

events by Marriott



breakfast



breaks



lunch



reception



dinner



beverage

technology

info

crafted for you

SAN FRANCISCO MARRIOTT UNION SQUARE

480 Sutter Street | San Francisco | CA 94108

www.marriottunionsquare.com

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breakfast

BREAKFAST

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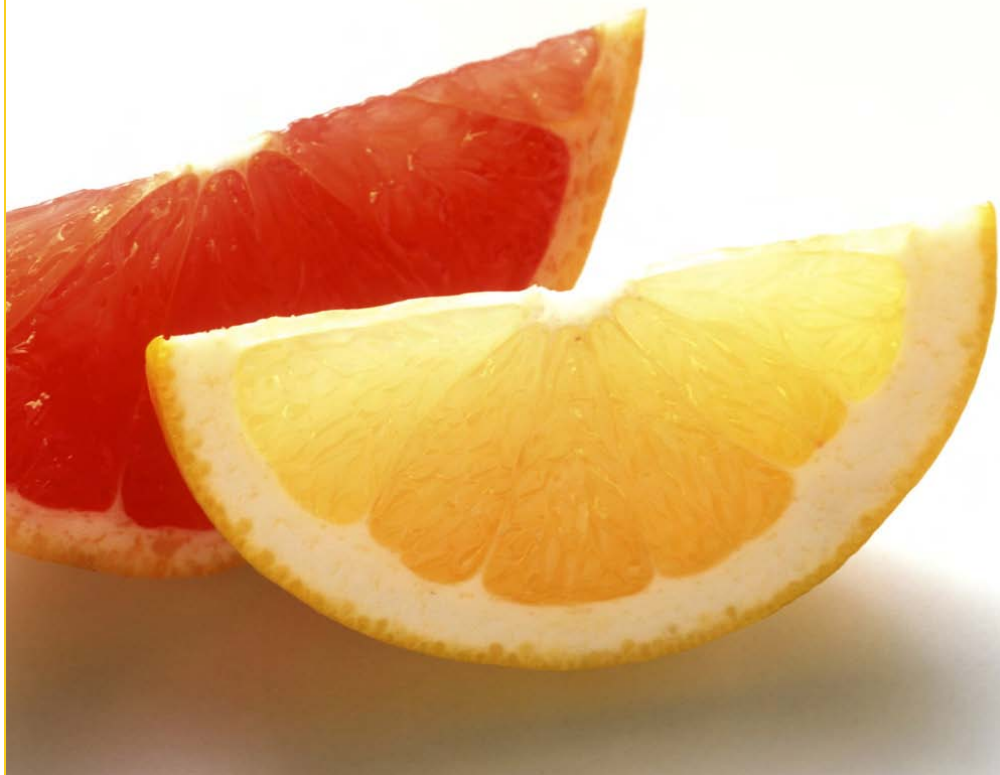
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> plated > buffet



SEASON

- cereals
- juices
- coffee
- teas
- pastries
- milk
- yogurt
- eggs

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BREAKFAST **breaks** **lunch** **reception** **dinner** **beverage** **technology** **info**

> **plated** > **buffet**

continental breakfast

cable car | **\$27**
(priced per person)

seasonal fresh fruit
assorted freshly baked pastries,
croissants and muffins
fresh preserves and sweet butter
orange and grapefruit juices
freshly brewed starbucks premium coffee,
decaffeinated coffee and taylors of harrogate teas



sutter | **\$29**
(priced per person)

seasonal fresh fruit
assorted freshly baked pastries,
croissants and muffins
bagels and flavored and plain cream cheese
fresh preserves and sweet butter
chilled individual yogurts
assorted cereals and milk
orange and grapefruit juices
freshly brewed starbucks premium coffee,
decaffeinated coffee and taylors of harrogate tea

powell | **\$32**
(priced per person)

seasonal fresh fruit
housemade granola parfaits
individual frittatas, local goat cheese and spinach,
framani chorizo and sweet peppers
bagels and cream cheese
fresh preserves and sweet butter
orange and grapefruit juices
freshly brewed starbucks premium coffee,
decaffeinated coffee and taylors of harrogate teas

