



Sheraton Cerritos

H O T E L
T O W N E C E N T E R

2011 Outside Catering

Event Inclusions, Upgrades and Caterer Guidelines

We at the Sheraton Cerritos are pleased to offer the following for all of our outside catering events held here at the hotel. We look forward to working with you and your caterer to provide a memorable experience for your event. You may choose the caterer of your choice as long as all the included Caterer Guidelines are followed and the Caterer of choice is approved by the hotel prior to signing the hotel catering agreement.

PRICING: (The below Pricing is per person and **inclusive** of 22% service charge and sales tax. **Prices are non-negotiable.**)

6:00PM-12:00AM or 7:00PM-1:00AM

Friday & Sunday	\$25.00
Saturday	Pricing starts at \$40.00
Monday through Thursday	\$20.00

10:00AM-3:00PM or 11:00AM-4:00PM

Friday & Sunday	\$20.00
Saturday	\$22.00
Monday through Thursday	\$20.00

7:00AM-10:00AM

Monday – Sunday	Pricing starts at \$15.00
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Holiday Weekends and December

Holiday (Day or Evening) weekend)	\$55.00 (ask for details – may include entire weekend if holiday falls on weekend)
Sunday (if holiday falls on a Monday)	\$40.00
December - Friday & Saturday Evenings	Pricing available upon request

Note: Pricing is based on availability and signed agreement between hotel and event client.

PACKAGE INCLUDES:

- One (1) Complimentary guestroom for night of contracted event date (Suite upgrades based on availability @ \$99.00 +tax)
- Self-Serve Beverage station to include Soft Drinks, Coffee and Hot Tea
- Event Room (Garden Terrace & Patio, Crystal Ballroom or Cerritos Ballroom)
- Hotel-owned Round Tables, Banquet Chairs, Linens, Napkins, China, Glassware, Silverware, up to four (4) – 12'x16' Stage/Risers, Dance Floor and Buffet Tables)
- (1) Buffet for each guaranteed 150 guests (Two buffets maximum. Additional buffets @ \$150.00 per buffet)
- Complimentary parking
- Service staff (one server per each 50 guests)

CEREMONY PRICING: (Based on two hours of rental and includes white garden chairs, spa infused water station, (1) wired microphone and sound system, gift and guest book tables, complimentary dressing room based on availability and rehearsal. Prices are **exclusive** of 22% service charge and sales tax)

- Garden Terrace Patio – \$1,200.00
- Town Center Fountain - \$1,600.00 (City permit required and obtained by Hotel)
- Indoor (Ballroom) – Price upon request and based on availability

PRAYER ROOM, CHANGING ROOM and/or ENTERTAINERS ROOM RENTAL:

Based on availability, rental fee ranges from \$250.00 to \$850.00 depending on which room is used. Prices are **exclusive** of 22% service charge and sales tax)

** Additional time may be purchased based on availability and is charged in increments of 30 minutes at \$250.00 plus tax and service charge for outside catering events. Event times not to exceed 1:00AM.*

SET-UP TIMES: Load in / out or set-up time is based on approval by hotel and will incur additional room rental charges.

FUNCTION ROOMS & CAPACITIES:

Room	SqFt.	Rnds 10 w/ Dance Flr.	Rnds 10 no dance Flr.	Minimum # Guests
Garden Terrace Room –	2,000 sq ft.	120	150	100
Crystal Ballroom –	3,481 sq ft.	220	250	150
Cerritos Ballroom -	6,000 sq ft.	400	450	250

Note: Pre-function/Foyer space is booked based on availability and is not considered private space.

