Entrée substitutions:
    - Vegetarian Entrée Substitute @ $45.00 per person
    - Fish Entrée Substitute @ $48.00 per person
    - Kosher Breakfast @ $75.00
    - Kosher Lunch @ $105.00
- Dinner Entrée substitutions:
    - Vegetarian Entrée Substitute @ $55.00 per person
    - Fish Entrée Substitute @ $58.00 per person
    - Kosher Dinner @ $135.00
- In an effort to accommodate special diet needs, we recommend that you provide the Catering and/or Conference Service Manager with a special diet menu list on the date the guarantee is due with the guest's names and type of menus substitute needed including the number of vegetarian, vegan, gluten free, Kosher, food allergies and intolerances. If SAHARA Las Vegas does not receive the special diet needs in advance, it will take approximately 30 minutes to prepare the special menu after the request is received.

- Any other custom menus requested, either contracted in advance or at the time of service, will be priced solely at the culinary team's discretion, and must be finalized (14) days in advance of the event. Menus finalized less than (14) days prior to the event will be subject to an additional 15% fee per person. Please allow (3) weeks for a requested custom menu to be created.
- Consuming raw and undercooked meat, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness.
- Menu Tastings:
    - A minimum of three weeks' notice is required to host a tasting.
    - Tastings must be hosted more than four weeks prior to event date.
- Multiple Entrees: If multiple entrees are requested, the following stipulations will apply:
    - If there is a price difference between the entrees, the higher price will prevail for all entrees.
    - Normal guarantee procedure is required indicating the number of each entree.
    - Some form of entree indication is required at the guest table (colored ticket, coded name tag, etc.) This will enable better service by our staff during the meal service.
- Lunch menus are served between 11:00 a.m. – 1:30 p.m.
- All plated lunch and dinner meals shall have a minimum of three courses except for predetermined menu listed in current banquet menu packet.
- All food items must be supplied and prepared by the SAHARA Las Vegas Culinary Department.

To insure compliance with the Clark County Board of Health handling regulations, food will be consumed in the convention area at the contracted time. No guest or any of the customer's guests or attendees can take food or beverage of any kind into the Convention Area. Guests may not remove food from the Convention Area.

Menus at Unique Venues

The following policies apply to any function held in one of our unique venues, including The Theatre, Resort Pool, Retro Pool Lounge, Alexandria Pool, and Club 101:

- For functions in The Theatre, a labor fee of $2,500 will be applied to the Master Account.
- For functions in Club 101, a labor fee of $1,000 will be applied to the Master Account.
- For functions in Retro Pool Lounge, Alexandria Pool, a labor fee of $1,000 will be applied to the Master Account.
- Custom menus to be served in our unique venues which are inspired by our specialty restaurants will incur a 20% surcharge based on the normal retail value.

Food Service

- ALL food functions and packages are offered to a minimum of 25 guests. This also applies to plated meals.
    - An additional labor of charge of $200.00 will be applied to orders for fewer than 25 guests.
- Courses are not transferrable to any additional function.
- All main meal functions are designed to last up to 1.5 hours (90 minutes) maximum and limited to items consumed within the event space during the meal service.
- All Package Breaks are designed to last for 30 minutes.
    - Replenishment of any items after 30 minutes will be charged on consumption
    - Items on break service are not transferable
- ALL Box Lunches are offered to a minimum of 25 guests.

- An additional labor of charge of $200.00 will be applied to orders for fewer than 25 guests.
- If we have to re-plate any buffet items, the re-plate fee is $8.00 per person.

- All Plated Dinner are designed to last up to 2 hours maximum and limited to items consumed within the event space during the meal service.
    - Four-course meals are designed to last up to 2.5 hours (150 minutes) maximum.
    - All Plated Dinners include hand crafted breads and rolls and tableside coffee and tea service.
- Reception Hors d'oeuvres are individually priced with minimum of 50 pieces per selection
- Reception Stations are price per person and will be prepared for the entire guarantee and not for a reduced portion of the attendance
    - Any irregularity must be approved by the Executive Chef and the Director of Catering
- A minimum of four stations are required when action stations are planned as a dinner alternative
    - Stations are offered to a minimum of 50 guests: designed to last up to 2 hours of service
- Dessert Station are offered to a minimum of 75 guests
    - Designed to last up to 2 hours maximum and are intended to enhance your dinner at stations event.

Liquor Service Policy

SAHARA Las Vegas reserves the right to refuse service to any person who visibly appears to be intoxicated. No one under twenty-one years of age will be served alcoholic beverages and SAHARA Las Vegas reserves the right to inspect the identification of any person attending the function(s). In compliance with Nevada liquor laws, SAHARA Las Vegas is the only licensee able to sell and serve liquor, beer and wine on premises.

Liquor Service in Restaurant Venues

The Hosted Bar, Open Bar, and Cash Bar pricing listed in this document do not apply to events in restaurant venues. Please contact your SAHARA Las Vegas Catering & Special Events Manager for details.

Hosted Bar (Charged on Consumption)

Our service ratio is 1 bartender per 75 guests, at a charge of $200.00 per bartender for a four-hour period.

- A Hosted bar, based on consumption, is subject to a $250.00 minimum per bar, per hour, in sales, plus 8.375% tax and 23% service charge. Should sales fall short of this minimum, the group is responsible for the additional amount.

Open Bar Packages

Our service ratio is 1 bartender per 75 guests at a charge of $200.00 per bartender for a four-hour period.

- An open bar package may be extended beyond four hours at an additional $12.00 per person, per hour, based on a guarantee of attendance at conclusion.
- Package bar extensions in excess of five hours require a labor fee of $500.00 per bar, per additional hour.

Cash Bars

All requests for cash bar require approval by SAHARA Las Vegas management in advance of the event. Our service ratio is 1 bartender per 150 guests at a charge of $200.00 per bartender for a four-hour period.

- Each cash bar is subject to a $500.00 sales minimum per hour.
- Drink prices at the cash bar will include sales tax and a 23% service fee. Sales tax and service fee do not count toward the bar minimum.

- Should sales fall short of the minimum, the group is responsible for the additional amount, plus sales tax and service fee on the shortfall.

Special Wine Service

All requests for wine service served tableside are subject to a Sommelier Fee, based on the requested VIP Service. Sommelier service for food and wine paring is charged at the prevailing rate of $400.00 per Sommelier.