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[> plated](#) [> buffet](#)

breakfast (priced per person)



plated breakfast I | \$32

scrambled eggs,
choice of hobbs applewood smoked
bacon, country style pork sausage or
aidells chicken apple sausage
yukon gold home fries

plated breakfast II | \$29

brioche french toast
syrup and fresh seasonal berries
choice of hobbs applewood smoked
bacon, country style pork sausage or
aidells chicken apple sausage

breakfast station

omelet station | \$22 (minimum 25ppl)

bacon, ham, bell peppers, mushrooms,
onions, spinach, cheddar and jack cheese
(attendant fee of \$175 will apply for every 50 guests)

- all plated and continental breakfast menu are minimum of 20ppl. If ordered for less than 20, a \$150 labor fee will be applied.
- all plated breakfasts are served with freshly baked pastries and muffins, orange juice, freshly brewed starbucks premium coffee, decaffeinated coffee and tea

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breakfast enhancements (priced per person)

| | |
|---|-----|
| smoked salmon and bagels | \$8 |
| yukon gold home fries | \$5 |
| scrambled eggs | \$5 |
| hobbs applewood smoked bacon | \$6 |
| country style pork sausage or aidells chicken apple sausage | \$6 |
| hard boiled eggs | \$3 |
| hot oatmeal served with dried fruit and brown sugar | \$5 |

breakfast enhancements (priced each)

| | |
|--|-----|
| housemade granola parfaits | \$8 |
| marinated fresh fruit martinis, basil, ginger and mint | \$6 |
| english muffin, scrambled eggs, ham or sausage, local cheddar | \$9 |
| breakfast burritos, scrambled eggs, pico de gallo, local cheddar, chorizo | \$9 |
| breakfast croissant, scrambled eggs, ham or bacon, local cheddar | \$9 |
| individual frittatas, local goat cheese, spinach or chorizo, sweet peppers | \$9 |

breakfast enhancements (priced per dozen)

| | |
|---|------|
| assorted muffins, croissants and danish | \$56 |
| assorted breakfast pastries (cinnamon rolls, sticky buns or donuts) | \$56 |
| freshly baked apple, banana nut, carrot or zucchini bread | \$56 |
| bagels and cream cheese | \$58 |
| natural and fruit flavored yogurts | \$52 |
| individual cereals and milk | \$52 |



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breakfast buffet

american buffet | **\$39**
(priced per person)

- seasonal sliced fresh fruit
- assorted freshly baked pastries, croissants and muffins
- fresh preserves and sweet butter
- scrambled eggs
- hobbs applewood smoked bacon
- country style pork sausage
- yukon gold home fries
- orange and grapefruit juices
- freshly brewed starbucks premium coffee, decaffeinated coffee and taylors of harrogate teas

union square buffet | **\$41**
(priced per person)

- seasonal sliced fresh fruit
- assorted freshly baked pastries, croissants and muffins
- fresh preserves and sweet butter
- housemade granola parfaits
- individual frittatas, local goat cheese and spinach, framani chorizo and sweet peppers
- aidells chicken apple sausage
- yukon gold home fries
- orange and grapefruit juices
- freshly brewed starbucks premium coffee, decaffeinated coffee and taylors of harrogate tea



•all hot buffet meals are minimum of 25ppl. If ordered for less than 25, the menu will be modified and a \$250 labor fee will be applied.

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DELIGHT

- muffins
- juices
- nuts
- popcorn
- pretzels
- cakes
- soda
- cappuccino

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the standard | \$19
(priced per person)

freshly baked cookies and brownies
freshly brewed starbucks premium coffee, decaffeinated coffee and teas
assorted soft drinks and bottled water

mission dolores | \$21
(priced per person)

warm churros, tortilla chips with guacamole and salsa
assorted soft drinks and bottled water

ice breakers | \$21
(priced per person)

assorted biscotti, madeleines
starbucks iced coffee and passion iced tea served with flavored syrups

