

ORDERING POLICY

MCM Eleganté Lodge & Resort and Ruidoso Convention Center
A Public/Private Partnership

A review of the ordering/payment policy is provided below.

Please return a signed copy of this form to your sales representative by: _____

Ordering Policy:

- 19% service fee (not gratuity), & sales tax apply
- Bar set-up fees and security fees apply
- Self-service, self-supplying bars are prohibited
- Violation of alcohol serving laws and MCM Eleganté Lodge & Resort policy can include penalty fees from \$150 – \$5,000 and may result in immediate suspension of meeting or event

Corporate, Association, Government Payment Policy:

- Cash, money order, certified check, approved direct bill or credit card guarantee
- Full payment due 10 days prior to event, per guarantee
- Guarantee may not be reduced 7 days prior to event, but may increase up to 10%
- Checks made payable to MCM Eleganté Lodge & Resort

Weddings & Special Events (Social)

- Cash, money order, certified check or approved credit card accepted methods of payment.
- Full amount due 10 days prior to event
- Wedding cake (only) may be ordered outside of approved catering
- Checks made payable to MCM Eleganté Lodge & Resort
- Licensed security must be arranged on all social functions.
- Expected attendance numbers cannot be exceeded due to staffing and security criteria

Signature/Responsible Party: _____ Date: _____