

**ANAHEIM MARRIOTT SUITES**

12015 Harbor Boulevard | Garden Grove | CA 92840

714.750.1000 | [www.anaheimmarriottsuitses.com](http://www.anaheimmarriottsuitses.com)

# events by Marriott

by Marriott

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### General Information

Printed menus are only guidelines. Our Catering staff will be happy to prepare customized proposals to meet your specific needs. All Price list are subject to change. Your Catering Manager will confirm menu prices.

### Guarantees

Your attendance must be definitely specified three (3) business days prior to your function or your expected number of guests originally quoted will be used as your guarantee. The guarantee will be considered your minimum number and is not subject to reduction. We will set and prepare 10% over the guarantee for groups 20-99, 5% over the guarantee for more than 100 guests. For all Buffets, Continental Breakfast and Coffee Breaks, the Hotel will only set for the guarantee number

### Payment

Once credit has been established and approved through the Hotel, we will pre-authorize the estimation 72 hours before the event or according to the timelines outlined in the agreement. In the event payment is not made within 25 days of receipt of the original statement, the Hotel may immediately impose a late payment charge of 1.5% per month (Annual Rate 18%). Or, the maximum allowed by law, on the unpaid balance, and the reasonable cost of collection, including attorney fees. Please contact us immediately if you have any questions regarding the statement. The Hotel does not accept payment upon conclusion. Your total estimated charges must be pre-paid unless credit has been established with the Hotel.

### Menu Planning

Current prices are indicated on the enclosed menus and are subject to change without notice. The Hotel will make every effort to adjust menus to conform to religious or dietary preferences. For the best service, we recommend that you select one entrée for your entire group. If split entrees are requested, the appetizer, vegetable and dessert will be the same for all guest. The cost of the higher priced entrée will be charged.

### Room Assignments

Function rooms are assigned by the Hotel according to the guaranteed minimum number of guests anticipated to attend. The Hotel reserves the right to relocate your function

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### Service Charge and State Sales

A 21% Service Charge and 8.75% State Sales Tax will be added to cost of all food and beverages, as well as audio visual charges. The 21% Service Charge and all Labor Fees are subject to 8.75% State Sales Tax (California State Board of Equalization Regulation Number 1603)

### Room Set-Up

Room set-up must be discussed no later than one (1) week prior to arrival with your Event Manager or Catering Manager. If you require changing the set-up the day of the event, the room rental charges will be doubled. Banquet seating is provided at Rounds of 10, unless otherwise requested. Seating with less than 10 people per table will accrue an additional service fee of \$20.00 per table. If you would like to use assigned seating, please submit your seating diagram no later than three (3) business days prior to your event.

### Labor Charges

Bartenders, carvers, station attendants, food or cocktail servers are available at a \$125.00 fee (four hour minimum). A \$25.00 per hour fee will be imposed for each additional hour over the four hour minimum. The Hotel will charge a \$150.00 labor fee above and beyond all other fees for all food functions with less than 50 guests. Labor fees are subject to California State Sales Tax (California State Board of Equalization Regulation Number 1603).

### Decorations

Arrangements for floral centerpieces and theme props may be made through your Sales or Event Management representative. All decorations must meet with the approval of the Garden Grove Fire Department. The Hotel will not permit the affixing of anything to the walls or ceilings of rooms without written approval from your Event Manager or Catering Manager.

### Security

Arrangements for security must be made a minimum of two (2) weeks prior to your event. The Hotel may require security officers for certain events. Security companies must have workers compensation and liability insurance policies in effect to be allowed on property. The Hotel strictly enforces a no weapon policy for all security officers on property. Hotel loss prevention officers are available at a minimum of (1) loss prevention officer per (100) attendees. The charge is \$35.00 per hour, per guard, with a (4) hour minimum. Please notify your Event Manager if you will have any portable items of extraordinary value in your meeting rooms. The Hotel shall not assume responsibility for the damage or loss of any merchandise or articles left in the Hotel prior to, during or following your event.