Ballpark | \$21
(priced per person)

roasted nuts, cracker jacks, and warm pretzels, mustard
assorted soft drinks and bottled water

organic | \$22
(priced per person)

assorted evolution juices, carrot, ginger lime, strawberry lemonade
organic heirloom carrots and celery, bellwether farms crème fraiche, green goddess dressing
house roasted organic nuts
organic honey lavender cookies

wellness | \$22
(priced per person)

assorted evolution juices, carrot, ginger lime, strawberry lemonade
muscle milk protein bars and protein shakes
hummus and pita chips
fresh seasonal whole fruit

energizer break | \$23
(priced per person)

clif bars, nature valley granola bars, whole fresh fruits, yogurt parfaits, individual juices, freshly brewed starbucks premium coffee, decaffeinated coffee and teas

> am – morning > pm - afternoon



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a la carte

| | |
|--|-------------------------------|
| assorted cookies | \$58 per dozen |
| brownies | \$58 per dozen |
| blondies | \$58 per dozen |
| lemon or pecan bars | \$58 per dozen |
| energy bars (clif bars or nature valley granola) | \$60 per dozen |
| granola parfait | \$8 each (min 12) |
| assorted candy bars | \$4 each (min 12) |
| assorted bags of chips | \$4 each (min 12) |
| assorted french pastries | \$58 per dozen |
| mixed nuts | \$5 per guest (min 10 guests) |

refreshments

| | |
|---|-----------------------------------|
| starbucks freshly brewed coffee, decaffeinated coffee and & tea | \$98 per gallon |
| starbucks iced coffee and iced passion tea add flavored syrup for an additional | \$98 per gallon \$5 per gallon |
| lemonade or fruit punch | \$75 per gallon |
| assorted soft drinks | \$5 each (per consumption) |
| upgraded carbonated drinks (grown up soda, izee or vignette) | \$6 each (per consumption) |
| bottled water | \$5 each (per consumption) |



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ESSENCE

- salads
- hamburgers
- fish
- beef
- pasta
- desserts
- beverages
- sandwiches



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plated lunch

(choice of soup or salad included in menu price)

salads

local organic greens, apples, redwood hill feta, toasted pecans, pomegranate vinaigrette

local organic greens, red grapes, toasted walnuts, verjus vinaigrette

baby iceberg wedges, point Reyes blue cheese, applewood smoked bacon, creamy dressing

baby organic spinach, hobbs applewood smoked bacon, wild mushrooms, red onion, aged sherry dijon vinaigrette

roasted beets, point Reyes blue cheese, arugula, citrus vinaigrette

soup

roasted butternut squash, bellwether farms crème fraiche, chives

wild mushroom, fennel and sage, redwood hill feta

potato and leek, herbed crostini

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entrée salads
(priced per person)
(does not include a salad or soup)

steak salad | \$39
natural grilled flatiron, arugula, roasted red onions, wild mushrooms, shallot vinaigrette

fattoush salad | \$36
romaine, chicken, cucumbers, kalamata olive, mint, cilantro, redwood hill feta, sweet 100 tomatoes, lemon dressing

chopped salad | \$36
romaine, chicken, applewood smoked bacon, chickpeas, chicories, point Reyes blue cheese, cucumber, cider dressing

ahi tuna, seared rare | \$39
arugula, carrots, cucumbers, pickled shitakes, ginger vinaigrette



•entrée salads are served with fresh baked rolls and butter, choice of soup, dessert, starbucks coffee, and hot tea service.



plated lunch hot entrée
(priced per person)

local petrale sole, dungeness crab stuffing | \$52
wilted spinach, lemon- chive sauce

natural flatiron steak | \$49
porcini potato gratin, red wine reduction

natural chicken breast | \$47
cannellini beans, wild mushrooms, arugula, natural jus

natural chicken breast | \$47
artichoke heart and sundried tomato sauce, olive oil smashed yukon gold potatoes

wild caught salmon | \$49
gigande beans, oven roasted tomatoes, asparagus tips, salsa verde

• please ask for menus created by our culinary team, offering local, seasonal norcal cuisine

• all plated lunches are served with fresh baked rolls and butter, choice of soup, or salad, chef's selection of seasonal vegetables, dessert, starbucks coffee, and hot tea service.

