

# OUTSIDE CATERING AT THE WARNER CENTER MARRIOTT WOODLAND HILLS

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The Warner Center Marriott Woodland Hills understands that a large part of the enjoyment of any celebration is the type of food served. Ensuring the cuisine matches your vision for a successful and happy event is part of our commitment to you.

The Warner Center Marriott Woodland Hills permits the use of a professional outside caterer for ethnic and religious events that require a menu not easily provided by the hotel's culinary team.

WARNER CENTER MARRIOTT®

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# THE WARNER CENTER MARRIOTT WOODLAND HILLS

## LOCATION

The Warner Center Marriott Woodland Hills is conveniently located just north of Los Angeles, Hollywood, Burbank and only 20 miles from Malibu. The Warner Center Marriott Woodland Hills' central location makes it the perfect venue for celebrations, parties and receptions of nearly every kind.

Featuring 25,000 square feet of total event space, our hotel sets the standard for exciting San Fernando Valley social events. Our welcoming environment and charming surroundings help you and your guests relax, recharge and have the time of their life.

Within walking distance from the hotel guest will find a multitude of salons, spas, blow dry bars, restaurants and some of the best retail shopping in all of Los Angeles.

## GUESTROOMS

Special room rates for your guests on the night of your event and throughout the weekend can be arranged through our Sales Department.

## EVENT COORDINATOR/PLANNER

A professional event coordinator /planner is not required, but it is strongly encouraged. The hotel will provide a professional planner to assist you and your guests with all aspects of your celebration including décor organization and themed elements, execution of the ceremony rehearsal, vendor management - including outside caterers and being the main point of contact/liaison during the event with any questions you or the banquet staff may have. Additionally, we are happy to provide a recommended vendor list.

## EVENT SPACE

### URBAN OASIS

An outside venue featuring a cascading waterfall, fire pits and beautiful trees to set the stage for a truly unique outdoor event.

Accommodates up to 300 guests depending on set-up

### ATRIUM

Tucked away behind the hotel's main restaurant, featuring a glass domed ceiling and sliding glass doors that allow for ample natural light and fully open for full access to the Urban Oasis.

Accommodates up to 70 guests with a dance floor

### GRAND BALLROOM

An ideal venue for a large and extravagant affair, the Grand Ballroom offers unobstructed views, charismatic chandeliers and a generous foyer area perfect for a cocktail reception. Additionally, the Grand Ballroom can be divided into smaller rooms for more intimate events.

Accommodates up to 500 guests with a dance floor

### HIDDEN HILLS

For more private events the Hidden Hills Room is a unique space for any celebration.

Accommodates up to 130 guests with a dance floor



## YOUR DETAILS

WHETHER A TRADITIONAL WEDDING OR A ONE-OF-A-KIND CELEBRATION, **THE WARNER CENTER MARRIOTT WOODLAND HILLS** WILL EXCEED EVERY EXPECTATION. MAKING AN EVENT SEEM FLAWLESS TAKES A LOT OF HARD WORK. LET US ENSURE EVERY DETAIL OF YOUR EVENT EXCEEDS YOUR EXPECTATION. RELY ON OUR EXPERIENCE, TRAINING, INTUITION AND KNOW TO MAKE YOUR EVENT MEMORABLE.



# GENERAL GUIDELINES AND INFORMATION

## EVENT FEE

- ∞ All event spaces are charged an **Event Fee**
- ∞ A list of what this fee includes, is noted on page 7
- ∞ The amount of the Event Fee will be provided in a proposal by the Catering Sales Manager and is subject to 9% sales tax

## FOOD AND BEVERAGE MINIMUM

- ∞ All event spaces require a **Food & Beverage Minimum**
- ∞ Any monies paid to the Outside Caterer DO NOT apply towards meeting the contracted **Food & Beverage Minimum**
- ∞ The **Food & Beverage Minimum** is the MINIMUM amount that you are required to spend on all Food & Beverage items, arranged and provided by the Warner Center Marriott
- ∞ Only the **Outside Catering Fee** and any **Food & Beverage** ordered from the Warner Center Marriott Woodland Hills for the event would apply towards meeting the contracted minimum
- ∞ Any item that is not strictly Food and/or Beverage does not apply towards the minimum
- ∞ The amount of the **Food & Beverage Minimum** will be provided in a proposal by your Catering Sales Manager, and is subject to an additional 15% taxable service charge and 9% sales tax

