

# Hilton Santa Clara

## General Information

### **Guarantees**

Final number of attendees is due to the Catering office no later than 12:00pm three (3) business days prior to the event. If a guarantee is not given, the expected number of attendees as noted in the contract will be used and can not be reduced.

### **Labor Charges**

Should any changes to the meeting room set up be made less than 24 hours prior to the event, a minimum charge of \$250.00 will be applied.

### **Meeting Room Set Up / Tear Down**

Meeting rooms will be available for set up one hour prior to the event start time unless otherwise noted in the contract. Should an earlier set up be requested a room rental and/or labor charge will apply. Meetings rooms must be vacated at the time specified in the contract otherwise overtime charges will apply at a rate of \$250.00 per hour.

### **Outside Food and Beverage**

No food or beverage of any kind will be permitted to be brought into the hotel by the patron, guests or invitees without special permission from the hotel. The hotel reserves the right to assess a charge for the services of such food.

### **Audio Visual**

Audio visual equipment can be arranged through our on-site Audio Visual company Swank. They can be reached at (408) 562-6727. A price list is available upon request.

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

A 20% service charge and appropriate sales tax will be added to all food, beverage, room rental and audio visual charges. California Law states that the Service Charge is subject to Sales Tax.

### **Payment**

Payment must be received prior to the event as contracted. Direct billing applications must be submitted no later than thirty (30) days prior to the event. There is a minimum revenue requirement of \$3,000.00 to establish direct bill. For bookings made less than five (5) business days before the event, 100% payment must be received at the time of booking. A credit card guarantee is required for all functions.

### **Decorations**

The hotel provides white linens, table mirrors and votive candles at no charge. Additional decorations can be ordered through the catering department. An additional charge will apply for these items.

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## Menu of Services

### LABOR CHARGES

Bartender	\$150.00 per bar
Carver Fee	\$150.00
Changes to room set up less than 24 hours in advance of meeting	\$250.00 and up

### ENGINEERING

Power Drops	INQUIRE
Meeting Room Lock Change (with 2 keys)	\$75.00 per door
Banner Hanging	\$35.00 each

### DECORATIONS

White Linen	No Charge
Specialty Linen	\$15.00 and up
Colored Napkins	\$.25 per napkin
Chair Covers (includes white cover and colored sash)	\$6.00 per chair
Champagne Fountain	\$120.00
Chocolate Fountain (DOES NOT INCLUDE FOOD FOR DIPPING)	\$500.00
Ice Carving	\$400.00 and up

### TELEPHONE/INTERNET LINES

Phone Line	\$75.00 per line
Speaker Phone (does not include the phone line)	\$50.00
Polycom Phone (does not include the phone line)	\$150.00
High Speed Internet Line	\$175.00 per line
Wireless Internet Access (for all attendees)	\$400.00 per day