• all plated lunches are minimum of 20ppl. If ordered for less than 20, a \$150 labor fee will be applied.

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dessert

(included in menu price)

mango panna cotta, mango coulis

seasonal cheesecake, fruit sauce and fresh berries

chocolate cake, chocolate sauce

apple tart, caramel and vanilla bean sauce

lemon curd tart, raspberry sauce

fresh fruit tart, strawberry coulis

chocolate tower, bananas, chocolate mousse



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lunch buffets (priced per person)

wine country | \$49

- truffled corn chowder
- local organic greens, grapes, toasted walnuts, redwood hill feta, verjus vinaigrette
- roasted fingerling potatoes, hobbs applewood smoked bacon, roasted red peppers, artichoke hearts
- wild salmon, porcini and fennel crust, gigande beans, oven dried tomatoes, salsa verde
- natural chicken breast, wild mushroom and marsala glaze
- seasonal vegetables
- olive oil smashed yukon gold potatoes
- cupcakes, chocolate and vanilla
- fresh fruit custard tarts
- freshly brewed starbucks coffee, tea, decaf

•all hot buffet meals are minimum of 25ppl.
If ordered for less than 25, the menu will be modified and a \$250 labor fee will be applied.



san francisco favorites | \$50

- classic clam chowder
- little gems, green goddess dressing
- wild chicories, hobbs applewood smoked bacon, mustard vinaigrette
- local seasonal fish, oven roasted, sicilian style seafood broth
- natural flatiron steak, grilled, caramelized onions, roasted mushrooms, truffle butter
- seasonal vegetables
- roasted heirloom potatoes
- strawberry shortcake and tiramisu
- freshly brewed starbucks coffee, tea, decaf

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chinatown

| \$50

- egg drop soup
- living watercress, shredded carrots, peanuts, sweet bell peppers, ginger soy vinaigrette
- chinese chicken salad, pickled ginger, iceberg, scallions
- hoisin glazed roasted natural chicken
- steamed seasonal local fish, ginger, fermented black beans, scallions
- chinese broccoli, oyster sauce
- steamed rice
- chinese custard and fresh fruit tarts
- freshly brewed starbucks coffee, tea, decaf



mission district

| \$49

- tortilla soup, queso fresco, cilantro
- iceberg salad, organic toy box tomato pico de gallo
- jicama, sweet pepper and citrus salad
- natural flatiron steak "carne asada"
- natural chicken breast, chipotle glaze
- rice and beans, flour and whole wheat tortillas
- guacamole, salsa and sour cream
- tres leches cake
- vanilla flan
- freshly brewed starbucks coffee, tea, decaf



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the deli board | \$41
(minimum 15 ppl)

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local greens, sherry dijon vinaigrette, "sweet 100" tomatoes
pesto pasta salad, red skin potato salad,
assorted grilled vegetables
sliced ham, smoked turkey and roast beef
red leaf lettuce, red onions and tomatoes
swiss, cheddar & provolone cheeses
assortment of fresh breads and condiments
mini fresh fruit tarts, pecan tarts and lemon tarts
freshly brewed coffee, tea, decaffeinated coffee & iced tea



box lunches
grab and go lunch | \$36
(minimum 10 per sandwich type)

vegetarian, herbed focaccia, avocado, sprouts, peppers, cucumber, swiss and provolone

roasted turkey, herbed focaccia, green leaf lettuce, tomato, cranberry sauce

roast beef, herbed focaccia, horseradish cream, green leaf lettuce, tomato

smoked ham, herbed focaccia, honey dijon, green leaf lettuce, tomato

tuna salad, herbed focaccia, green leaf lettuce, tomato

sides: fresh fruit salad, pasta salad, a jumbo cookie or brownie

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ESSENCE

- canapés
- shrimp
- wraps
- sushi
- bruschetta
- tenderloin
- dim sum
- oysters
- cheese

