Shipping Information

SHIPPING INFORMATION

Package handling fees (per Item):
Inbound and outbound charges carrier

- envelope $5.00
- padded pak $5.00
- 1lb – 50 lbs. $15.00
- 50.1lbs – 100 lbs. $30.00
- 100.1 lbs. and over $125.00
- pallets $300.00

Please refer any questions to your event manager partnering with your event.

Document Finishing / Coping:
Black & white copies (full-service 20 lb. bond white paper)

- 8.5” x 11” $0.20 (each)
- 8.5” x 14” $0.50 (each)
- 11” x 17” $0.75 (each)

Color copies (full-service 28 lb. bond white paper)

- 8.5” x 11” $.50 (each)
- 8.5” x 14” $1.00 (each)
- 11” x 17” $2.50 (each)

To ensure proper processing, please address all materials intended for events as follows:

The Mayflower Hotel
Attn: Client Name
Name of Event
1127 Connecticut Ave. NW
Washington, DC 20036

For shipping services please ask for Hotel Loss Prevention.

All prices are per person and subject to 26% taxable service charge and applicable taxes. Please see below for the "Service Charge" breakdown:
All Food and Beverage (F&B) prices are subject to a Staff Service Charge (currently 19.43%) and House Service Charge (currently 6.57%). Room Rental prices are subject to a House Service Charge (currently 26%). Audio Visual charges are subject to a 26% House Service Charge. The Staff Service Charge on Food and Beverage items is distributed entirely to service personnel involved with the event on top of their base wages; the House Service Charge on F&B items and Room Rental is retained by the Hotel. The House Service Charge on AV is retained by the Hotel. The House Service Charge is used to cover the cost of equipment, heat, light, power and other expenses related to Hotel operations and costs of the event. The House Service Charge is not a tip or gratuity for services provided by service personnel, and no part of the fee is distributed to service personnel. All prices and charges are subject to applicable taxes, currently 10%.

Hotel Policies

POLICIES

Due to the liability and legal restrictions, no outside food and beverage of any kind may be brought in the hotel by the customer, guest or exhibitors. The Mayflower Hotel is the only licensed authority to sell and serve liquor for consumption on the premises. D.C. law requires persons to be a minimum of 21 years of age to consume alcoholic beverages. The Mayflower Hotel reserves the right to refuse alcohol service to anyone.

Food and Beverage Guarantees: Fourteen (14) working days prior to all food and beverage functions, the Mayflower Hotel requires the customer to submit an expected number of guests for each scheduled event. The guaranteed number of guests must be submitted to the event management department by 12:00 (noon) five (5) business days prior to the function. If the guarantee is not received by that time, the hotel will assume the expected number of guests is the guarantee. The guarantee becomes the minimum number of guests used in calculating food preparation. Should the actual number of guests in attendance exceed the guarantee, the customer will be charged for that number.For plated food and beverage functions and seated meals the hotel will see seating 3% over the guarantee. Food will be prepared for the guarantee, not the overset. If you have any concerns regarding food allergies, please contact your Event Manager.

Catering Fees: There is a 26% service charge and a 10% sales tax added to all food and beverage charges, and 26% service charge and 6% sales tax added to all event technology charges. The 26% service charge is taxable. All prices are quoted per person unless otherwise indicated. To ensure quality, buffets and station pricing is based on 1.5 hours or less. Refreshment breaks are based on 30 minutes of service. Any meal functions with a buffet will have $250 service charge if there is less than twentyfive (25) guests guaranteed.

Please see below for the "Service Charge" breakdown: All Food and Beverage (F&B) prices are subject to a Staff Service Charge (currently 19.43%) and House Service Charge (currently 6.57%). Room Rental prices are subject to a House Service Charge (currently 26%). Audio Visual charges are subject to a 26% House Service Charge. The Staff Service Charge on Food and Beverage items is distributed entirely to service personnel involved with the event on top of their base wages; the House Service Charge on F&B items and Room Rental is retained by the Hotel. The House Service Charge on AV is retained by the Hotel. The House Service Charge is used to cover the cost of equipment, heat, light, power and other expenses related to Hotel operations and costs of the event. The House Service Charge is not a tip or gratuity for services provided by service personnel, and no part of the fee is distributed to service personnel. All prices and charges are subject to applicable taxes, currently 10%.

