



An MGM Resorts Destination

HOTEL POLICIES & PROCEDURES

CHECK-IN / CHECK OUT

Guest check-in time is 3:00 p.m. If rooms are requested prior to 3:00 pm at the time of check-in, they will be accommodated based on availability. .

Check-out time is 11:00 a.m. and dates will be confirmed upon check-in. Guests have the option to change their departure date at this time. Should a guest depart before their scheduled and confirmed departure date, room/tax for those additional nights will be charged. Luggage can be stored on a complimentary basis for guests who have checked out but are not yet departing the Hotel.

ADDITIONAL PERSON CHARGE

A charge of \$20.00 (for those guests 12 years old and older) will be added for each guest over double occupancy with a maximum of four (4) guests per room.

GROUP ARRIVALS – Check in Procedures

Group arrivals can be handled most efficiently at the Front Desk. If appropriate, separate check-in windows, specifically for your group, can be accommodated at our group desk. Follow up with your Convention Manager for details and availability.

BAGGAGE SERVICE – GROUP ARRIVALS

Guests arriving in a single group or in “batch” arrivals will arrive at the West Tower entrance. Bell persons will take the luggage off the group’s bus or shuttle while guests enter the hotel to register. Luggage will be delivered to the guestrooms once rooms are available. Group arrivals are subject to a baggage handling charge, currently \$6.00 per person and subject to change. This is an automatic charge when luggage service is used. This charge covers the handling of baggage both in and out of the hotel.

ROOM DELIVERIES

Items will be placed inside the sleeping rooms (not outside or under the door) after a guest has checked in. Items will not be delivered prior to arrival. All deliveries will be charged \$2.50 per room for the first item. Additional items will be charged \$1.00 each.

PARKING

Self-parking at Circus Circus is complimentary. Valet parking will be charged at \$10 for the first 4 hours and \$15 for between 4 and 24 hours. All fees repeat every 24 hours. Parking fees may be higher during special events. For registered Hotel guests the 24 hour parking fee (valet) is for “in and out” parking privileges at any other MGM Resort property within the same 24 hour period (subject to availability and subject to change)

CONVENTION SERVICES

The Convention Department will be in contact with Meeting Group following receipt of the signed agreement. The Convention Manager becomes the main contact for all details involving function arrangements as well as providing recommendations for outside services if necessary. Convention Manager requires a tentative schedule of function room requirements at least **ninety (90)** days in advance of the meeting. Any additional requests for function rooms will be on a space available basis. A firm and detailed schedule must be furnished to the Convention Manager no later than **thirty (30)** days before the program.

CATERING GUARANTEES

Guaranteed number of attendees must be received by the Catering Office no later than 12:00 pm (Pacific Time), fourteen (14) business days (excluding Saturday, Sunday and National Holidays) prior to the commencement of your event(s). Group will be charged the guaranteed number, or the number of people actually served, whichever is greater. For groups with assigned seating, Group's diagram must be submitted with Group's guarantee. Hotel will set for no more than 5% above Group's guaranteed number. If no guarantee is received, the number of guests indicated on the Banquet Event Order will be the guaranteed attendance. Hotel reserves the right to charge room rental, service charges and/or relocate Group to a smaller room if there is a reduction in the guaranteed numbers.

CATERING SERVICE CHARGES

Bartenders:	\$175.00 each (1 per 100 guests)
Cashier:	\$175.00 each (1 per 100 guests)
Attendant/Chef/Carver:	\$175.00 each (1 per 100 guests)
Cash Bar Deposit:	\$500.00 per Bar

A \$200 labor charge per event will apply for any food and beverage function at which twenty-four (24) or less guests are served. This is excluding events held in the Boardroom.

No changes to menu items will be permitted within two (2) weeks of the event(s). Should an exception be requested, an additional service charge may be applied.