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hors d'oeuvres (priced per item, minimum of 50 pieces per item)

cold

| | |
|---|------|
| goat cheese and sundried tomato crostini | \$5 |
| pear and gorgonzola crostini | \$5 |
| deviled eggs with black caviar | \$6 |
| grilled asparagus wrapped with prosciutto ham | \$6 |
| poached lobster, tarragon aioli | \$7 |
| peppered beef tenderloin, potato pancake | \$7 |
| ahi tuna tartare, crostini | \$6. |
| smoked salmon, potato cake, crème fraiche, caviar | \$7 |
| oysters on the half shell | \$7 |
| chilled poached prawns, cocktail sauce | \$7 |
| sushi maki (rolls), sushi nigiri | \$6. |



hot

| | |
|---|-------|
| apples, walnuts and brie in puff pastry | \$5 |
| kobe beef sliders, bravo farms cheddar, housemade sauce | \$7 |
| berkshire pulled bbq pork sliders, spicy slaw | \$6 |
| dungeness crab cakes, aioli | \$6 |
| assorted dim sum (hargow, siu mai, potstickers, eggrolls) | \$6 |
| thai spring roll | \$5.5 |
| mini chicken wellington | \$6 |
| mini beef wellington | \$7 |
| beef or chicken satay, peanut sauce | \$6 |
| coconut prawns | \$6 |
| sesame chicken | \$5 |
| spanikopita | \$5 |
| point reyes blue cheese, caramelized onion in puff pastry | \$5 |

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platters and such

(priced per person, minimum of 25 guests)

local artisan charcuterie | \$13

local hand crafted salumi including chorizo, mortadella, salami gentile and sopressata, mustard, cornichons, marinated olives and artisan breads

local artisan cheeses | \$13

a selection of goats, sheep and cows milk cheeses, marshall farms organic honeycomb, quince jam and artisan breads

seasonal vegetables | \$11

grilled and raw vegetables, hummus, babaghanoush, pita chips and baguette

seasonal fresh fruit | \$8

honey yogurt

mashed potato martini bar | \$12

toppings to include, bacon, grilled asparagus, oven dried tomatoes, roasted wild mushrooms, sour cream, green onions, cheddar **and** pepper jack cheese



>hors d'oeuvre > station > themed



carving stations

all are served with petite artisan rolls and traditional condiments
carving attendant fee of \$150 applies per station

natural tenderloin of beef | \$400 | serves 25ppl

herb crusted and roasted, sauce bordelaise

natural strip loin of beef | \$450 | serves 50ppl

salt crust, porcini mushroom sauce

smoked ham | \$375 | serves 50ppl

sugar crusted and honey glazed

roast breast of turkey | \$375 | serves 50ppl

cranberry-orange relish

roast leg of sonoma lamb | \$425 | serves 50ppl

fresh mint salsa, rosemary jus

peking duck | \$400 | serves 25ppl

steamed bao (buns), hoisin sauce, scallion

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FLAVOR

- salads
- salmon
- poultry
- scallops
- filet
- lamb
- desserts
- beverages

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plated dinner

salads | **\$9 per person**

local organic greens, grapes, point reyes blue cheese, toasted walnuts, pomegranate vinaigrette

baby iceberg wedges, point reyes blue cheese, hobbs applewood smoked bacon, creamy dressing

local organic greens, sherry dijon vinaigrette

living watercress, chicories, hobbs applewood smoked bacon, sherry dijon vinaigrette

baby organic spinach, hobbs applewood smoked bacon, wild mushrooms, red onions, red wine vinaigrette

fattoush salad, cucumbers, sweet 100 tomatoes, mint, cilantro, redwood hill feta, lemon dressing

roasted beets, redwood hill farms feta, arugula, citrus vinaigrette

soups | **\$10 per person**

all dinner soups are served en croute, baked with a puff pastry top, unless otherwise requested

lobster bisque

tomato bisque

wild mushroom

- all plated dinners are a minimum of 3 courses, please choose one selection from each category.
- If your event is for less than 25ppl a \$150 labor fee will be applied.
- all plated dinners are served with freshly baked artisan rolls and sweet butter, chilled water and starbuck's fair trade coffee and taylors of harrogate teas

