

Hilton Sonoma Wine Country Off-site Catering Services

We are proud to offer our delicious menu to your group of 25 or more at
Paradise Ridge Winery & Hans Fahden Vineyards



*You may select menu choices from our catering menus,
or request custom menus for your occasion based on a specific budget.*

When comparing caterers, please note that the Hilton provides china, flatware, and linens as part of the off site Labor and Rental fee, as well as professional servers, dedicated Chefs and an event leader with additional staff.

Menu pricing is quoted exclusive of daily \$1,500 off-site labor fee
and \$2 per person kitchen use fee for both wineries.

Prices listed do not include service charge of 21% and 9.25% sales tax

Facility Rental Rates

Paradise Ridge Winery's Rental Fees for 2010

Rental Fees include round tables, chairs, parking, utilities, set-up and clean-up and a staffed wine bar.

Please note that Hilton Referred and Contracted Events receive a 25% discount off of Monday through Thursday rental pricing and 5% discount off of Friday and Sunday rental pricing.

**There is a \$20 per person minimum wine purchase for all events.

**Monday through Thursday Evening
Four Hour Rental:
\$500 for up to 50 persons; \$5 per person over 50**

**Friday and Sunday Evenings
Six Hour Rental:
Starts at \$6,000 for up to 150 persons**

**Saturday Evening
Six Hour Rental:
Starts at \$8,000 for up to 150 guests**

Hans Fahden Vineyard's Rental Fees for 2010

Rental Fees include round tables, Chivari chairs, parking, utilities, set-up and clean-up and a staffed wine bar.

**There is a minimum wine purchase for all events.

**Monday through Wednesday Evening
Seven Hour Rental:
Starts at \$2,500 for up to 100 persons
\$45 per person over 100 people**

**Friday Evening
Seven Hour Rental:
Starts at \$4,500 for up to 100 persons
\$45 per person over 100 people**

**Saturday Evening
Seven Hour Rental:
Starts at \$6,500 for up to 100 persons
\$65 per person over 100 people**

**Sunday Evening
Seven Hour Rental:
Starts at \$5,500 for up to 100 persons
\$55 per person over 100 people**

When billed through Hilton Sonoma Wine Country, a 10% processing fee will apply.
Space is not confirmed until contract is signed.

Terms and Conditions

Agreement

Once you have selected your preferred date, Hilton Sonoma Wine Country will issue an Agreement for Catering Facilities. We require a copy of a catering contract signed by both parties prior to securing a date for your event

Guarantees

The expected number of guest must be communicated to the Hilton Sonoma Wine Country Catering Department a minimum of 3 business days prior to the event. This number will be considered a guarantee and is not subject to reduction. If we do not receive a guarantee outside this time frame, the number of guest expected on the catering contract will be considered a guarantee and charges will be assessed accordingly. Your final bill will be charged for your actual attendance or guaranteed guest count, whichever is greater. Additionally, the hotel will select appropriate space for your event, based on your attendance and setup requirements. Should the factors change through the course of your planning, your event locations will also be subject to change. Contact your catering manager prior to printing event locations in an agenda or invitation.

Surcharges

Service fee of \$150.00 for groups of less than 20 persons. Bar set up fee of \$125.00 plus bartender fee of \$150.00 per 4 hours of labor. Attendant fee for reception/buffet stations of \$125.00. Extra labor charges will apply for room set-up changes with less than 12 hours advance notice or unusual set-up requirements.

Outside Contractors

Upon contracting with Hilton Sonoma Wine Country, we will provide a complete referral list of approved outside contractors who may assist you with flowers, photography, cakes, music and transportation. If you prefer, you are welcome to make arrangements with your own outside contractors. Outside contractors must be professional contractors and we ask that you advise them to contact Hilton Sonoma Wine Country for instructions on our outside contractor policies. Hilton Sonoma Wine Country reserves the right to approve or refuse any outside contractors.

Audio / Visual

The hotel will be the exclusive provider of audio/ visual equipment and rental. In the event that an outside contractor is permitted by the hotel, they are required to follow the terms of our outside contractor policy.

Changes to Set-up

After BEO is signed, changes to room set-ups or service hours will incur a \$150.00 fee.

Facility Fees

Facility fees for all our private dining rooms will be quoted by the Sales staff at the time of contracting. Facility fees will vary depending on the room(s) and times reserved. Your facility fee includes event coordination, tables with ivory linens, banquet chairs, stemware, and glassware. All set-up, clean-up and banquet staffing of your event is included.

Decoration

It is our pleasure to consult with you on your decorative preferences. Decorations, signage or displays brought into the resort by the guest must be approved prior to arrival by your Conference Services

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Manager. Items may not be attached to any stationary wall, floor, window or ceiling with nails, staples, tape or any other substance other than those provided by the hotel. Blue painters tape is available upon request at a charge of \$15 per roll. Any damage to the hotel will be charged to master account.

