

R·I·T·I·N·N

C O N F E R E N C E C E N T E R

Morning Breaks

All Morning Breaks Include:

Freshly Brewed Coffee, Decaffeinated Coffee, Herbal Teas, Hot Cocoa,
Flavored Coffee of the Day & Creamers
Assorted Bottled Juices & Bottled Water

Continental Breakfast \$9

Assortment of Bagels, Breakfast Breads & Pastries

The Lighter Side \$11

Variety of Flavored Yogurts
Signature Granola
Sliced Fresh Fruit Platter
Assortment of Bagels & Breakfast Breads

The Executive \$14

Assortment of Bagels, Breakfast Breads & Pastries

Choose two of the following:

Quiche Lorraine
Breakfast Pizza
Scrambled Eggs
Sliced Fresh Fruit Platter

Midday Breaks

Coffee Klatch \$6

Assorted Soft Drinks, Juices & Bottled Water
Freshly Brewed Coffee, Decaffeinated Coffee, Herbal
Teas, Hot Cocoa, Flavored Coffee of the Day & Creamers

Snack Time \$7

Variety of Kettle Chips & Pretzels
Assorted Candy Bars
House Baked Cookies
Assorted Soft Drinks & Bottled Water

How Sweet \$8

House Baked Cookies & Brownies
Assorted Soft Drinks & Bottled Water
Freshly Brewed Coffee, Decaffeinated Coffee, Herbal
Teas, Hot Cocoa, Flavored Coffee of the Day & Creamers

Energizer \$9

Whole Fruit
Packaged Peanuts, Cereal Bars & Granola Bars
Variety of Soda,
Assorted Juices & Bottled Water

This establishment charges a 22% administration fee to offset costs associated with the administration of your event. This fee is not a gratuity and is not distributed to the employees servicing your event.

All prices listed are charged per person unless otherwise noted. Prices may be subject to change.

Contact us at 585-359-1800 or www.ritinn.com

2020



Thank you for considering the RIT Inn & Conference Center for your upcoming event. Our Hotel offers you comfortable, elegant surroundings and a staff with the sincere desire to provide you with an enjoyable and successful visit. As is the case with most successful businesses, we find that certain guidelines and procedures help us ensure that you will be totally satisfied with your function. The following is included for your information.

Payment Policy

An acceptable form of payment must be agreed upon during the initial booking arrangements. Acceptable forms include advance deposit (prepayment), direct billing (subject to approval), purchase orders, or a completed credit card authorization form. An advance deposit will be applied to your final bill at full value. In the event that your scheduled function is cancelled, your deposit shall become property of the hotel.

Guarantees

We must be informed as to your guaranteed attendance at least five (5) business days prior to your gathering. This will be considered your minimum guarantee, which is not subject to reduction. We will be prepared to serve 5% over your guaranteed number.

Security

The Hotel will not assume responsibility for the damage or loss of any merchandise or articles left in the hotel prior to, during or following your meeting or banquet. Special arrangements for security can be made with your Sales Manager.

Administrative Fee and Sales Tax

THIS ESTABLISHMENT CHARGES A 22% ADMINISTRATIVE FEE TO OFFSET COSTS ASSOCIATED WITH THE ADMINISTRATION OF YOUR EVENT. THIS ADMINISTRATIVE FEE IS NOT A GRATUITY AND IS NOT DISTRIBUTED TO THE EMPLOYEES WHO SERVICE YOUR EVENT.

Any additional gratuity is at the sole discretion of our guests and is not required or expected. All food, beverage, administrative charges and sundry items are subject to an 8% State and Local Sales taxes unless documented proof of exception is provided.

Beverage Service

We offer a complete selection of beverages to compliment your event. Please note that alcoholic beverage sales and service are regulated by the State of New York. The Hotel, as a licensee, is responsible for administration of these regulations. Therefore, it is a policy, that no liquor, beer or wine may be brought into the Hotel from outside sources. Note that all servers are directed to refrain from serving any guest avoiding moderation.

Audio Visual Services

We are pleased to offer in-house audio visual services. Equipment is available on a rental basis. Please consult your Sales Manager for details.

Smoking

The RIT Inn & Conference Center is a smoke free environment. This includes all guestrooms, meeting rooms, public areas, pools, bars and restaurants.

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Outside Food & Beverage Service

The Hotel is responsible for the quality and freshness of the food served to our guests. Due to current NY State health regulations all food served at the hotel must be prepared by our culinary staff. Food may not be taken off the premises after it has been prepared and served.

Meeting Space

The Hotel reserves the right to change room locations specified in your event order should your attendance change or as deemed necessary by the hotel.

Shipping and Receiving

The following information must be included on packages sent to the hotel: name of group, group contact and date of function. Please address packages to: RIT Inn & Conference Center, 5257 West Henrietta Road, Henrietta, NY 14467.

The hotel will not accept packages any earlier than three days prior to the event. Any packages left at the Hotel for longer than three days after your program will be discarded. Special arrangements must be made in advance with your Sales Manager if you are shipping (10) packages or more and / or your single package is over our weight limit of 100 pounds. All packages must be pre-arranged for inside delivery. Our staff will not be responsible for loading and/or unloading of packages.

Insurance

The RIT Inn and Conference Center is owned by a third party and managed by Gunther & Associates, LLC. In this agency relationship Gunther & Associates, LLC carries general liability insurance for the purpose of protecting itself, the ownership and legal entity from claims made against such for many actions. It does not cover any acts, omissions, etc. from third parties; therefore we require All third party vendors, purveyors or the like to provide the insurance exactly as scripted in the following paragraph.

Supplier shall, at its own expense, maintain insurance as outlined below with minimum limits as referenced. "Gunther & Associates, LLC" and "The 5257 West Henrietta Road, LLC" and "Rochester Institute of Technology" (for Suppliers working on or using the RIT Inn & Conference Center) shall be named as an additional insured on policies providing coverage for #1 and #3 below.

1. Commercial General Liability (1986 ISO form or later) with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate written on an occurrence basis.
2. Auto Liability (included owned, hired and non-owned autos): \$1,000,000 combined single limit (each accident).
3. Excess Liability: \$3,000,000 minimum limits in excess of underlying limits. The umbrella shall be no more restrictive than underlying coverage.
4. Worker's Compensation and Employer's Liability: Statutory New York State limits. Additionally, if applicable:
5. Professional Liability: Minimum limits of \$1,000,000. Coverage shall be maintained for at least four years subsequent to the termination date of this contract; during such four year period, Supplier shall assure that there is no change to the retroactive date of coverage. These coverage's and limits are to be considered minimum requirements under this Agreement/Purchase Order and in no way limit the liability of the Supplier.

This insurance shall be written by a company licensed to do business in New York State with a minimum A. M. Best rating of A- VII. Each policy shall provide for notification to Gunther & Associates, LLC (30) days prior to termination, material change, or restrictive amendments. The insurance companies issuing the policies shall have no recourse against Gunther & Associates, LLC for payment of any premiums or for any assessments under any form of policy. Gunther & Associates, LLC reserves the right to request copies of insurance policies. The insurance policies referred to above shall be primary insurance ahead of any insurance carried by Gunther & Associates, LLC with respect to the Purchase Order.

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