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entrees

(priced per person)

natural filet mignon | \$68

grilled, porcini-potato gratin, syrah reduction

natural rib eye steak | \$62

grilled, olive oil smashed yukon gold potatoes, cimmichurri

natural beef short rib | \$59

red wine braised, root vegetables, olive oil smashed yukon gold potatoes

natural chicken breast | \$56

pan seared and oven roasted, cannellini beans, wild mushrooms, arugula, rosemary jus

natural chicken breast | \$56

artichoke heart and sundried tomato sauce, olive oil yukon gold smashed potatoes

berkshire heritage pork chop | \$57

wild rice with pecans and apples, calvados sauce

wild salmon | \$63

porcini and fennel crust, gigande beans, oven roasted tomatoes, asparagus tips, salsa verde

wild halibut | \$65

porcini crust, roasted fingerling potatoes, salsa verde

Ask for local seasonal menus developed by our culinary team to offer the best of norcal cuisine

all vegetables are seasonal

- all plated dinners are a minimum of 3 courses, please choose one selection from each category. If your event is for less than 25ppl a \$150 labor fee will be applied.
- all plated dinners are served with freshly baked artisan rolls and sweet butter, chilled water and starbuck's fair trade coffee and taylor of harrogate teas

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desserts

(priced per person)

| | |
|--|-----|
| mango panna cotta , served with mango coulis | \$7 |
| seasonal cheesecake , fruit sauce and fresh berries | \$6 |
| chocolate cake , chocolate sauce | \$7 |
| apple tart , caramel and vanilla bean sauce | \$6 |
| lemon curd tart , wild blueberry sauce | \$6 |
| fresh fruit tart , basil-strawberry | \$6 |
| chocolate tower , bananas, chocolate mousse | \$7 |

•all plated dinners are a minimum of 3 courses, please choose one selection from each category. If your event is for less than 25ppl a \$150 labor fee will be applied.

•all plated dinners are served with freshly baked artisan rolls and sweet butter, chilled water and starbuck's fair trade coffee and taylor of harrogate teas

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> plated > buffet > a la carte

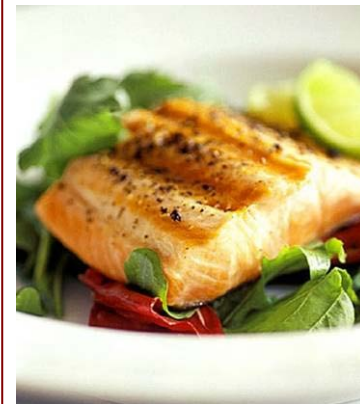
dinner buffet (priced per person)

coit tower | \$85

dungeness crab and corn chowder
little gems, green goddess dressing
roasted beet salad, point Reyes blue cheese, arugula, citrus
roast prime rib of beef, salt crust, horseradish cream, au jus (carved)
loch duarte salmon, gigande beans, oven dried tomatoes, salsa verde
natural chicken, artichoke heart and sundried tomato sauce
seasonal vegetables
wild mushroom risotto, parmesan
roasted herbed fingerling potatoes
cupcakes, vanilla and chocolate
strawberry shortcake

russian hill | \$90

lobster bisque, bellwether farms crème fraiche
local organic greens, grapes, spiced pecans, pomegranate vinaigrette
fattoush salad, romaine, cucumbers, sweet 100 tomatoes, mint, cilantro, redwood hill feta, lemon vinaigrette
natural filet mignon, cabernet sauce (carved)
loch duarte salmon, cannellini beans, romesco sauce
natural chicken, wild mushroom marsala sauce
seasonal vegetables
caramelized onion risotto, parmesan
olive oil smashed potatoes
tiramisu
chocolate and banana roulade



• carving attendant fee of \$150 applies

• all hot buffet meals are minimum of 25 ppl. If ordered for less than 25, the menu will be modified and a \$250 labor fee will be applied.

