



CONVENTION SERVICES & CATERING INFORMATION AND GUIDELINES

The Hilton Irvine's professional Convention Services and Catering team, stand ready to assist you in planning your forthcoming food and beverage function. We will do our utmost to deliver to you and your guests the great hospitality for which we are renowned.

Menu Selection:

In order for us to assure the availability of all chosen items, your menu selections should be submitted to the Sales & Catering office four (4) weeks prior to the function date. Our pre-printed menu selections are offered merely as suggestions. We will prepare customized menus and are happy to offer suggestions for your specific needs.

Guarantees:

To ensure the success of your event, please notify the Convention Services & Catering office guaranteed number of guests attending within 72 hours, (3) business days, of the function. For parties of more than 100 guests, seating will be provided with an additional table for your guests. If no guarantee is received at the appropriate time, the hotel will assume the patron's initially expected count to be the guarantee and charges will be billed accordingly.

Function Space:

Function space is assigned based upon the expected number of guests contracted. Should the number of participants change, the hotel reserves the right to reassign space that is more suitable to the anticipated attendance. Room rental fees may be applicable if the group attendance drops below the attendance estimated at the date of booking.

Outdoor Functions:

The hotel reserves the right to make the decision to move any outdoor function to an indoor function area due to inclement weather, or based on the National Weather forecast. Parties may be moved due to wind, rain or forecast of rain. The decision to move such parties will be made (4) hours in advance of such functions with the Meeting Planner being notified. If the decision must be delayed or changed and it necessitates the hotel setting both the indoor and outdoor function space, the following charges will be incurred:

-\$500.00 for parties over 100 guests and \$250.00 for parties under 100 guests.

Banquet Service:

For all plated meals served in private function space with less than 20 guests in attendance, an additional service charge of \$75.00 per meal function will be added to the banquet check.

Banquet Operational Hours:

Standard operating hours for the Hilton Irvine are 6:30AM to 12:00AM. Additional coverage outside of these time parameters will be charged at \$18.00 per hour for banquet coverage. These additional hours must be pre-arranged with a (3) day notice.

Tentative Reservations:

An event booked by telephone is "tentative" until the responsible person or authorized representative signs the function contract and remits the assigned deposit as required.

Additional Labor Charges:

1. Bartender Charges- \$100.00 Bartender's Fees will be waived with each \$400 in bar sales per four-hour period
2. Chef Charge- \$100.00 labor fee will be added to each attendant station
3. Engineering Assistance:
 - a. Sunday-Saturday- \$35.00 an hour
 - b. After hours and holidays- \$70.00 an hour

4. Coat Check Assistance- \$150.00
5. Audio Visual Technical Assistance:
 - a. Monday-Friday 8:00AM-5:00PM- \$50.00 an hour
 - b. Monday-Friday after 5:00PM- \$75.00 an hour
 - c. Saturday-Sunday 8:00AM-5:00PM- \$75.00 an hour
 - d. Saturday-Sunday after 5:00PM- \$100.00 an hour

Beverage Assistance:

All beverage functions are to be arranged through the Sales & Catering office. We offer a complete selection of beverages to complement your function. As a licensee, The Hilton Irvine is responsible to abide by regulations enforced by the state and therefore the hotel's policy is that if alcoholic beverages are to be served at functions, the hotel requires that the beverage be dispensed only by banquet servers and bartenders. The hotel's alcoholic beverage license requires proper identification (photo ID) of any person of questionable age. The hotel will refuse any alcoholic beverage service to any person who, in the hotel's judgment, appears intoxicated. With prior arrangements made with the Sales & Catering Department, wine or champagne may be brought into the hotel and served at a function for \$15.00 per 750ml bottle plus 21% service charge and 7.75% sales tax.

Entrée Selection:

Multiple Entrée selections on all banquet menus are limited to two selections. When two (2) selections are requested, both menu entrees are priced at the higher price. Guarantees must be provided three (3) business days prior to the group arrival and tickets should be provided and designated by the client. Special dietary needs can be taken into consideration.

Buffet Service:

- Banquet buffets offer limited quantities of food and are based upon a reasonable serving per guest. Service times are 7:00AM-10:00AM for breakfast, 11:00AM-2:00PM for lunch, and 4:00PM-10:00PM for dinner. Please note that buffets are for a maximum of 1 ½ hours. Times outside of this realm would qualify for the next time period. Your room will be set up with (1) table over the guaranteed amount. Lunch and dinner buffet prices are based on a minimum of 50 people. A supplementary per person charge will apply for less than 50 people. For groups of less than 50 people, an additional fee may be charged.

Culinary Demonstrations:

Members of Hilton Irvine culinary staff are available to conduct food and wine demonstrations. Themes include Sauté Station, Flambe Dessert Station, BBQ Theme, "Fun" Carts, and Pasta Preparation. Demonstrations are subject to appropriate business levels and applicable charges apply based on the number of guests being served.

Wines:

In the interest of gracious dining, we urge you to consider the inclusion of carefully selected fine wines for your function. The Hilton Irvine vintage wine list offers a refined selection of domestic and imported wines. Ample notice must be given to insure sufficient quantities are available for your event.