FOOD SERVICE:

- Main food service must take place prior to 10:00PM - If there is a delay in food service, a service fee of \$250.00 may apply
- Pricing is based self serve buffet service only – additional service requests are possible at an additional fee
- Caterer **MUST** be approved by the hotel prior to signing contract
- Caterer **MUST** follow all attached hotel guidelines
- No food or beverage is allowed to be brought in to the hotel or event unless provided by the caterer or hotel

BAR PRICING:

❖ Banquet Bar	Cash	Host	Per Person Per Hour
Call Brands	\$7.50	\$7	<u>Call Brands</u>
Premium Brands	\$8.50	\$8	First Hour - \$15 pp
Super Premium Brands	\$10.50	\$10	Second Hour - \$10 pp
Cordials	\$9.50	\$9	Each Additional Hour - \$6
House Wines	\$7.50	\$7	<u>Premium Brands</u>
Premium Wines	\$8.50	\$8	First Hour - \$17 pp
Domestic Beer	\$5.50	\$5	Second Hour - \$12 pp
Imported Beer	\$6.50	\$6	Each Additional Hour - \$8
Soft Drinks	\$4	\$3	<u>Beer, Wine & Sodas</u>
Mineral Water	\$4	\$3	First Hour - \$12 pp
Juices	\$4	\$3	Second Hour - \$8 pp
			Each Additional Hour - \$5

NOTE: Cash bar prices include 22% service charge and sales tax

UPGRADES & ADDITIONS: (pricing below are **exclusive** of 22% service charge and sales tax)

- Wine / Champagne Corkage \$ 15.00 per bottle
- Champagne / Cider Toast \$ 2.50 per person
- Security Officers (Required for events 300 people and over) min. 5 hrs. \$ 55.00 ea. per hour
- Additional Service Staff \$ 25.00 per server per hour
- Cake Cutting Fee (includes plates, forks, cutting and service) \$ 2.50 per person
- Bartender Fee \$ 100.00 per bar
- Audio Visual Equipment (pricing upon request)
- Staging 12'x'16 (four sections complimentary) \$ 25.00 per section
- Electrical Power Drop / Spider Box \$ 150.00 each
- Chair Covers w/ Sash (includes set up & delivery) \$ 4.50 and up / each
- Chivari Chairs w/ Cushions (delivered & set up) \$ 9.00 and up / each
- Custom Table Linens (floor length) \$ 13.00 and up / each

Additional items may be available and are priced upon request

By signing below, I am in agreement and understand all the information provided above.

Signature: _____ Date: _____

Printed Name: _____ Event Date: _____

CATERER INFORMATION

Event Date: _____

Event Name: _____

Caterer Name: _____

Caterer Phone: _____



Sheraton Cerritos

**H O T E L
TOWNE CENTER**

Caterer Guidelines & Requirements:

- Caterer must be approved by hotel and Caterer must agree to and sign this form prior to signing catering agreement with hotel.
- Caterer to provide hotel with buffet table size requirements and any additional table set up needs **two weeks** prior to event date.
- Event time line / agenda will be required **two weeks** prior to event date.
- All food must be brought to the hotel warm and fully prepared in aluminum covered pans. **Nothing** can be prepared on-site.
- Caterer must supply a copy of **valid business license & proof of two million dollars liability insurance** and provide a current copy to hotel at all times.
- Caterer staff must fill all chafing dishes and replenish during mealtime. In addition, it is the responsibility of the caterer to clear off the buffet (after meal is done) and prepare any leftovers for guests to take home.
- Empty your trash into the dumpster. Any trash left behind or dirty work area may result in a cleaning fee of \$250.00.
- Hotel will provide a preparation area located off the loading dock area as a work area. If frying is required, caterer to provide a floor covering (tarp, cardboard, etc.) to protect ground from any oil spillage.
- Hotel will provide up to (2) hotboxes, (1) Queen Mary and (1) rolling cart based on availability – hotboxes will require your own sterno/canned heat.
- Caterer must provide ALL EQUIPMENT, chaffers, utensils, sterno, towels, trash cans & liners, trucks, etc...you may need. Should you require last minute equipment from the hotel, we do have a price list available for items to be rented and a credit card will be required for payment. DO NOT ask hotel staff for any equipment, only speak with the Banquet Captain with any requests.
- Caterer agrees that ALL ALCOHOL will be provided solely by hotel at the current hotel pricing.
- Caterer(s) staff must be professionally and cleanly dressed.

Note: Due to our liability agreements, the Sheraton Cerritos does not handle any food prepared by an outside company.

By signing below, you understand and are in agreement to all items listed herein:

Signature: _____ Date: _____

Printed Name: _____ Event Date: _____

