

Outside Caterer Wedding Package

Weddings



Hilton
Irvine/Orange County Airport

**MEMORIES OF YOUR WEDDING DAY
WILL LAST A LIFETIME**



949-833-9999
18800 MacArthur Blvd., Irvine, CA 92612
HiltonIrvineOrangeCounty.com



Dear Bride & Groom,

Thank you for your interest in the Hilton Irvine Hotel, conveniently located in the heart of Orange County.

The Hilton's reputation for outstanding service and "Can Do" attitude, welcome you to experience the Hilton Irvine Wedding.

When it comes to making your wedding special and memorable, the Hilton Irvine is committed to you. Below are some of the benefits included in our wedding package.

- ◆ Enjoy the convenience of holding your wedding and reception in one location.
- ◆ Have confidence in knowing that professionals with years of experience are assisting you in the planning stage and throughout your wedding day.
- ◆ Our newly renovated Crystal Ballroom will accommodate up to 500 guests.
- ◆ The elegant contemporary decor includes soft silk lighting, high ceilings, crown moldings, and arched doorways in a serene color scheme.
- ◆ Bring the outdoors inside by having your ceremony in the garden terrace, followed by the cocktail reception in the Foyer area and dinner in one of our 3 Ballrooms.
- ◆ The Monarch Ballroom is the perfect venue for dinners of 170 guests or less. The decor includes candlelit sconces, moldings and a private patio.
- ◆ Our Wedding package includes complimentary linens in your choice of white or ivory.
- ◆ Complimentary mirrors and votives are supplied for your dinner reception.
- ◆ Complimentary suite for the bride and groom with Champagne and Chocolate Dipped Strawberries for the newlyweds, as well as breakfast the next morning.
- ◆ Discounted sleeping room rate, for your Out-of-town visitors.
- ◆ Hilton HHonors members earn points and airline miles.
- ◆ Convenient to find, just off the 405 freeway on Mac Arthur Blvd.

Our goal is to exceed your expectations by insuring we anticipate every detail. We are dedicated to providing you and your guests with the ultimate wedding experience from beginning to end. As you begin your new life together, let us assist you in making your most special celebration a day to always remember.

Please call us.

Sincerely,

Elberta Segraves
Catering Manager/Wedding Specialist
Telephone: 949-812-3728



Ceremony Packages

Outdoor Wedding
Seating up to 300 Guests

8' x 12' Stage
Theatre Style Seating with White Wooden Garden Chairs
White Lattice Arch
White Lattice Panels
Sound System (One Microphone with Two Speakers)
Gift and Guest Book Tables with White Linen & Skirting
Two Dressing Rooms for Wedding Party
Complimentary Rehearsal

1-125 Guests @ \$1,200.00
126-300 Guests @ \$1,500.00

Indoor Ballroom Wedding
Seating for 50 to 800 Guests.

8' x 12' Stage
Theatre Style Seating with White Chairs
White Pillars or White Lattice Arch
Sound System (One Microphone with Two Speakers)
Gift and Guest Book Tables with White Linen & Skirting
Two Dressing Rooms for Wedding Party
Complimentary Rehearsal
Starting from \$2,000.00

Ask your Catering Manager about arranging Beverage Service during the Rehearsal & Ceremony.



Outside Catering Package

Includes:

Coffee, Tea and Decaffeinated Coffee - During Dinner

Unlimited Soft Drinks - Entire Event

Champagne & Martinelli's Toast
(1 glass per guest)

(1) Complimentary Overnight 1 Bedroom
parlor Suite, champagne & chocolate
covered strawberries on
the night of the Event.
Breakfast for two the
morning after.

Banquet Staff to service the Buffet Tables and Guest Tables

Cake Slicing Service
(served during the dinner and dessert service)

Complete banquet room set up including dance floor, white or ivory linens,
china, glass and service ware.

Additional hours are available at \$600 per hour

\$38.00 per guest
(plus 21% service charge and 7.75% Sales tax)

* 10% Discount for Friday and Sunday Events



Wine List

The following wines are usually available; however final selections and vintages may change with availability.

The Hilton Irvine has a wide selection of other excellent wines available in our cellar.

We would be pleased to help you select the perfect wines for your event.