CATERING TAX AND GRATUITY

Food and beverage prices are subject to Service Charge and sales tax at the prevailing rate. Current service charge and sales tax are 20% and 8.25%, respectively, subject to change. Tax exempt organizations must furnish a Certificate of Exemption to the Catering Office at least two (2) weeks prior to the event(s).

WIRE TRANSFER INSTRUCTION

Should you choose to forward deposit(s) and payments(s) via bank wire transfer, please follow the procedure outlined below. All funds should indicate the group name and be directed to your Hotel Sales Contact. The bank information is outlined below:

ACH:

Account Name: MGM Resorts International, Shared Services A/R
Bank Name: Bank of America – 300 S. Fourth St. Las Vegas, NV 89101
Account Number: 501006880105
ABA Routing: 540880104

FedWire:

Account Name: MGM Resorts International, Shared Services A/R
Bank Name: Bank of America – 300 S. Fourth St, Las Vegas, NV 89101
Account Number: 501006880105
ABA Routing: 540880104

Lockbox:

Mail

MGM Resorts International
P.O Box 748137
Los Angeles, CA 90074-8137

Overnight

MGM Resorts International
Attn: P.O Box 748137
1000 W. Temple Street
Los Angeles, CA 90012

On your remittance, simply note the amount allocated to Circus Circus Las Vegas and use the **property code 102**

PRINTED MATERIALS

We request that your sales contact and Convention Service Manager be placed on your mailing list to receive all materials concerning your stay with Circus Circus. In this way, we can share with our staff all printed marketing materials that are presented to your delegates.

MEAL COUPONS

Coupons are available for purchase to The Buffet. Check with your manager for the current prices. All coupon prices are per person, tax inclusive. Meal coupons are non-refundable, non-transferable and prices are subject to change. Coupons must be purchased a minimum of 2 weeks prior to the group's arrival.

STAFFING

Hotel will, as applicable, provide additional staffing, at Meeting Group's expense, including but not limited to: public area security; ushers; ticket sellers and takers; production staff; stage hands; technical personnel; electrical personnel (including contracted services through Circus Circus Technical Services at Meeting Group's expense); cleaning personnel; and first aid services for Meeting Group's function or event ("Function"). Such expenses will be reimbursed to Hotel by Meeting Group at the prevailing rates in existence at the time of Meeting Group's Function. Meeting Group shall obtain Hotel's written approval prior to Meeting Group employing musicians; front of house staff; back of house staff, including stagehands; security; and all other personnel not provided by Hotel. At least thirty (30) calendar days prior to Meeting Group's Function, Hotel and Meeting Group's designated representatives shall meet to discuss, at a minimum, the appropriate staffing levels, production and audiovisual requirements for Meeting Group's Function. Hotel retains the sole right to determine the appropriate number of staff and security personnel for Meeting Group's Function.

SHIPPING AND RECEIVING

There is limited storage space available at Circus Circus. Therefore, shipments to the Hotel more than three (3) days in advance of the arrival date cannot be accepted. Shipments that require special handling should be coordinated with the Sales Manager or the Business Services Center prior to shipping. Cash on delivery will not be accepted. Any forklift services will be charged \$100 per pallet in and out.

For ease of handling, packages and boxes should not be heavier than 100 pounds. Any boxes that are heavier must receive prior approval from the Sales Manager. There is a handling fee for each box sent to or from the Hotel. The following fees are current and subject to change:

Envelope	\$5.00
Box under 15 lbs.	\$7.00
Box 16-30 lbs.	\$10.00
Box 31-50 lbs.	\$15.00
Box 51-75 lbs.	\$20.00
Box 76-99 lbs.	\$25.00
Over 100 lbs. -	\$.50 per lb

Boxes being shipped to the Hotel should be addressed as follows:

CIRCUS CIRCUS HOTEL
2880 Las Vegas Boulevard South
Las Vegas, NV 89109
Hold for: (Guest's name)
Group Name
Arrival Date

POOL POLICIES

There are specific guidelines for use of any areas surrounding the pool, including start times, minimum and maximum attendance in specific areas, as well as labor/lighting costs and food and beverage minimums. Additional information can be provided by the Catering Manager.