## SERVICE CHARGE AND SALES TAX

- ∞ A 15% taxable service charge and current California state sales tax will be added to all Food and Beverage charges, including the per person Consumption Package Fee. California Law states that the service charge is subject to sales tax
- ∞ The Event Fee, Ceremony/Service Fee, Audio Visual Rentals and other Miscellaneous items, are subject to sales tax, but not a service charge

## PARKING

- ∞ Reduced Parking is available for Event Guests
- ∞ Self Parking is \$7.00 per car
- ∞ Valet Parking is \$15.00 per car
- ∞ Client has the option to host parking for their guests, or have guests pay on their own

## EVENT CONFIRMATION AND GUARANTEE

- ∞ Once you have decided on the event date, space, general timing and the expected attendance, we will issue a Catering Sales Agreement that will confirm these details, along with the Event Fee, Food & Beverage Minimum, and other general policies
- ∞ A signed contract, along with the initial deposit, is due within seven (7) days of the contract being issued in order to secure your date and event space. **Space will be released if the signed contract and deposit is not received within this timeframe.**

## DEPOSITS AND ADVANCE PAYMENTS

- ∞ An initial deposit equal to a percentage of the contracted total of the Food & Beverage Minimum and the Event Fee is due with the signed contract
- ∞ The additional amount is then broken into future deposits and due based on a schedule as outlined in the Catering Sales Agreement
- ∞ All deposits are non-refundable and cancellations are subject to additional charges
- ∞ A valid credit card guarantee must be supplied with the signed contract as a guarantee of payment for all advance deposits and additional charges after the event

## CANCELLATION

- ∞ Should you need to cancel your event, at any time, cancellation penalties will be calculated as a percentage based on the date of cancellation and of total anticipated gross revenues from all contracted food and beverage and facility fees
- ∞ A cancellation schedule will be provided in the Catering Sales Agreement

## SECURITY

- ∞ Please note that The Warner Center Marriott Woodland Hills will not assume responsibility for the damage or loss of any merchandise or articles left on the premises prior to, during or after your event
- ∞ One security guard is required for every 50 guests under 18 years of age
- ∞ Should you wish to hire security services, the hotel can provide security at \$70.00 per guard, per hour
- ∞ Please ensure that you designate someone from your party to secure any gifts or personal items at the end of your event
- ∞ The hotel will not be responsible for gift removal, this includes all vendor equipment on property

# GENERAL GUIDELINES AND INFORMATION

## OUTSIDE FOOD & BEVERAGE

- ∞ Aside from the **approved** Outside Caterer, The Warner Center Marriott does not permit any additional outside food and/or beverage of any kind to be brought into the hotel. This is in accordance with our Health and Safety practices.
- ∞ Homemade food is not permitted to be brought to hotel.
- ∞ **The only additional exceptions are:** Specialty Cake and/or Pastries from a pre-approved Bakery, Wine and/or Champagne (Subject to a corkage fee, plus tax & service charge. Limitations apply)
- ∞ The Warner Center Marriott provides and serves all Alcoholic and Non-Alcoholic Beverages. This is in accordance with our Liquor License.

## EVENT DETAIL PLANNING

- ∞ Planning typically begins (2-3) months prior to event date
- ∞ The final beverage selections and all details are to be provided to the Catering Department no less than (3) weeks prior to event date, including final details from the Outside Caterer
- ∞ Once these details are received, an Event Order will be drafted outlining the specifics of your event and sent to you to confirm and sign no less than (10) Days prior to event date

## FINAL HEADCOUNT

- ∞ The Guaranteed Headcount , are due no less than (3) business days prior to the event date
- ∞ This number is the minimum guarantee and is not subject to reduction.
- ∞ Vendors that require a meal are NOT included in the Headcount, unless they are actually a guest

## VENDORS

- ∞ The hiring and management of outside vendors is the responsibility of the client, prior to, during, and after the Event.
- ∞ All set-up must be completed by Vendors at least (45) minutes prior to event start time, and broken down and removed no more than (1) Hour after the contracted end time.
- ∞ Specific time for the Vendors to set-up on the day of the event will be confirmed 2-4 weeks prior to the event date.
- ∞ Vendor Meals are available for an additional charge, and must be pre-arranged on your Event Order with a confirmed headcount. Vendors are not included in the Guest Headcount.
- ∞ Vendors are required to provide all items and equipment that they may need. It is the responsibility of the vendor to visit the Hotel in advance to ensure they are familiar with the property and advise on any requirements such as tables, chairs, or umbrellas, etc they may need on the day of the event. Last minute requests are subject to availability and additional fees
- ∞ A Certificate of Liability Insurance is required from all Vendors hired by Client. Hotel must receive a copy of this no less than (14) days prior to the event date

## AUDIO VISUAL

- ∞ A complete line of audio visual aids are available through PSAV, our own in-house audio visual supplier, and charged for at the prevailing rates provided by PSAV.
- ∞ Clients may provide their own Audio Visual Vendor. Should assistance be required from PSAV or Banquet Staff, a Labor Fee starting at \$150 will be charged.

