



## INFORMATION

### Food and Beverage

A signed Banquet Event Order must be on file in the Catering Department ten (10) business days prior to the function date. Kosher Catering is available.

### Prices

Prices are quoted ninety (90) days in advance of the event. However, due to fluctuating market prices the quotation will be subject to change. Menu prices will be guaranteed for a maximum of 60 days.

### Deposit/Minimum

A non-refundable deposit and a Food & Beverage Minimum Spend Guarantee may be required to confirm a function space reservation.

### Payment

Payment for the guarantee and oversight is due in full three business days prior to the event in the form of a credit card, cashier's check or cash unless credit has been established to the satisfaction of the Hotel's credit department. If credit is established, the account will be due in full ten days after the completion of the event. Company checks must be presented ten days prior to the event date.

### Seating

Seating may be at rounds tables with a minimum of 8 and a maximum of 12 guests at each table, unless otherwise requested. The Catering or Convention Services Manager will provide a diagram for assigned seating upon request.

### Menu

Entrée selections are limited to one per menu with the exception of buffets. If a choice of plated entrée is required, the per person price will be based on the higher of the two entrées selected and the selection will be limited to two items (plus the Vegetarian Entrée du jour). The client must provide own Entrée Cards to designate each guest's selection of entrée.

### Alcoholic Beverages

Guest must be able to show proper picture identification, upon request, when ordering or consuming alcoholic beverages. Any guest that appears under thirty (30) years of age must be able to show proof of age.

### Corkage

No Beverage of any kind is permitted to be brought into the Hotel by the client or guest without special permission from the Hotel and must be served by Hotel staff if permission is granted. A per-bottle corkage fee will be assessed.

### Bar Fee

A \$150 bartender fee will be assessed for each bar set. A \$50 per hour Bartender Fee will be assessed for each hour after three (3) hours. Beverage Attendant Fee \$50

### Coat Check

\$30 per hour, 4-hour minimum required

### **Decor**

All decorations must meet the Oakland City Fire Department's regulations. Any open flame requires a permit and must be furnished to the Hotel prior to the event. Theme parties can be created and props must be approved prior to installation. The Hotel does not permit hanging or affixing anything from its existing walls or ceiling.

### **Security**

A Hotel Loss Prevention Officer can be provided at \$50 per hour, four hour minimum required. The Hotel will not assume responsibility for damages or loss of merchandise left in the Hotel any time. Arrangements can be made for Hotel Security to assist with your needs.

### **Audio-Visual**

A full service audio-visual company is located in the Hotel to service your function. For a complete description of services and charges, please refer to the Swank Audio Visual Services brochure or contact them directly at 510-451-8612. Audio Visual Services are subject to prevailing Service Charge and Sales Tax Rates.

### **Telephone/Internet**

Installation of an analog DID Phone line is available at \$150 per day plus per-minute usage. Polycom Conference Speakerphones are available at an additional \$100 per day. Internet access is available through hard-wired or wireless T-1 lines in each meeting room.

A schedule of T-1 pricing is available upon request from your Catering or Convention Services Manager or Swank Audio Visual Services.

### **Engineering Services**

Should functions require special lighting, electrical equipment, telephone lines, or any special assistance, information must be provided to the Hotel's Catering Department fourteen (14) days in advance. Depending on the extent of the arrangements and labor or equipment needed, additional charges may be assessed.

### **Electrical**

Additional power is available for most of our banquet rooms. Charges will be based upon labor costs and actual power requirements.

### **Keys**

A charge of \$150 per room will be charged for keys issued for limited access. If these keys are not returned at the conclusion of the function, an additional \$200 re-key fee will be assessed.

### **Banners/Signs**

The Hotel does not permit hanging or affixing anything from its existing walls or ceiling. Hanging Banners, signs, seals and flags from rented Pipe & Drape may be arranged with the Catering or Convention Services Manager. A \$55 per banner charge will apply, in addition to the cost of renting Pipe & Drape

### **Shipping Materials**

Shipments will be accepted up to three days prior to function date. There will be a \$7 per box, incoming and \$7 outgoing handling charge for all boxes processed by the Hotel. Each pallet or crate delivered to the Hotel is subject to a \$95 handling charge. Shipping and receiving hours are 7:00am-4:30pm Monday through Friday. Any Boxes received or shipped on Saturday or Sunday will incur an additional incoming and outgoing, \$7 per box handling fee. Should special arrangements for delivery be necessary, please contact your Convention Services Manager.

**\*Oakland Marriott City Center \* 1001 Broadway \* Oakland, CA 94607 \* (510) 451-4000**

All prices are subject to a 22% service charge and 8.75% California State Sales Tax.

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