

Outside Catering.

Package & Guidelines.



Outside Catering. PACKAGE & GUIDELINES

OUTSIDE CATERING FEE IS \$85 PER PERSON, PLUS APPLICABLE SERVICE CHARGE AND TAXES WHICH INCLUDES THE FOLLOWING:

- A six hour premium brands bar package is required for the number of guests guaranteed for dinner:
 - Standard banquet tables including 66" and 72" rounds; 6'x30" and 8'x30" rectangular; sweetheart table and cake table
 - Mocha, champagne or blue table linens
 - Brown or white napkins
 - Parquet dance floor
 - Risers/staging
 - Service staff, bartenders, and designated banquet manager
 - All barware including glassware, flatware or china
- The outside catering fee is subject to a 25% service charge and sales tax & 28% outdoors events.
 - Event facility fees for each venue will apply. For kosher events, client must provide their own china and, silverware; your outside caterer will assist you with the rental fees.
 - As a minimum, you must provide two printed menu cards per table are required indicating that the menu was prepared by (name of caterer).
 - The hotel banquet staff will provide front of the house service to the outside caterer for the reception hors d'oeuvres and dinner. The hotel will provide staffing at one (1) server per 25 guests for dinner.
 - Client will inform the hotel thirty (30) days before the event occurs if they would like to hire extra servers for cocktail serving or dinner serving. Additional servers at \$250 per server.

APPROVED CATERER LIST:

INDIAN

Manohar's Delhi Palace 626-964-0343

Masala Street 858-412-5897

Mantra Catering 951-739-9401

KOSHER

Dimensions Kosher Catering 847-396-9996

The Place Catering 858-549-7000

Terra Catering 619-993-1437

Outside Catering. PACKAGE & GUIDELINES

CLIENT IS RESPONSIBLE FOR THE FOLLOWING:

- To complete, sign and return hotel food waiver and indemnification agreement
- Responsible to ensure outside catering and all clients contracted vendors provide hotel with proof of insurance as required in hotel vendor code of conduct document listing hotel as the certificate holder.
- Responsible to ensure client contracted vendor read, sign and return a copy of the hotel vendor code of conduct form.
- Responsible to provide outside caterer details to hotel prior to signing catering agreement with hotel.

CLIENT IS RESPONSIBLE TO ENSURE THE HOTEL OUTSIDE CATERING POLICIES ARE UPHELD AS FOLLOWS:

- The Hotel del Coronado will be preparing menus for other events on the day of your event, therefore, your caterer must be completely self contained not requiring any use of the hotel kitchen facilities including hot and cold preparation areas, refrigerators and freezers.
- Your outside caterer will be required to stage a temporary catering kitchen in an area approved by the hotel. Your outside caterer will quote you the if there are costs associated with providing a temporary catering kitchen.
- Outside caterer will provide all necessary serving utensils, chafing dishes, sterno and displays trays required to display hot and cold food items.
- Outside caterer must have a valid \$1,000,000 liability insurance policy with insured primary endorsement.

OUTSIDE CATERING VENDOR IS RESPONSIBLE FOR THE FOLLOWING:

- The outside catering vendor must arrange for the service tent if needed. The tent must be correctly pipe and draped without any missing poles and also must have the necessary amount of fire extinguishers available.
- All commercial trucks arranged by the outside catering vendor must leave property and need to secure parking outside of the hotel, once after unloading is done. All vendor personal/business cars must go through valet. Any cars/trucks that are not approved to park property will be charged to the master account or will be towed.
- All outside vendors are required to clean up all debris after the event. (Cleaning fee should be applied if any items are left behind)

Outside Catering. PACKAGE & GUIDELINES

- All rental items should be picked up the same day of the event as hotel will not be held accountable– scheduled pick up a delivery time should be discussed with catering sales manager.
- All outside caterers are required to cover the colonnade room carpet (the catering prep room) with any type of plastic covering before any food prep.
- All outside caterers must bring in their own food service carts. Hotel will not provide carts for any rental items or food movement.
- All outside caterers must come in prepared with proper amount of food runners. If in the event, the banquet staff assist on food running to ensure the service level are maintain, a labor fee of \$75.00 Per hour per server will be charged. All charges will be posted to the master account of the client.
- Any charges to repair damage caused to the carpet by the Outside Caterer such as replacement of carpet and/or deep cleaning will be posted to the Master Account of the Client.
- All Outside catering staff must consume their meals in the vendor room only. This includes DJ and/or Bands. Under no circumstances is it acceptable for any Vendors to drink and/or order alcohol from the hotel bars.

ADDITIONAL EVENT DETAILS:

- Event Overtime will be charged at \$750 per hour, after six hours and no later than midnight indoors
- Hotel Staff Ratio is 1 server per 25 guests. In the event, the event requests more server staff, each additional servers/ tray passers \$250 per server
- Coat Check attendant \$200, per attendant for the first four hours
- Additional Power charges to be determined by PSAV (In House audio visual company)
- Cleaning Fee for Petals \$500
- \$200 Bartender fee per bartender, 1 bartender per 75 guests required per venue space
- \$165 each Heater rentals



Brant Bender
PHOTOGRAPHY