FIRE MARSHAL REGULATIONS

45 days prior to your meeting, approved floor plans, drawn to scale, for any work to be handled by an exhibit, production or decorating company must be submitted to Hotel. In addition, floor plans must be submitted by the Hotel to the Fire Marshal for any meal functions or meetings of 300 persons or more. Therefore, it is necessary to have all audio-visual and set-up requirements for functions of 300 or more at least 45 days prior to the function date. Currently, the Clark County Fire Department charges \$60.00 per plan and \$120.00 per plan to expedite within 10 days of the event. These charges must be pre-paid or posted to Meeting Group's Master Account.

Specific rules and regulations regarding fire regulations can be found in the Meeting Planner's Guide.

MEETING ROOMS - CATERING

All food and beverage consumed within meeting areas will be ordered-purchased through the Catering Department. Without exception, food and beverage will be permitted in meeting areas only if provided by Catering Services in Circus Circus.

AUDIO/VISUAL

Encore Event Technologies is our preferred audio visual provider. Encore is located on property to help service your audio visual production needs. Encore is the exclusive provider for all rigging and power equipment and services. This includes, but not limited to: labor, trussing, chain motors, cables, span sets and all other rigging related equipment. Please contact Encore Event Technologies for quotes and additional information. An outside AV/Production company may work within Circus Circus Hotel & Casino as long as they follow our production guidelines and contractor vendor policies. Meeting Group is required to use Encore Event Technologies for all meeting and breakouts or utilize the Client Assurance Package that will include additional fees.

MGM RESORTS EVENTS

An Exceptional advantage for our clientele stems from the partnership philosophy existing from within the MGM RESORTS INTERNATIONAL. Circus Circus recommends a select and approved vendor list of Design/décor suppliers. Primary on that list is MGM RESORTS EVENTS, an award winning company that can design and produce décor and graphic elements for your meetings and events. MGM RESORTS EVENTS operates a full-service design facility adjacent to The Mirage. Here, floral, graphics and carpentry departments, a warehouse full of spectacular themes, and dynamic sales and wedding professionals are available to meet your every need.

Experience a glimpse of MGMRESORTS events award-winning work by visiting www.mgmresortsevents.com . For more information, please contact King Dahl, Senior Director of Sales and Operations for MGM RESORTS EVENTS at 702-792-7934.

MEETING GROUP ENTERTAINMENT

Meeting Group acknowledges that Hotel has a reputation for offering high-quality entertainment and services to the public, is held by a publicly-held company, is subject to regulation and licensing, and desires to maintain its reputation and receive positive publicity concerning Meeting Group's functions. Consequently, prior to contracting with any entertainer or production company to provide entertainment at its function(s), Meeting Group shall obtain Hotel's written consent for the entertainment, which consent shall not unreasonably be withheld. In contracting for entertainment, Meeting Group agrees that any such entertainment will comply with Hotel's normal policy regarding risqué or questionable material and that no disparaging remarks toward gaming, Hotel, its directors, officer or employees or those of any affiliate of Hotel shall be made.

ENTERTAINMENT

In addition, Circus Circus has the Adventuredome, America's largest indoor theme park with 25 attractions spread over five acres. The Adventuredome is a fully enclosed and "Climate Controlled". It is designed in a southwestern motif, encompassing Indian cliff dwellings, desert canyon walls and cascading waterfalls. It's unique blend of ride and attractions bring out the kid in everyone. For group events or for more information please contact Scott Townsend at stownsend2@circuscircus.com or via telephone at 702-794-3906.