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ENJOY

- martinis
- champagne
- cordials
- margarita
- red wine
- white wine
- tonics
- beer
- non-alcoholic

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sparkling wines

| | |
|--|-------|
| freixenet blanc de blancs, san sadurni d'anoia | \$50 |
| domaine ste michelle | \$58 |
| domaine chandon, brut, california | \$60 |
| mumm cuvee napa, "brut prestige," napa | \$70 |
| veuve clicquot, "yellow label", france | \$110 |
| moet & chandon, "imperial", france | \$146 |

aromatic white wines

| | |
|---|------|
| stone cellars by beringer, pinot grigio, california | \$40 |
| ferrari carano, fume blanc, sonoma county | \$48 |
| provenance, sauvignon blanc, napa | \$56 |
| pighin, pinot grigio, grave del friuli, italy | \$85 |

chardonnay

| | |
|---|------|
| canyon road, california | \$32 |
| beaulieu vineyards, "coastal estates", california | \$36 |
| beaulieu vineyards "century cellars," california | \$38 |
| stone cellars by beringer, california | \$40 |
| clos du bois, north coast, california | \$46 |
| robert mondavi winery, napa valley | \$55 |

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bar arrangements

consumption bars

cash/host

per drink

| | |
|----------------------------|-----------|
| cordial | \$12/\$10 |
| martini | \$16/\$14 |
| house brand cocktail | \$11/\$9 |
| premium brand cocktail | \$12/\$10 |
| house wine | \$12/\$10 |
| specialty wine | \$16/\$14 |
| imported beer | \$8/\$7 |
| domestic beer | \$7/\$6 |
| soft drinks, bottled water | \$6/\$5 |

house brands:

smirnoff vodka, bacardi superior rum, captain morgan original spiced rum, beefeater gin, dewar's white label scotch, maker's mark bourbon, jack daniels tennessee whiskey, canadian club whisky, jose cuervo especial gold tequila, korbel brandy

premium brands:

gordon's vodka, cruzan aged light rum, gordon's gin, grant's family reserve scotch, jim beam white label bourbon, canadian club whisky, jose cuervo especial gold tequila, korbel brandy

We recommend one bartender per 100 guests. There is a bartender fee of \$225 per bartender for the first three hours. Additional hours will be charged \$75 per hour. Initial fee of \$225 is waived with bar revenue of \$800 per bar within the first three hours. Fees for additional hours cannot be waived.

hosted bar package (priced per person)

first hour/each add'l hour

| | |
|-------------------------|-----------|
| beer, wine, soft drinks | \$20/\$10 |
| house brands | \$22/\$11 |
| premium brands | \$24/\$12 |

special note regarding bar arrangements

The San Francisco Marriott Union Square is the sole alcoholic beverage licensee on the hotel premises. It is subject to the regulations of the State Alcoholic Beverage Commission. Violations of these regulations may jeopardize the hotel's license. We request your cooperation in honoring the hotel's policy of prohibiting alcoholic beverages from outside sources to be brought on property without authorization and appropriate corkage fees.

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action

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av packages

lcd projector package: \$700
 lcd projector, stand, vga cable and up to an 8' tripod screen

lcd projector support package: \$100
 a/c extension cord, a/c multi-strip, skirted cart and up to 8' tripod screen (client to provide projector & laptop)

video monitor package: \$225
 27" monitor, skirted cart and single dvd player

flipchart package: \$45
 flipchart easel, flipchart pad, markers and pens

labor

operator/technicians (per person/per hour):
 weekdays: 8am to 5pm \$60 5pm to 8am \$90
 weekends: 8am to midnight \$90
 midnight to 8am and holidays \$120
 rigging/high-end specialty operator inquire

All labor is based on a four-hour minimum charge. For installation and removal of equipment, a 22% service charge of the equipment rented will apply. Prices are daily rates and subject to change without notice. All California Labor Laws apply. All Rules & Regulations of I.A.T.S.E. Union Local 16 apply.