WHITES AND SPARKLING WINES

SWEET TO OFF-DRY SPARKLING WINES

Listed from sweetest to less sweet

Freixenet Blanc De Blancs Brut Cava	Spain	\$32
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DRY SPARKLING WINES

Listed from lightest to most full flavored

Korbel Brut	California	\$40
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Moet & Chandon White Star	California	\$76
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Perrier Jouet		\$80
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G.H. Mumm Napa Brut Prestige		\$49
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SWEETER WINES/BLUSH/ WINES

Listed from sweeter to less sweet

White Zinfandel, Beringer	California	\$24
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Riesling, Hogue, Columbia Valley	Washington	\$33
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DRY LIGHT INTENSITY WINES

Listed lightest to fullest flavor

Pinot Grigio, Ecco Domani	Trentino, Italy	\$28
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Sauvignon Blanc, Monkey Bay	Marlborough, New Zealand	\$33
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Pinot Grigio, Beringer	California	\$25
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Sauvignon Blanc, Brancott	Marlborough, New Zealand	\$39
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Pinot Grigio, Francis Ford Coppola	Bianco, California	\$34
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DRY MEDIUM TO FULL INTENSITY WINES

Listed mildest to fullest flavor

Chardonnay, Robert Mondavi Private Selection	Central Coast, CA	\$31
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Chardonnay, Mirassou	Central Coast, CA	\$25
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Chardonnay, Kendall Jackson "Vintners Reserve"	California	\$37
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Chardonnay, Toasted Head	Dunnigan Hills, CA	\$38
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Chardonnay, Clos du Bois	Russian River Valley, CA	\$39
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Chardonnay, Chateau St. Jean	California	\$39
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REDS WINES

DRY LIGHT INTENSITY REDS

Listed from lightest to fuller flavor

Pinot Noir, Mirassou	California	\$24
Pinot Noir, Clos du Bois	Sonoma County, CA	\$50
Chianti, Placido	Chianti, Italy	\$30

DRY MEDIUM INTENSITY REDS

Listed from lighter to fuller flavor

Pinot Noir, Echelon Vineyards	France	\$31
Pinot Noir, A By Acacia	California	\$40
Cabernet Sauvignon, Beringer-Founder's Estate	California	\$27
Merlot, Red Rock	California	\$29
Merlot, Robert Mondavi Private Selection	Central Coast, CA	\$31
Zinfandel, Rancho Zabaco, Dancing Bull	Sonoma County, CA	\$28
Zinfandel, Ravenswood	Lodi, CA	\$32
Cabernet Sauvignon, Beringer's Founder's Estate	California	\$28
Merlot, Redwood Creek	California	\$24
Cabernet Sauvignon, Chateau St. Jean	California	\$37
Cabernet Sauvignon, Arnold Palmer	Napa Valley, CA	\$32
Cabernet Sauvignon, Redwood Creek	California	\$24

DRY FULL INTENSITY REDS

Listed from lighter to fullest flavor

Zinfandel, Ravenswood	Lodi, CA	\$34
Zinfandel, Rancho Zabaco, Dancing Bull	Sonoma County, CA	\$27
Zinfandel, Steelhead Vineyards by Quivira	Dry Creek Valley, CA	\$39



Beverage Services

(We suggest one bar for every 100 guests)

Hourly Hosted Bar (Charged Per Guest)

Hilton Select Brands

One Hour (Unlimited).....	\$ 13.00 Per Guest
Two Hour (Unlimited).....	\$ 17.00 Per Guest
Three Hour (Unlimited).....	\$21.00 Per Guest
Four Hour (Unlimited).....	\$25.00 Per Guest
Five Hour (Unlimited).....	\$28.50 Per Guest

Includes: Hilton Select Brands, Assorted Beers, House Wines, Champagne, Mineral Waters and Soft Drinks

Call Brands: Add'l \$ 1.00 per guest - Absolut, Beefeater, Dewar's White Label, Sauza Hornitos, Courvoisier V.S., Captain Morgan

Premium Brands: Add'l \$2.00 per guest - Kettel One, Bombay Sapphire, Maker's Mark, Chivas Regal, Jose Cuervo 1800, Hennessy V.S.O.P.