SIGNAGE AND DISPLAY ADVERTISING

Hotel retains exclusive rights to all display advertising within the function space and all other space on the Hotel property. Meeting Group may not advertise within the function space, nor represent to any third party that it may advertise within the function space or on Hotel property, and may not place any signage or banners in the function space or on Hotel property without prior written consent of Hotel. In the event Hotel grants its consent for Meeting Group to advertise within the function space or on Hotel property, it shall be a nonexclusive right to advertise. Any signage or banners approved by Hotel may only be hung or posted by the Hotel Audio Visual department. It is the policy of Hotel that all signage approved by Hotel must be 28" high x 22" wide and must be professionally printed. No flyers, advertising materials or free samples shall be produced, placed or distributed, without the prior written approval of, and under the conditions established by Hotel, Meeting Group, its agents, contractors and employees, may not affix signage to any wall located on the Hotel property.

TRADEMARK

Neither party is authorized to use any trademark, trade name or service mark owned or registered by the other party, its' parent, subsidiaries or affiliates. Neither party may, without prior written approval of the other party, copy, reproduce, distribute or use any trade name, trademark, copyrighted material, or service mark of the other party, its' parent, subsidiaries, or affiliates.

SAFE USE OF FUNCTION SPACE

Meeting Group shall, at all times, conduct its activities in a safe and careful manner, with full regard to public safety, and will observe and abide by all applicable laws (including the Americans with Disabilities Act), ordinances, rules, regulations and requests by duly authorized governmental agencies having jurisdiction, as well as those of the Board of Fire Underwriters or any similar body and Hotel.

SALE OF MERCHANDISE

Meeting Group may not utilize Hotel function space or property for the purpose of selling merchandise or services without the prior written approval of, and under the conditions established by Hotel, Meeting Group, its agents, contractors and employees. All permits and licenses required by law for such activity in Clark County are the sole responsibility of Meeting Group.

BROADCAST, TAPE OR RECORD

Meeting Group may not broadcast (either live or on a delayed basis), tape or record the function for any purpose or by any means without first receiving the prior written permission of Hotel.

ACCESS AND RIGHT TO ENTER

Representatives of Hotel may enter upon and have access to the Function Space at any time. Additionally, officers and authorized employees of governmental agencies may enter the Function Space at reasonable times, when necessary, in the performance of their official duties.

DAMAGE TO PROPERTY

Meeting Group shall be liable for any damage, normal wear and tear excluded, to the Function Space, or to any other real or personal property of Hotel, caused by the act or omission of Meeting Group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, or performers. Meeting Group will not, and shall not permit others to, drive nails, tacks, hooks, screws, or other items into any part of the Function Space, Hotel equipment or property. Meeting Group shall return the Function Space to Hotel in as good of condition and repair as the same shall have been found when licensed for Meeting Group's use.

LOST OR STOLEN PROPERTY

Hotel shall not be responsible for losses by Meeting Group, its' agents, directors, shareholders, employees, members, attendees, contractors, volunteers, performers or any other party, due to theft, damage to, or disappearance of equipment or other personal property, it being specifically acknowledged that such equipment and property is not under the care, custody, or control of the Hotel

NEVADA CLEAN AIR ACT

Smoking is not permitted in any other indoor public space, including: restaurants, lounges where food is served, hotel lobbies, elevators, guest room hallways, theaters, arenas, arcades, retail stores, meeting and convention areas, and other indoor public spaces.

Within Circus Circus Convention Center, smokers will be limited to designated smoking areas located outdoors. Depending on what portion of our meeting space your event is in, reaching a designated smoking area may be as easy as walking across a hall. From other parts of the meeting space, smokers may be required to make a short walk to reach a smoking area. The new law provides no exemption for private events; therefore, groups do not have the option of waiving the no smoking Regulations for a closed event.

RENTAL CARS

Avis Rent-A-Car has designed a special program for Circus Circus to meet your group's car rental needs. For your convenience, Avis Car Rental is located across from the Hotels' Front Desk and is open daily from 7:30 a.m. - 5:00 p.m. (Closed from noon – 1:00 pm for lunch) For more information, please contact Avis Rent A Car at 702-691-5868.