

FROM THE DESK OF: COTTON HOUSE

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215 COTTON ROW

Cleveland, Mississippi 38732



HOW MANY GUESTS CAN COTTON HOUSE ACCOMMODATE?

The number of guests Cotton House can accommodate in The Donelson Room varies by the additional setup requirements that you may have. We recommend 250 or less for the most comfortable fit. Keep in mind, our Green Space immediately outside of The Donelson Room is also available for events; it may be tented at an additional cost to accommodate more guests. Please ask Cotton House Hotel's Director of Sales for more details.

WHAT IS THE RELATIONSHIP BETWEEN COTTON HOUSE HOTEL & DELTA MEAT MARKET / BAR FONTAINE?

Delta Meat Market / Bar Fontaine is/are a third-party bar and restaurant located inside Cotton House. Delta Meat Market / Bar Fontaine is also the exclusive provider of all food and beverage on property including The Donelson Room. Delta Meat Market / Bar Fontaine and Cotton House Hotel Sales Team work hand in hand to make sure that your event is planned and executed to meet and exceed your expectations!

IS THERE A MINIMUM NUMBER OF GUESTS OR DOLLAR AMOUNT THAT IS REQUIRED?

We do not have a minimum number of guests required. However, we do have a minimum in food and beverage requirement that must be met (this does not include tax or service charge). Please note, the minimums vary by date and lower minimums are available on some Friday evenings and Sundays. Be sure to check with our Director of Sales for seasonal specials!

WHAT IF I DO NOT MEET MY FOOD AND BEVERAGE MINIMUM?

Delta Meat Market / Bar Fontaine can upgrade your food or beverage choices to help reach your minimum. However, if you do not meet the food and beverage minimum (not including tax and gratuity), the difference will be billed as a miscellaneous taxable charge.

WHAT IS REQUIRED TO RESERVE THE DATE?

An agreement from Cotton House will be sent outlining the date, time, deposits, and other details for your room rental. Once you sign the contract and pay the deposit you will secure the space for the set date and times. Simultaneously, you will work with Delta Meat Market / Bar Fontaine to set your menu and a second contract for food and beverage will be delivered outlining the date, time, deposits, and other details pertaining to your event.

HOW ARE PAYMENTS HANDLED?

Cotton House Hotel & Delta Meat Market / Bar Fontaine accept cash, check, or major credit cards. A non-refundable deposit reflecting 50% of the minimum revenue will be due with signed contract. All deposits will be credited toward the final bill. Your advance deposits will not be refunded if the event should cancel. The final payment, reflecting the final amount owed and any additional charges incurred on the day of the event, will be due upon completion of your event. In the event that payment is not received by the specified time, charges will automatically be posted to the credit card on file.

PAYMENT SCHEDULE IS OUTLINED BELOW:

- Due six months prior to event date – 50% of anticipated revenue
- Due three months / 60 days' prior – 75% of anticipated revenue
- Due upon event completion – 100% of anticipated revenue (i.e. the balance of the event)

A credit card authorization is required for incidentals and any additional costs the evening of the event.

ARE TAX AND GRATUITY INCLUDED?

Standard tax rates (7% state tax, 2% local privilege tax) will apply to all charges and a 22% service charge is automatically added for all food and beverage rates. If you wish to add additional gratuity, this can be arranged.