Audio Visual Equipment:

A complete line of audio visual aids is available on site through Presentation Services, Inc. The hotel must be notified, in advance, of any outside company or producer coming on property. Contact your Sales & Catering Manager. A "Certificate of Insurance", with \$1,000,000 coverage, including Workmen's Compensation is required. There will also be a charge of \$150.00 a day to bring in an outside vendor. This requirement is pertinent only for vendors bringing in special equipment, which would be billed out for over \$1000.00. We would appreciate the opportunity for PSAV to be allowed to bid on all contracts.

Payment Terms:

Sales & Catering: Refer to group credit agreement for payment schedule or to arrange for a direct bill.

Catering Functions: A deposit is required to secure function space. The balance due shall be paid 72 hours prior to the start of the function in cash, cashier's check or money order. A company, personal or association check is acceptable if received 14 days prior to the event. An application for a direct bill account must be submitted 30 days prior to the event and is subject to approval. The minimum expense to establish a direct bill account is \$3,000.00.

Special Decoration and Services:

We will be delighted to discuss with you any needs for your particular function such as ice carvings, flowers, decorations, theme props and entertainment. These and other services can be provided at pre-arranged fees. All

Production Companies must present a "Certificate of Insurance" to the Catering or Convention Services Manager. A "Certificate of Insurance", with \$1,000,000 coverage, including Workmen's Compensation is required prior to set up.

Signage, Flags, and Banners:

Pre-approved signage, flags, and banners are permitted in registration areas and immediately outside the private function rooms only. They are not permitted in the lobby, public areas or outside the hotel. Signage must be in a professional manner. The hotel encourages the planners to use the dimensions of "28 x 22" for their signage. Easels are provided at \$15.00 each.

Security:

The hotel will not assume any responsibility for damage or loss to any merchandise or articles left or sent into the hotel prior to, during or following your banquet or meeting. Arrangement for outside security is the client's sole responsibility. A copy of insurance, contract, and hold harmless agreement must be given to hotel prior to the event.

Price Changes:

All printed Sales & Catering menu prices are subject to change without notice; however, all contracted prices will be honored. Prices do not include tax and service charge.

Service Charge and Sales Tax:

All charges are subject to a 21% service charge. The current sales tax in Irvine is 7.75%. According to the State Regulations, #6103, all service charges are subject to sales tax.

Space and Price Commitments:

Established function times on programs must be adhered to per his agreement. The engager is responsible for abiding by these schedules as hotel may have commitments of function space prior to or following the arranged program. Private rooms and contractual prices are assigned to the number of anticipated attendees at the time the function is booked. The hotel reserves the right to renegotiate these prices and/or change the assigned function room(s) in the event of a decrease of the number of attendees.

Business Center Services:

Our business center is open 24 hours for your convenience and can provide black and white copies, faxing, and a computer workstation equipped with E-mail and internet access. Walkie-talkies and Nextel phones may be arranged through Presentation Services. Limited packing and shipping services are available through our Purchasing and Receiving Department. Referrals can be shared for Exhibition Services.

Tents:

Ample space is available at the Hilton Irvine and there are several options for tent space. Applicable charges will apply, depending upon the package that is arranged. Presentation is important and therefore a professional and neat appearance is necessary. The following is optional, i.e. siding, lights, heaters and fans. Runners, flooring and outside food preparation areas may be mandatory, depending upon your location and event. Please see your Sales & Catering Managers for recommended vendors. A minimum of (2) weeks is necessary to make arrangements.

Shipment of Packages/Parcels:

Packages for meetings should be delivered to the hotel no earlier than four (4) business days prior to the date of the function. The meeting name, date of function, engager's name and Sales & Catering Manager's name should be included on all packages to insure proper delivery. A maximum of 20 boxes is allowed per convention at no charge. Any parcels delivered beyond the 20 shall be charged a fee of \$5.00 per box and charged to the Master Account. For exhibitions, it is suggested to employ an Exhibition Company to handle your packages, pipe and drape, etc. Although the hotel has ground level loading only, a pallet jack or a forklift may be required. This can be arranged at the hotel ahead of time, pricing is available upon request. Our delivery area and loading area is located on Douglas. All persons must check in with the Engineering Department.

Electrical Requirements:

If you require electrical needs, please contact your Sales or Catering Manager. It is a requirement that the hotel engineer performs the physical hook-up to the power source. For a copy of engineering charges, please contact your sales or catering manager.

Phone Line Request:

If direct lines are requested, the hotel requires notification no less than seven (7) days prior to the group function in order to make arrangements. Video conferencing and T1 lines may also be arranged with a month's prior notice. You will be charged for the labor, installation and phone usage.

Car Display:

Areas of the hotel are suitable for car displaying. Ample time must be provided for entrance and assistance from our Engineering Dept. Upon placement, the automobile must have less than ¼ of a tank of gas, less than a quart of oil, the battery cable must be disconnected and there must be protective covering on the floor to prevent possible dripping. If protective covering is not provided by the client, the hotel will make necessary arrangements and bill the applicable charges to the customer's master account.

MISCELLANEOUS/OPTIONAL CHARGES:

1. House Telephone
2. Outside Line + House Phone Charge
3. Conference/Speaker Phone + Outside Line Charge
4. Flipchart with Markers
5. Restricted Key Status on Meeting Room
6. Flower Arrangement for Registration Desk
7. Message Board or Easel
8. Deluxe Meeting Room Set Up (pads, pens and mints)
9. Coat Room Check
10. Table Tops
11. Hang Banner
12. Wireless Internet
13. Heaters
14. Power Strip and Extension Cords