

# FROM THE DESK OF: COTTON HOUSE

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## 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 your Cotton House Hotel wedding coordinator 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 wedding coordinator 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 minimum in food and beverage revenue (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 deposit schedule will be sent to you with your contract with payments broken down over several months until the final payment. The final payment will be due three business days prior and a credit card authorization form must be on file for any incidentals. The final payment will include all applicable taxes and service charges.

## 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 three business days' prior – 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 room rental fees and food and beverage rates. If you wish to add additional gratuity, this can be arranged.