



HOTEL DEL CORONADO

EST. 1888

# Event Policies & Procedures



## MENU SELECTIONS

Our pre-printed menu selections are offered merely as suggestions. Your Catering & Events Manager would be pleased to customize a menu to your specific requirements.

## WINES

In the interest of gracious dining, please consider the inclusion of carefully selected fine wines from our wine list. Wine tasting demonstrations from California wineries, may be arranged through your Conference/Catering Sales Manager.

## PRICING & GUARANTEES

- Menu prices are subject to change and are guaranteed 90 days prior to the actual event date.
- The menu and all other details of the event(s) are to be finalized a minimum of 30 days prior to the dates of event(s). Delays with specifications to the hotel, beyond this time, may incur additional fees, at a minimum of 15 percent surcharge, for product and labor.
- The hotel reserves the right to increase guarantee of food if the amount of food ordered has more than 30 percent variance to the expected attendance. The additional food will be charged according to the client.
- Banquet event orders (BEOs) must be signed and returned to Catering & Events Manager no fewer than 14 days prior to the function date.
- A guaranteed guest count not below 90% of contract is required by 12 pm, three business days prior to the functions date. This will be considered a guarantee not subject to reduction. The actual attendance number (if greater than the guarantee) will be charged. The guarantee applies to all aspects of the event, including, but not limited to, food and beverage.
- If Hotel Del Coronado is not advised of a guaranteed count, the expected number of guests will become the guaranteed count, and the billing will be for the greater of the following: (1) The number of persons for which the event was originally booked, or (2) The number of persons in attendance. Changes in guarantees within 24 hours of event will incur a 25% upcharge on all additional items requested.
- For event for fewer than 100 guests, food will be prepared for the exact guarantee. For events for 100 or more guests, food will be prepared for an additional 3% of the guaranteed number of guests.

## ADDITIONAL FEES

- A \$10 per guest surcharge will be added to the menu price for the following meal categories when prepared for fewer than 25 guests: breakfast buffets, plated breakfasts, brunches, lunch, buffets, plated lunches, and plated dinners.

- A \$10 per guest surcharge will be added to the menu price for the following meal categories when prepared for fewer than 50 guests: reception action stations and dinner buffets.
- Chef fees of \$200 per chef per hour and Attendees fees of \$75 per attendant per hour may apply.
- Bartender fees of \$200 per bartender will apply to all bars; we recommend 1 bartender per 100 guests.
- For plated meals, offering your guests a choice of two entrees is available for \$25 per guest (quantities of each entrée guaranteed three days in advance; guests much have individual place cards denoting entrée selections) or \$50 per guest (tableside entrée selection by your guests; at least two courses (not including intermezzos) are required prior to the entrée course). The per guest price for all meals will be based on the higher-priced entrée.
- For plated meals, alternating desserts are available for \$15 per guest additional.
- An established duration of time for your event will be noted on your BEOs. If your event exceeds the noted times, a \$750 per hour charge will apply pending confirmation of space availability from your Catering & Events Manager or Banquet Manager.

## SERVICE CHARGE AND CALIFORNIA SALES TAX

A twenty-five to twenty-eight percent (25-28%) taxable service charge will be added by the hotel to all food and beverage charges.

The current applicable California State Tax of seven and three-quarters percent (7.75%) will be added to the banquet check. By state law, California State Tax is added to the total cost of the function, including service charge.

## ALCOHOL, SMOKING, OUTSIDE FOOD & BEVERAGE

- The sales and service of all alcoholic beverages is regulated by the State Division of Alcoholic Beverages and Tobacco. Hotel Del Coronado is responsible for the administration of such regulations. Therefore, it is our policy that no alcoholic beverage may be brought into Hotel Del Coronado for any events.
- Hotel Del Coronado liquor license requires that beverages only be dispensed by Hotel Del Coronado employees or bartenders.
- Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.
- California law requires that all alcohol sales will conclude at 2:00 am (last call at 1:30am) in accordance with licensing.
- Due to California law, smoking is not permitted in any indoor area.
- It is our policy that outside food and/or beverage of any kind may not be brought into Hotel Del Coronado by Client or attendees.

## FUNCTION SPACE

Established times on banquet event orders are followed per this agreement. The engager is responsible for abiding by these schedules as the hotel may have commitments of function space either prior to or following the arranged event. Private rooms and contractual prices are assigned based on the number of anticipated attendees at the time the function is booked.