Hourly Hosted Soft Bar (Charged Per Guest)

One Hour (Unlimited).....	\$ 10.50 Per Guest
Two Hour (Unlimited).....	\$ 11.50 Per Guest
Three Hour (Unlimited).....	\$ 18.50 Per Guest
Four Hour (Unlimited).....	\$20.50 Per Guest
Five Hour (Unlimited).....	\$24.00 Per Guest

Includes: Assorted Beers, House Wines, House Champagne, Mineral Waters and Soft Drinks

Per Drink Pricing	Host Bar	Cash Bar
Call Brand.....	\$6.50.....	\$7.00 Each
Premium Brand.....	\$7.00.....	\$7.50 Each
Domestic Beer	\$5.00.....	\$5.50 Each
Deluxe Domestic Beer.....	\$5.75.....	\$6.00 Each
Imported Beer.....	\$5.75.....	\$6.00 Each
House Wine.....	\$6.50.....	\$7.00 Each
Bottled Mineral Water.....	\$3.50.....	\$4.25 Each
Soft Drinks.....	\$3.75.....	\$4.00 Each
Cordials.....	\$8.00 and up...	\$8.50 and up

\$ 100.00 Bartender's Fees will be waived with each \$400 in bar sales per four-hour period
Liquor selections are subject to change without notice.



Enhancements

Personal Greeters	\$65.00
Coat Check	\$150.00
Ice Carvings:	
Doves, Double-Heart, Dolphin	\$400 and up
Individual Table Centerpieces with glow light	\$80 and up
Rentals	
Table Linens:	
Poly Cotton Tablecloths: White, Ivory, Amethyst, Plum, Purple, Royal & Navy Blue, Hunter Green, Teal, Mint, Coral, Peach, Eggplant, Red, Black & more	
120" Round Floor Length	\$13.00 each
Damask Fabric: White, Ivory, Black, Burgundy, Hunter Green, Dusty Rose, Celadon, Royal Blue, & Amethyst	\$19.00 and up
72" Square Overlay	\$9.00 - \$12.00
90" Square Overlay	\$13.00 - \$16.00
Specialty Damask Tablecloths	\$32.00 each
Lame' Fabric: Silver, Gold, Red, Green, Blue, Purple, Copper	
120" Round Floor Length	\$28.00 each
64" Square Overlay	\$18.00 each
Napkins:	
Poly Cotton or cotteneesse: Available in same colors as tablecloths	\$.70 each
Other linen choices are Brocade, Metallic Lame', Gingham Check, Satin Stripe and Print fabrics. Quoted upon request.	
Chair Covers:	
White, Ivory & Black	\$4.00 each
Includes Sash in your choice of color.	
Chairs:	
Chiavari: White, Ivory, Silver, Gold & Black	\$7.00 each
Ladder Back: Ivory with Ivory padded seat	\$7.00 each

Delivery Fees may apply. Prices will be confirmed at time of order. Once special enhancements are ordered, cancellation will result in full charge for rental.

All pricing is subject to 21% Service Charge and 7.75% Sales Tax.



Hilton Irvine highly recommends the following Wedding Professionals

Bakery

Cinderella Cakes
(714) 241-9536
www.cinderellacakes.com

Rossmoor Wedding Cake Studio
(562) 597-7474
www.rossmorrpastries.com

Wedding Designers

JL Walker Event Designer, Inc.
Phone: (877) 612-4010
www.jlwalkerproductions.com

Kim Chi Flowers
(714) 926-5428

Photographers

Bumatay Studio
Gregorio (877) 837-5898

Dominick Jr. Photography
(949) 975-0122
www.dominickjr.com

Custom Studios
(800) 219-1418
www.customstudios.net

Kevin Rosnowski
(714) 630-1880
www.kevinrozphoto.com

Videographer

Robles Video
April: (714) 939-9000
www.roblesvideo.com

Chocolate Fountain

Pure Bliss
Phone: (949) 228-3811
www.pureblisschocolate.com

Florist

Henry Ngo Floral Designer
(714) 724-9751
www.artistflower.com

Paradise Delight
Steven: (714) 531-5600
www.artistflower.com

Disc Jockeys

Carcano DJ
Mike: (949) 455-1296
www.carcanodj.com

Invisible Touch, Inc
Steve: (949) 450-9975
www.invisibletouchdj.com

Wedding Officiates

Reverend Dr. Paul Ystebo Ph.D
(949) 310-4669
www.fivediamondweddingsandevents.com

Reverend Michael J. Ahern
(949) 494-4200
www.reverendmichaelahern.com

Hair & Make-up

Makeup By Berit
(949) 444-1474
MakeupByBerit@gmail.com

You must contact vendors separately for pricing & availability



General Wedding Guidelines

Deposit / Payment Schedule

A non-refundable, non-transferable deposit in the amount of 20% is required to confirm event bookings. An additional non-refundable, non-transferable deposit in the amount of 30% is due six (6) months prior to event date. The total estimated balance is due one (1) week prior to the event date, along with the final guaranteed attendance. Final payments must be in the form of credit card, cashier's check or cash. Personal checks are not accepted within 3 weeks of an event. The Hotel requires a pre-authorized credit card to be on file for any additional charges.