Function Rooms

Function rooms are assigned by Hilton Sonoma Wine Country according to the guaranteed minimum number of guests anticipated. Round tables of eight (8) or ten (10) guests are customary. The hotel reserves the right to assign another room for a function in the event that the room originally designated for such function shall become unavailable or inappropriate in the hotel's sole opinion. Contact your catering manager for your meeting room set-up needs. Hilton Sonoma Wine Country will provide Executive Set (note pads, pens, pitchers of ice water with lemon, glasses and hard candy) in all meeting rooms.

Alcoholic Beverage Policy

The sale and service of all alcoholic beverages is regulated by the California State Liquor Commission. Hilton Sonoma Wine Country is responsible for the administration of the regulations; therefore, it is our policy that no alcoholic beverage(s) are brought into your private event. In the event a group is granted permission in advance, to bring in their own wine, a corkage fee of \$20 per 750ml bottle will be assessed. The hotel reserves the right to discontinue service of alcoholic beverage at any time. The hotel's authority in this matter is absolute.

Confirmation of Attendance

In order to ensure the success of your event, it is necessary for the Catering and Conference Services office to be notified with your final guest count no later than three (3) business days prior to the event date. This number will not be subject to reduction. If the catering office is not notified by the time the guarantee is due, the estimated attendance as noted on the banquet event order will serve as your guarantee. The hotel will not be responsible for identical service to more than 3% over your guarantee, should your attendance increase suddenly or unexpectedly.

Menu Selections

Enclosed for your review are a range of suggested menus. They are merely a sample of the services and amenities that our Catering and Conference Services staff is able to provide. We welcome the opportunity to create custom menus to meet the needs and suit the preferences of your guests. Please note that the rates quoted are subject to service charge (currently 21%) and 9.25% California State tax applicable to all food, beverage, audio/visual equipment and room rental.

When planning your menu, we suggest selecting a common main course for all guests; however you may offer a choice of main course options if the following guidelines have been met:

- A maximum of two main course options, plus a vegetarian alternative, may be offered.
- The Catering Department must be provided with an exact breakdown of the two main courses selected no later than three (3) business days prior to the event.
- The higher priced main course will prevail for both meal selections.
- Common accompaniments and complementing courses are required for multiple main course luncheons and dinners.
- Each guest must have a pre-set place card that includes a symbol indicating the main course selected.
- Seating assignments are required for groups of more than 50 with multiple main courses.

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Prices on the enclosed menus are subject to change, but will be confirmed ninety (90) days prior to your event. Total costs vary according to the menu selection and type of event. All food and beverage must be provided by Hilton Sonoma Wine Country. Please consult your Catering Manager for food and beverage minimums.

Hilton Sonoma Wine Country is the only licensee authorized to sell, serve or distribute any food and beverage on property. No food or beverage of any kind will be permitted to be brought into the hotel by any guest. In the event a group is permitted to bring in their own wine, a corkage fee of \$20 per bottle will be assessed. Any remaining food from an event may not be re-served. The hotel will donate "left over" product to a local shelter upon request at time of event confirmation.

Shipping & Receiving

The Hilton Sonoma Wine Country can accept packages for your meeting no more than three (3) business days prior to your first meeting date during the following times: Monday through Friday 8:00am – 5:00pm and Saturday from 8:00am – 3:00pm. If you need to ship packages outside of this time frame, please make arrangements with your Catering or Convention Service Manager prior to shipping.

All packages for your program must be labeled as follows:

HILTON SONOMA WINE COUNTRY

Group Name and Event Dates

Attention: Name of Catering or Convention Services Manager and Title

3555 Round Barn Boulevard

Santa Rosa, CA 95403

Pallets will not be accepted without prior approval; packages cannot be accepted or shipped for non-registered guests. Box storage charges are \$5 per day per box outside of 3 days prior to arrival and one day after departure.

If you need packages shipped out at the conclusion of your meeting, please advise your on-site Banquet Captain. The charges outlined above will be charged for the storage of these packages. These charges do not include the cost of shipping. The charges will be billed to your master account.

Concierge Services

We will be happy to make arrangements for any special needs such as car rentals, buses, tours or limousine service. Other special needs such as winery visits and restaurant reservations may be arranged through one of our Guest Service Managers.

Security

Hilton Sonoma Wine Country shall not assume responsibility for damage or loss of any merchandise or articles brought onto the property or for any item(s) left unattended. If necessary, additional security will be arranged and paid for at the hotel's discretion

Damages

Hilton Sonoma Wine Country reserves the right to inspect and control all private events. Liability for damages to the premises will be charged accordingly. The host of the function is held responsible for personal property or equipment brought into the function area. One of our Catering and Conference Services representatives will be pleased to answer your questions.

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