



Santa Ana Orange County

Outside Catering Package

El Dorado Ballroom for up to 200 guests

Six (6) hours of event time (fees apply for additional hours)

Banquet Tables (Rounds of 10) and Chairs

White, Grey or Black Table Linen and Napkins

China, Glassware and Silverware

Mirrors with Two (2) Votive Candles on Each Table

Head Table or Sweetheart Table

Cake Table

Guestbook Table

Entertainment/DJ Table

Water Station

Customized Diagram

Service Staff to Clear Plates During Meal Service

\$38.00 per person

Pricing Does Not Include 23% Service Charge, 2% Administration Fee, and 9.25% sales tax

All Prices Subject to Change Without Notice

Pricing May Vary on Saturdays and Holidays

Above Services Cannot Be Altered – Additional Fees Will Apply for Additional Requests

8 MacArthur Place, Santa Ana, CA 92707
714-668-9993 www.marriott.com/snaog

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Santa Ana Orange County

Additional Services

Cake Cutting Fee	\$5.00 per person
Includes Plates, Forks, Cutting and Service	
Champagne Toast	\$9.00 per person
Audio Visual Equipment	Price Upon Requests
Dance Floor	Price Upon Requests
Silver Chargers	\$4.00 per person
Additional Hours	\$500.00 per hour

Additional Items Available and Will Be Priced on Request

Pricing Does Not Include 23% Service Charge, 2% Administration Fee, and 9.25% sales tax

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Guidelines For Private Caterers

- Private Caterer must provide a copy of a valid business license, Orange County Health Permit and proof of \$1,000,000.00 liability insurance at the time of contracting.
- All food must be brought to the hotel warmed and fully prepared in professional health compliance pans. No food preparation on-site.
- Private Caterers will NOT have access to the Hotel's kitchen or service areas, except designated pre/staging areas.
- All beverages (alcoholic or non-alcoholic) must be sold and served by hotel staff only.
- Outside beverages may NOT be brought into the hotel by Private Caterer, Event Planner or Guests.
- Private Caterer must have their own staff to handle all food and replenish during mealtime and clean-up after event. All staff must be in full uniform: white or black button-down shirt, black pants and non-slip, non-logo black shoes. All serving staff must have valid food handler's permit.
- It is Private Caterer's responsibility to clear off the buffet upon meal completion and prepare any leftovers to leave the premises.
- It is Private Caterer's responsibility to provide health compliant to go boxes and bags from guests should they decide to pack any leftovers for consumption. Please note, any consumable items provided by the Hotel cannot be taken to go.
- Private Caterer must be equipped with necessary health compliant equipment and utensils for food servicing, to include but not limited to: chaffing dishes, sternos, serving utensils, towels, etc.
- Prior to departure, Private Caterer must ensure that their designated work area is clean and free of trash. A walk-through with Banquet Captain prior to leaving premises is required. Unsatisfactory cleanup will be subject to forfeiture of \$1,000.00 cleaning deposit in Planner's Account.

DUE TO LIABILITY AGREEMENT, COURTYARD SANTA ANA

ORANGE COUNTY STAFF WILL NOT HANDLE ANY FOOD PREPARED

BY PRIVATE CATERER

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Santa Ana Orange County

Banquet Terms and Conditions

Deposits

Private Caterer's Business License, Proof of Insurance and Orange County Health Permit in order to confirm function definite. Additional deposits will be outlined in agreement. All deposits are non-refundable. Payment must be received in full at least (14) fourteen days prior to event.

Contract

The Catering agreement will detail the services provided, Hotel policies and terms. All services and banquet schedule will be detailed on agreement.

Banquet Event Order

A Banquet Event Order will be generated with event details, timing and floor plan as event gets closer, generally 30 days prior. Once you receive your banquet event order, please review to ensure Hotel, Planner and Private Caterer all understand event timelines, rules, terms, and responsibilities.

Guarantees

Guarantee number of guests is required at least (14) fourteen business days prior to event. Guarantee is not subject to reduction and changes will be calculated accordingly. Guarantee number must be confirmed with your Sales Manager in order to generate final banquet event order and estimate of charges for payment process.

Service and Labor Fees

Applicable service charge will be assessed to all of your banquet charges. Anytime there is a major change in set-up/style within 48 hours of the event, additional fees will be assessed. Extra charges may be applied for unusual set-up requirements, extra electrical hook-ups or telecommunication equipment. Additional fees will apply for additional event hours before or after contracted time.

Food Removal from Premises

Event Planner and Private Caterer are responsible to remove all food from hotel premises. Planner and Private Caterer can make arrangements for guests to take any leftovers for consumption, however, Hotel will not provide any to go containers or bags for leftover food. It is Planner and Private Caterer's responsibilities to ensure all food is being packaged appropriately in health compliance containers and bags for guests to takeaway. No leftovers, equipment or paper goods shall be left behind.

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Banquet Terms and Conditions

Decorations

All decorations must be flameproof to meet fire prevention regulations of local authorities. Decorations or displays must be approved prior to the day of event. Items may not be attached in any way to floor, windows, walls or ceiling with nails, staples, tape, or any substance. All decorations must be removed from function area. A walk-through with the Banquet Captain prior to leaving premises will be required. A cleaning fee will apply, for any items left behind or not cleaned.

Service Charge and State Sales Tax

All costs are subject to a service charge, admin fee and sales tax, currently service charge is 23%, 2% admin fee, and sales tax is 9.25%- both are subject to change without notice. Pursuant to California State Board of Equalization Regulation #1603, service charges are subject to state sales tax.

Lost and Found

Any personal property brought onto Hotel premises and left behind, either prior to or following the event will be at the sole risk of the guests. The Hotel will not be liable for any loss of or damage to property.

Property Damage

Contract Signer/Planner will be responsible for any and all damage resulting from any action or omission of their individual attendees, Private Caterer and/or other contractors to the Marriott Hotel premises.