Fire Marshal Mandate: The DC Fire Marshal requires that all gatherings of 100 people or more to have a floorplan(s) / diagram(s) that has been approved by the Fire Marshal. The floorplan(s) / diagram(s) must match the set up on the day of the event. In the event you are using an outside production company and they are providing floorplan(s) / diagram(s), it would best for them to submit the permit in case any changes need to be made. We recommend to submit floorplan(s) / diagram(s) with the maximum number of attendees. The permit can be submitted online at https://dcwebforms.dc.gov/fems/permit1/ and choose the appropriate option under “Public Assembly”. If you are not using an outside production company or they are not supplying floorplan(s) / diagram(s), the hotel would be more than happy to submit a floorplan(s) / diagram(s) on your behalf. There is a cost for each permit in the amount of $150.00 and a $50.00 Administration fee.

Extending Function Fee: There will be an additional "Labor Fee" @ $75 per hour per server / bartender in the event the function time is extended over and beyond the contracted time.

Piano Tuning Fee: Piano tuning fee is $400 plus applicable taxes.

Unique Offerings: Learn more about the history of The Mayflower Hotel by purchasing the book written by a former director of sales, Keith McClinsey “Washington D.C.’s Mayflower Hotel”, $35 inclusive per book. You can place an order with your event manager. Hang your logo’d flag out front of the hotel for $100 plus applicable taxes. Please consult with your Event Manager to ensure the option is available.

Coat Check: Coat check services are contracted through an outside supplier that is licensed and bonded in the District of Columbia. The cost to your organization is $600.00 per attendant (per 100 guests) which includes up to (6) hours of Coat Check coverage. There is no per coat fee. Should you exceed the allotted time frame, each additional hour is $100.00 per attendant. The hotel is not liable for lost, misplaced or damaged coats or any other items that are secured by the coat check.

Porterage: Luggage porterage charges for group is $9.50 per person round-trip. These charges will be posted directly to your master account and are subject to change without notice. please refer to your Event Manager with any questions.

Security: The hotel does not assume responsibility for damage or loss of any merchandise or articles left on the premise prior to or during an event. Arrangements for security to monitor equipment or merchandise may be made through your event manager prior to your event.

If you would like to hire security officers, please consult with your Event Manager. The cost of a Mayflower loss prevention officer is $120 per hour (4 hour minimum required), if requested more than a week in advance. If requested seven or less days before the event, the fee is $150 per hour plus taxes.

If you wish to re-key your office or meeting room, $25 includes one key, plus $10 per additional key requested.

Signage: The hotel reserves the right to have full control over signage and its placement in the hotel. Signage must be kept to a minimum and signage locations can be discussed with your Event Manager.

Damages: The patron assumes full responsibility for any damages to the hotel property caused by the patron, their guests or their agents.

Payment Policy: Unless credit has been established with The Mayflower Hotel, payment must be received **(10) ten business days** before your function, based on the guaranteed number of guests. your Event Manager will be happy to provide you with further details on establishing credit if necessary for corporate groups.

Use of Outside Vendors: If the guest or organization wishes to hire outside vendors to provide any goods or services at hotel during the event, hotel may, in its sole discretion, require that such vendor provide hotel, in form and amount reasonably satisfactory to hotel, an indemnification agreement and proof of adequate insurance/certificate of insurance. Refer to your Event Manager for further details.

Certificate of insurance to be listed as follows:
Description of Operations:
Apollo Global Management Inc., WRSH Washington, LLC, WRSH Washington Mezz, LLC, Renaissance Hotel Operating Company, LLC and Marriott International, Inc. are included as additional insureds on the General Liability policy with respect to work performed by Insured. Certificate Holder: The Mayflower Hotel, 1127 Connecticut Avenue, NW, Washington DC 20036