## TIMING, WEATHER + OUTDOOR SPACE

- Buffet and Station pricing is based on two hour presentation; for longer presentations, additional charges will apply.
- Weather calls will be made by the Client upon the recommendation of the Catering and Conference Services managers. If the Client is unavailable, the decision will be made on the Client's behalf. Should the chance of precipitation be higher than 40 percent, the weather call will be made in favor of the indoor location by default.
  - o Breakfast functions: the evening prior
  - o Lunch functions: 9:00 am
  - o Dinner Functions: 2:00 pm
- All outdoor functions must conclude by no later than 10:00 pm
- All amplified music at outdoor functions must stop at 10:00 pm

## NOISE ORDINANCE

In accordance with local city ordinances, noise at the Hotel property line shall be limited to:

- 55 decibels Sunday- Thursday, 10:00 am- 10:00 pm and Friday, Saturday, 10:00 am- 10:00 pm
- 45 decibels Sunday- Thursday, 9:00 pm- 10:00 am and Friday, Saturday, 10:00 pm- 10:00 am

## LINEN

The resort maintains an inventory of complimentary ivory, mocha and blue floor length table linens with matching napkins. Our conference professionals welcome the opportunity to assist with the rental of specialty linens, china, silver or stemware for your event. Linens brought by outside vendors are the sole responsibility of the vendor.

## DECOR

For safety concerns, all decor must be approved by your Catering/Conference Manager (e.g.: open flames, fog machines, etc.)

## OUTSIDE VENDORS/ SUPPLIERS

- Please ask your Catering & Events Manager for our preferred vendor list. Please note that you and your vendors will be responsible for any and all damage caused to the property.
- It is the responsibility of the Client to inform all of their vendors:
- Appropriate attire will be specified in advance of event and adherence to dress code is mandatory.
- Load-in and load-out will be at the Receiving Area. You must check in at the Receiving Area upon arrival at the receiving area. Please bring any carts or hand trucks to unload/load your materials with you. The Hotel is unable to loan vendors equipment.
- See Beach Event Guidelines and Paseo Guidelines for details.

## DAMAGES AND CLEANUP

The client agrees to be responsible for any damages to the premises caused by the group attendees or any vendors contracted by the group. Appropriate labor charges will apply to events if more than standard cleanup is required at the conclusion of the event (i.e. trash, confetti, cartons, rice, etc.)

## SHIPMENT OF PACKAGES/PARCELS

Packages for meetings may be delivered to the hotel three business days prior to the date of the function. The meeting name, date of function, engager's name and the Conference/Catering Sales Manager's name should be included on all packages to insure proper delivery.

## LOAD-IN/LOAD-OUT TIMES

Deliveries and trucks for load-in and load-out for events are required to use the Hotel Loading Area only. The Loading Area is in direct proximity

to guest rooms and thus in the interest of the comfort for all our guests, all load-in and load-outs need to be prearranged through your Catering & Events Manager.

## EXHIBITS

For exhibits larger than fifteen (15) displays/booths, arrangements for exhibit materials and drayage must be made with an off-property exhibit company for delivery on the contracted move-in day and removal on the contracted move-out day. The hotel will not accept any shipments from exhibitors when an outside exhibit/drayage company has been contracted. For exhibits less than fifteen displays/booths, a charge of \$125.00 per exhibit will apply.

## ELECTRICAL REQUIREMENTS

The hotel requires all electrical service needs to be submitted to PSAV no later than fifteen (15) days prior to the function. A power charge will be assessed for any usage of electricity for group's meeting. 40 amps per day at no charge are available to groups which utilize the hotel's in-house audio-visual provider. Additional electrical requirements will be billed at \$4.00 per amp, per phase daily.

## IT/HIGH SPEED INTERNET ACCESS- MEETING ROOMS

PSAV is dedicated to providing fast, reliable and secure internet connections throughout the meeting space. Offering custom high speed solutions enables PSAV to provide customers with integrated event technology and complete peace of mind. Please consult PSAV for pricing and options.

## HIGH SPEED INTERNET ACCESS- GUESTROOMS

Internet access is available in the guestrooms and restaurants, for hotel guests, and is included in the resort charge.

## SIGNS AND DISPLAYS

Pre-approved signs are permitted in registration areas and immediately outside private function rooms only. No signs are permitted in the lobby, public areas and public walkways or outside the hotel. Handwritten signs are not allowed in any areas. The hotel will provide one (1) easel per room complimentary. Additional easels may be ordered in advance and will be charged at \$15.00 per easel, per day. The hotel will not allow the affixing of any items to walls, floors or ceilings of rooms without prior approval. Banners must be handled by the hotel at a minimum of \$45.00 per banner charge. Please consult with your Conference/Catering Sales Manager for any assistance required.

## SECURITY

The hotel will not assume responsibility for any damages or losses due to any merchandise or articles left or sent into the hotel prior to, during or following your banquet or meeting. Arrangements may be made in advance for security of exhibits, merchandise or articles set-up for display prior to or during the planned event. Private security may be arranged through your Conference/Catering Sales Manager at a \$50.00 per guard, per hour charge, four (4) hour minimum.