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### Parking

Self-parking is currently available complimentary to all hotel guests. Parking services, and possible charges, are subject to change without notice. Staffed valet parking through the sales department is available at a discounted rate. Please Check for Availability.

### Signage

Signage is limited to one (1) sign per function room. No signs will be permitted in the main lobby. Banners are limited strictly to the Convention Registration Desk. At no time will signs or banners be taped or otherwise affixed to the walls. Placement is subject to approval by your Event or Catering Manger and must meet traffic flow and safety guidelines. Exception to any of the above must be approved by the Hotel Management. Signage must be professionally printed; handwritten signs are not permitted.

### Electrical

Arrangements for electrical needs exceeding 120 volt/20 amp wall plug(s) must be made in advance and will require additional charges. Please remember to consult with your vendors, DJ, band, production and/or lighting company to see if you will require additional power for their set-up. Should you need supplemental power, or are unsure of your requirements, please notify your Sales or Event Management representative a minimum of one week prior to your function. If your event is to be identified by name or division other than that which is stated on your agreement with the Hotel, please notify your Event Manager so that it may be accurately posted.

### Audio Visual

A complete line of audio visual aids are available through Marriott Event Technology, our own in-house audio visual supplier. Your Event Manager can arrange equipment rental for you.

### Ice Sculpture

Customized Ice Sculptures are available to enhance your event. See your Sales or Event Management representative for more information. Prices begin at \$400.00

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### Alcoholic Beverages

If alcoholic beverages are to be served on the Hotel premises (or elsewhere under the Hotel's alcoholic beverage license), the Hotel will require that beverages be dispensed only by Hotel servers and bartenders. The Hotel's alcoholic beverage license requires the Hotel to (1) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either under age or proper identification is not produced and (2) refuse alcoholic beverage service to any person who, in the Hotel's judgment, appears intoxicated. Please inform your guests of this policy.

### Shipping of Items

To assure efficient handling and storage of materials, we suggest you notify your Sales or Event Management representative of your requirements in advance. Since storage space is limited, please have your packages delivered no more than 48 hours in advance of your event date. First (3) packages are complimentary, after that each package weighing less than 50lbs will be charge \$3.00 per item, per day for storage. All packages over 50 lbs and/or pallets will be charged \$100.00 per item, per day for storage. Please label all packages with the name of the person to receive the package, date of the event and group name. Storing, moving, re-packing and shipping before, during or after your function will accrue additional fees.

### Special Services

Should you require entertainment, floral arrangements, photographers, balloons, ice carvings, or a special theme for your party, your Sales or Event Management representative will be happy to provide you with a list of the recommended vendors. All vendors must agree to comply with all hotel requests and sign a vendor's release and indemnification form. When contracting with your vendor, please inform them that fog machines and open flames are prohibited. Please also verify power needs see Electrical as there may be additional charges involved that you or your vendor will be responsible for.

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### Coat Check

A maximum of 2 coat check racks are available at no charge. Additional coat racks will be \$ 25.00 per day. Hosted coat checks are available at a flat rate charge of \$35 per hour, with a 4 hour minimum. If you would like a private coat check area, please inform your Sales or Event Management representative.

### Standard Deposit

A deposit of 20% of your estimated charges or a minimum of \$1,500.00, will be required in order to make the function reservation confirmed and definite. The initial deposit is due within ten (10) working days of the receipt of your contract. Your total estimated charges must be pre-paid, three business days prior to your event, unless credit has been established with the hotel.

### Food and Beverage

No Food or Beverage, alcoholic or otherwise, shall be brought into the Hotel by patron or attendees from outside sources without special permission of the Hotel. The Hotel reserves the right to charge for such services.

### Menu Tasting

A menu tasting is an event and can be made by appointment only with your Catering Sales or Event Manager. For all printed menu selections, there will be a \$100.00 menu tasting fee, with a maximum of (4) people at the tasting.

### Linen

For morning or afternoon events, complimentary table linens are available in limited colors. Additional color selections are available in both table linens and napkins at an additional charge.