## DECORATIONS

- ∞ A fire permit is needed for any use of fire, candles, candle lighting ,or videotaping with tri-pod or boom.
- ∞ The Hotel will not permit the affixing of anything to the walls or ceiling of rooms without written approval from management.

## DELIVERIES AND STORAGE

- ∞ Due to our limited storage, advance deliveries are subject to approval based on the size and quantity of the shipment.
- ∞ All deliveries are subject to handling fees.
- ∞ All personal items must be removed from the Event Space at the end of the Event. Hotel is not responsible for items left on property after the contracted end time.

# OUTSIDE CATERING PACKAGES

Select EITHER :

the **FULL BEVERAGE PACKAGE** option **OR** the **CONSUMPTION PACKAGE** option

## FULL BEVERAGE PACKAGES

- ∞ Packages are priced per person and are charged based on the guaranteed headcount, or actual attendance, whichever is higher. Guests under 21 years old are charged for the non-alcoholic beverage package
- ∞ All Packages are based on **(5) Hours of Service**

### NON-ALCOHOLIC PACKAGE | \$50 per guest

Assorted Pepsi Brand Soft Drinks  
Bottled Fruit Juices  
Still and Sparkling Bottled Water  
Additional Hour - \$3 per guest

### SOFT BAR PACKAGE | \$55 per guest

House Red, White, and Sparkling Wine  
\*with tableside wine service during dinner  
Assorted Bottled Beer  
Assorted Pepsi Brand Soft Drinks  
Still and Sparkling Bottled Water  
Additional Hour - \$5 per guest

### DELUXE BRAND BAR PACKAGE | \$65 per guest

Beefeater Gin, Smirnoff Vodka  
Jose Cuervo, Especial Gold Tequila  
Cruzan Aged Rum, Jim Beam Bourbon,  
Dewar's White Label Scotch, Canadian Club,  
Korbel Brandy  
**Also Includes:** The Soft Bar Package  
Additional Hour - \$5 per guest

### PREMIUM BRAND BAR PACKAGE | \$70 per guest

Tanqueray Gin, Absolut Vodka,  
1800 Silver Tequila, Bacardi Superior Rum, Captain Morgan's Spiced Rum, Maker's Mark Bourbon, Jack Daniel's Whiskey  
Johnny Walker Red Label Scotch, Seagram's VO,  
Courvoisier, VS Brandy, Cordials  
**Also Includes:** The Soft Bar Package and Deluxe Brands  
Additional Hour - \$6 per guest

### LUXURY BRAND BAR PACKAGE | \$80 per guest

Bombay Sapphire Gin, Grey Goose Vodka,  
Patron Silver Tequila, Bacardi Superior Rum, Mt Gay Eclipse Gold Rum, Knob Creek Bourbon, Jack Daniel's Whiskey  
Johnny Walker Black Scotch, Crown Royal,  
Hennessy Privilege VSOP, Cordials  
**Also Includes:** The Soft Bar Package, Deluxe and Premium Brands  
Additional Hour - \$8 per guest

## CONSUMPTION PACKAGE | \$30 per guest

### +PLUS BEVERAGES

- ∞ Beverages are priced **by the drink, glass, or bottle** and are charged based on the actual number of drinks served during the event

### Non-Alcoholic | \$3.50 each

Assorted Pepsi Soft Drinks  
Bottled Fruit Juices  
Still and Sparkling Bottled Water

### Wine | \$7 per glass

House Red, White and Sparkling Wine

### Domestic and Light Beer | \$5 per bottle

Selection may include: O'Doul's (non-alcoholic)  
Budweiser, Michelob Ultra, Bud Light, Coors Light, Miller Lite

### Craft and Imported Beer | \$6 per bottle

Selection may include: Stone IPA, Blue Moon Belgium White, Sierra Nevada Pale Ale, Samuel Adams Boston Lager, Samuel Adams Seasonal, Amstel Light, Corona Extra, Corona Light, Guinness Draught, Heineken, Heineken Light, Stella Artois

### Deluxe Brand Cocktails | \$7 per drink

### Premium Brand Cocktails | \$8 per drink

### Luxury Brand Cocktail | \$9 per drink

### Martinis | \$11 per drink

### Mixed Liquor Cocktails | \$11 per drink

### Cordials | \$10 per drink

Selection may include:

Kahlua, Grand Marnier,  
Amaretto Di Saronno, Bailey's Irish Cream

### Corkage Fee | \$15 per bottle

Available for wine and Champagne only

\*Advance notice and approval required\*

### Cash Bar

Is available for an additional charge of  
**\$1.00 per drink, glass, or bottle**  
plus 15% service charge and 9% sales tax

Kosher Beverage Service Available for an additional charge per person  
Alcohol Service concludes thirty (30) minutes prior to the scheduled event end time  
All prices are subject to a 15% Taxable Service Charge and 9% Sales Tax  
Grand TOTAL must meet the contracted Food & Beverage Minimum, prior to service charge and tax

## EVENT FEE

The Event Fee is in addition to the per person pricing and/or beverage charges, and does not apply towards meeting the contracted Food & Beverage Minimum.

The Fee is determined by the Date of the Event, Timeframe, Number of Guests, Event Space, Set-up and Catering Requirements. The Event Fee will be provided to you in a Proposal by your Catering Sales Manager.

On average, the Event Fee can average a range of \$1,500 - \$3,500

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### WHAT'S INCLUDED:

- ∞ Dedicated **Event Space** during contracted timeframe
- ∞ All required standard sized **Tables** and Banquet **Chairs**
  - ∞ Hotel ¾ length **Table Linens and Napkins** in color choice of **White, Ivory or Black**
  - ∞ Full course **China** and **Silverware**
  - ∞ **Votive Candles** in clear glass holders set on dining tables, cocktail tables, buffet, etc.
- ∞ **Staging/Riser** for the band and/or DJ, with customizable sizing
- ∞ **Wood Dance Floor** with customizable sizing
- ∞ **Bartender** (1 per 100 guests) and full bar set-up with appropriate glassware
- ∞ Professional **Banquet Staff and Banquet Captain** to work with your outside caterer to oversee and service your event from start to finish
- ∞ **Set up and Breakdown** of all items provided by Warner Center Marriott Woodland Hills
- ∞ Cutting and service of **Specialty Cake** or **Challah**
- ∞ Starbucks Coffee and Assorted Tazo Teas served during dessert service  
\*\*Served tableside with a plated menu or a station with a buffet
- ∞ Stewarding and labor for all items required by caterer
- ∞ Dedicated **Kitchen Space** or dedicated **KOSHER Kitchen** for outside caterer
- ∞ Select **Equipment** for the outside caterer, based on available inventory
  - ∞ Prep tables
  - ∞ Chafing dishes and pans/inserts
  - ∞ Serving utensils, platters and bowls
  - ∞ Hot boxes

# OUTSIDE CATERER GUIDELINES

## REQUIREMENTS

- ∞ The client is responsible for hiring a professional Outside Caterer, and payment of all monies required by Caterer to Caterer directly
- ∞ Client's Caterer must have a current business license, grade "A" rating, proof of liability insurance, as well as obtain approval from the Warner Center Marriott Woodland Hills.
- ∞ The Hotel requires all Outside Caterers to provide a certificate of insurance of at least \$1,000,000. The Hotel must have this on file at least two (2) weeks prior to the event
- ∞ All Kosher Caterers are required to be on the approved vendor list from the Rabbinical Council

## EQUIPMENT

- ∞ The Hotel has a limited supply of service items and the Outside Caterer is responsible for providing a list of all required equipment, along with the proposed menu, no less than 3 weeks prior to event date to confirm availability
- ∞ Caterer is required to sign a waiver and place a deposit for all required items. Deposit will be returned to Caterer at the conclusion of the event and inventory is confirmed
- ∞ Client is ultimately responsible for any charges incurred, but not paid for, by the Caterer
- ∞ The Outside Caterer is responsible for supplying any items needed in excess of the Hotel's confirmed inventory and the management of items throughout the course of the event
- ∞ **The Warner Center Marriott Woodland Hills will provide** the following, based upon availability and inventory:
  - ∞ Dedicated **Kitchen Space**
  - OR
  - ∞ Dedicated **KOSHER Kitchen**
  - ∞ Select **Equipment**
    - ∞ Prep tables
    - ∞ Chafing dishes and pans/inserts
    - ∞ Serving utensils, platters and bowls
    - ∞ Hot boxes
- ∞ **It is the Caterer's sole responsibility to provide:**
  - ∞ All food product
  - ∞ Sternos for the buffet chafing dishes
  - ∞ All prep equipment including, but not limited to kitchen utensils, plastic wrap/foil, cutting boards, pots and pans, uniforms, as required