



# EVENTS MENU

# INFORMATION

## **Audio Visual**

Complete in-house audio visual equipment and services are available. Orders may be placed through your Event Manager.

## **Availability**

Daytime events may be scheduled between 8:00AM-4:00PM. Evening events may be scheduled between 6:00PM-12midnight. Access to your function room prior to the scheduled event time, for the purpose of decoration, etc. is subject to availability and may incur an additional charge. Patrons agree to vacate the banquet room at the contracted closing time. In the event the room is occupied past the contracted closing time, the client agrees to pay \$500.00 per hour.

## **Alcoholic Beverages**

If alcoholic beverages are to be served on the hotel property, or elsewhere under the hotel's alcoholic beverages license, the hotel will require that beverages be dispensed only by hotel servers or 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 underage or proper identification cannot be produced; (2) refuse alcoholic beverage service to any person who, in the hotel's judgment, appears intoxicated.

## **Coat Check**

Hosted coat check is available at a flat rate charge of \$100.00 per attendant including gratuity.

## **Decorations**

All decorations incorporating candles must meet with the approval of the Garden Grove City Fire Department. The Hotel will not permit the affixing of anything to the walls, floors or ceiling of rooms with nails, staples, tape or other substances unless approval is given by the Catering Office. Fog machines and open flames are prohibited.

## **Deposit**

A 20% of your estimated event cost is required upon contract signing. This non-refundable deposit will be required to make your reservation definite. Prepayment required for all catering events.

## **Parking**

Complimentary self- parking for your guests on the day of your event is based on availability. Valet parking is also offered at an additional charge for all guests.

## **Seating**

Seating will be at round tables accommodating 10 - 12 people each, unless otherwise requested. Special seating diagrams with numbered tables are available if there is to be assigned seating. An additional Labor Fee will be added for seating variations of less than 10 people per table.



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12015 Harbor Boulevard, Garden Grove, CA 92840

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### **Service Charge and State Sales Tax**

Service Charge and State Sales Tax will be added to the cost of all food, beverages and audio visual equipment. Current charges include a taxable 21% Service Charge and 7.75% State Sales Tax. Prices are subject to change. (California State Board of Equalization Regulation No. 1603)

### **Vendors**

All outside vendors, such as florists, production and entertainment companies, lighting, sound and audio visual companies must contact your Event Manager to review their agreements at least 7 days prior to your event. Vendors must agree to comply with all Hotel requests. When contracting with your vendor, please inform them that fog machines and open flames are prohibited. Please also verify power as there may be additional costs involved that you or your vendor will be responsible for paying.

### **Food and Beverage**

Current prices are indicated on the enclosed menus. We will make every effort to adjust menus to conform to religious or dietary preferences. No food or beverage, alcoholic or otherwise, shall be brought into the Hotel by the patron or attendees from outside sources without special permission of the Hotel. The Hotel reserves the right to charge for such services.

### **Guarantee**

Your group's minimum guarantee will be determined by your Catering Manager at the time of confirming your event. This will be considered your minimum financial guarantee, not subject to reduction, for which you will be charged, should less attend. Your actual guarantee of attendees must be confirmed at least three business days prior to your event. We will prepare 3% over your guaranteed attendance (guarantee up to 460 guests)

### **Linens**

The Hotel offers a variety of linen colors. Specialty linens are available at an additional charge. You are allowed to bring in your own specialty linens as well. Consult with your Event Manager for inventory and availability.

### **Labor Charges**

A Bartender fee of \$150.00 per bar will be applied if the bar does not reach a revenue of \$500.00. Additional carvers, station attendants, food or cocktail servers are available at a \$125.00 fee each 2 hour minimum, each additional hour is \$25.00 per hour plus tax and service charge. Cake cutting fee is \$2.75 per person, subject to existing tax and service charge.

### **Menu Tasting**

Menu tastings are made by appointment only with your Event Manager. A menu tasting fee of \$150.00 will apply with a maximum of four people attending the event. Menu tastings are not available for Hors d' Oeuvres or Buffet selections



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### **Additional Catering Arrangements**

Our Catering department will be happy to arrange for flowers, entertainment, ice carvings, as well as custom linens, theme props and décor. From a small intimate dinner in one of our banquet rooms to a gala event in our ballroom, our catering department will be happy to discuss all of the options available.

### **Vegetarian Meals**

We ask that three full working days prior to your event an anticipated vegetarian guest count be given with your guarantee. Vegetarian meals will be charged at the same price as the selected menu.

### **Shipping and Receiving**

To assure efficient handling and storage of materials, we suggest you notify your Sales or Event Management representative of your requirements in advance.

Clearly label your shipping with Name of Event, Date and Contact Name. Send to our address at Anaheim Marriott Suites, 12015 Harbor Blvd., Garden Grove, CA 92840. Package Handling will be assessed a labor fee of \$5.00 per box or \$100.00 per pallet roundtrip. Since storage space is limited, please have your packages delivered no more than 48 hours in advance of your event date. The hotel charges \$5.00 per box, 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.



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