



Outside Catering Guidelines

- 1) Three weeks prior to event, the restaurant or caterer to provide copies of the following for our files: caterer's Operating License, Comprehensive General Liability Insurance with coverage of a minimum of \$5,000,000 per occurrence, Workers' Compensation which complies with the workers' compensation laws governing the state of Virginia, Automobile Liability Insurance with coverage of a minimum of \$1,000,000 per occurrence.
- 2) All Food Safety Procedures must be followed. All food to be at acceptable temperature levels upon delivery and service. Crystal City Marriott reserves the right not to serve food that is at an unacceptable temperature.
- 3) All food to be prepared in outside caterer's facilities. A limited number of Crystal City Marriott food warmers will be available for use by outside caterer. Food to arrive no sooner than one hour before event starts.
- 4) No open fires are permitted anywhere on the hotel premises.
- 5) All alcoholic beverages must be purchased and served through Crystal City Marriott. Service fees will be applied accordingly.
- 6) A signed contract and \$1,000 non-refundable deposit are required to hold definite space. Final payment is due three business days before the event. Payment must be made by certified check. No personal checks will be accepted. A signed credit card authorization form must be on file with Crystal City Marriott for any incidental charges.
- 7) Final guarantee of attendance is to be no less than 80% of the "expected" number of guests stated on the signed agreement. The final guarantee of attendance is the minimum number of guests that will be paid for by the client.
- 8) Should the event run past contracted times, an overtime fee will be charged.
- 9) Crystal City Marriott will provide the following:
 - Banquet Tables and Chairs
 - Risers for the head table
 - Buffet Tables
 - House Linen, Silver, China, and Glassware for all tables
 - Ice Water placed at each place setting
 - Chafing Dishes/Sterno
 - Serving Utensils
 - Service Staff: One Server per thirty guests
 - Banquet Captain dedicated to service the event
 - Sodas, Coffee, Tea, Decaffeinated Coffee served with final course
- 10) Restaurant or Caterer must sign and authorize a "Catering Agreement" which outlines in detail all further obligations, services provided, and insurance coverage.

\$40.00 per person

Price does not include 22% taxable service charge and 10.25% applicable taxes

Bar service, bartenders, attendants, carvers and audio visual equipment are available at an additional charge