microphones

microphone tablestands \$5
 wired hand-held or lavalier microphones \$45
 shure wireless hand-held or lavalier \$130

mixers

shure m268 4-channel mixer \$50
 8-channel mixer \$120
 12-channel mixer \$150
 16-channel mixer \$200

additional meeting aides

a/c extension cord (rental) \$10
 a/c multi power strip (rental) \$10
 adjustable safelock stand with skirt \$25
 cart with skirt \$30
 cork board (3'x4') \$25
 laser pointer \$50
 polycom speaker phone \$100
 whiteboard \$55

for complete audio visual pricing, please consult with event management

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miscellaneous fees

1. Please add 22% taxable service charge and 9.5% California sales tax to all audio visual, food and beverage and corkage prices quoted.
2. Labor charge for breakfast and lunch if guest count falls below 20 guests \$150
 Labor charge for receptions and dinner if guest count falls below 25 guests \$150
 Labor charge for hot buffet meal function if guest count falls below 25 guests \$250
 (If ordered for less than 25, the menu will be modified)
3. Overtime charge per server for breakfast and lunch after a 2 hour period \$75 per hour
 Overtime charge per server for receptions and dinner after a 3 hour period \$100 per hour
4. Bartender fee per bar for the first 3 hour period (waived with a minimum consumption) \$225
 Overtime charge per bartender after a 3 hour period (regardless of consumption): \$75 per hour
5. Waiter-passing fee (approximately 1 attendant per 50 guests or fraction thereof) \$150
6. Guarantee: We request a tentative guest count approximately 10 days prior to your event. We request the final guarantee be called in to the attending Event Manager (by noon) 3 business days prior to the event. After that time the number of guests may be increased, but not decreased in terms of liability for payment. The guarantee is the sole responsibility of the client. If no guarantee is provided, the billing will be made out for the greater of the number of persons for which the party was originally contracted or the number of persons in attendance.
7. Scheduling: Patron agrees to begin function promptly at the scheduled time and agrees to vacate the designated function area at the closing hour as indicated. The patron also agrees to reimburse the Hotel for any wage payments or other expenses incurred due to the Patron's failure to comply.
8. Signage: Due to specially designed wall covering, please discuss needs with Event Manager. Signage will be allowed outside your assigned meeting room "only". No signage is allowed in our public space. Use of pushpins allowed only on designated walls. Use of masking tape allowed only to hang banners and flipcharts.

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9. Tasting

Tastings are provided complimentary for social functions (weddings and bar/bat mitzvahs) of 100 guests or more. We offer tastings Tuesday through Friday between 2:00pm and 4:00pm. 2 weeks in advance scheduling is required. Limit 3 persons. Tasting is limited to lunch/dinner items (no hors d'oeuvres can be tasted). Event Manager will be available at the tasting along with the Chef (for events below 100 guests complete menu planning will be provided -- a tasting can be arranged at the retail cost of the menu).

10. Split Entrees

A choice of 2 entrees can be offered for luncheons and dinners. A definite count of entrees ordered is due 7 days prior to event. Entree cards must be provided by client. The higher priced entree will be the price for both entrees.

11. Telephones / Computer Lines

Dedicated Lines are available at \$75.00. Incidentals will be charged on a per-call basis. High speed internet access is available at \$350.00 per day per meeting room. Wireless internet access is available at \$250 per day up to 10 connections.

12. Delivery of Packages and/or Boxes

Please ensure proper labeling of all deliveries, addressing the name of group, group contact, Event Managers' name and date of function. Delivery times to be coordinated in advance. A box handling Fee of \$5 per box will apply to incoming and outgoing boxes. Shipping labels available upon request.

13. Storage

Due to limited storage availability, we cannot accept items earlier than three business days prior to your event. Immediately following your event, we request that pick-up of all items is coordinated with the Banquet Department.

14. Special Conditions: No food or beverage of any kind will be permitted into the hotel by the patron, guests or invitees without special permission from the hotel. The hotel reserves the right to refuse any items and/or assess charges for the services of such food and beverage and/or set-up. For wines not supplied by the hotel, a corkage fee of \$20 per 750ml bottle will be charged.

15. Personal Belongings: All items left in meeting rooms are the sole responsibility of the individual. The hotel will not be responsible for items left in the meeting rooms.