Guaranteed Attendance

Your events minimum revenue guarantee will be determined with your catering manager at the time of booking. This will be the minimum financial guarantee, not subject to reduction. The guaranteed attendance is required one (1) week in advance. Once this guarantee is given, it is not subject to reduction, but may be increased three (3) business days in advance of the event. In the event, a guarantee is not submitted to the catering manager one (1) week in advance, the Hotel will consider the original guest count from the booking date, as the guaranteed attendance. If this guarantee is less than the contracted minimum revenue, the difference will be charged as a facility fee.

Menu Planning

Outside Caterer must provide Business License, Certificate of Insurances and Liability Waiver must be signed by caterer and client. Caterer does not have access to the Kitchen at any point prior to, during or after the function.

Hotel will provide a total of (8) Chafing Dishes, (8) Inserts, (2) Salad Bowls, Hot Boxes and Serving Utensils. All additional equipment must be provided by the caterer or can be rented from the hotel at the prevailing rates. Due to health issues, any leftover food from buffets, hors d'oeuvres, and overages on sit down meals, is the property of the Hotel and will not be permitted to leave the assigned banquet room.

Seating

The Hotel will provide 66" or 72" round tables for dining. Each table will be set for 10 guests. Advance arrangements may be made for seating of 8 guests for a fee of \$10.00 per table. A limited number of highchairs and booster seats are available with advance notice. The Hotel reserves the right to change rooms if necessary due to guaranteed attendance changes, with notification to the client.

Bar Fees

Each bar requires a minimum beverage purchase of \$400.00, to waive the bartender fee of \$125.00/bar.

Alcoholic Beverages

If alcohol is served on the Hotel premises (or elsewhere under the Hotel's alcoholic license), the Hotel will require that only the Hotel servers and bartenders dispense the beverages. The Hotel's alcoholic beverage license requires the Hotel to (1) request proper identification (photo ID) of any person of questionable age and refuses alcoholic beverage service if either the person is underage or is without proper identification. (2) The Hotel reserves the right to refuse service of alcoholic beverages to any guest that appears to be intoxicated. (3) The Hotel reserves the right to remove any containers of alcohol that have been brought into the Hotel from off premises by the client or a guest, with exception of a contracted agreement by the Hotel.

All alcohol sales must end by 12 Midnight.



Cancellations

The Hotel requires written notification to terminate an agreement. A cancellation fee will be assessed based on the length of notice to the event as listed below. This fee will include the paid advance deposit. Expenses incurred by the Hotel in preparation for the function will become the client's responsibility. The cancellation fee represent liquidated damages and is not a penalty.

Notification of Cancellation Prior to Function Date	Cancellation Fee of Guaranteed Contracted Revenue
0-90 Days	100%
90 -180 Days	50%
181 - 365 Days	25%

Banquet Set up

Included in the packages are the set up of dance floor, riser for head table & cake table, round tables for 10 guests, white linen, round mirrors & 3 votive candles on each dining table, gift, quest book, and place card tables with white linen and skirting. The ability to set the room with risers will depend on the size & layout of your event.

Decorations

All decorations incorporating candles must meet with the Irvine Fire Department codes. The Hotel does not permit the use of Fog Machines or open flames, The Hotel does not allow affixing of anything to the walls, doors, ceiling, and floors of any rooms or public area. If this policy is not adhered to, the client will be held financially responsible for any necessary repairs. The use of confetti, birdseed, rice, etc is not permitted on Hotel property. Enhancements to the room such as chair covers, lightnings and themed events are available through the Hotel. Consult with your catering manager for a list of services and pricing.

Linen

The Hotel provides white linens for our events. Colored & specialty linens may be ordered through the catering department at an additional cost to the client.

Room Access/Use of Room

Access to the banquet room is available for our vendors, one (1) hour prior to the start time of the room in which they will be setting up. Should they require additional time for the purpose of decorations or extensive set up needs, additional fee may apply. The Hotel recommends these arrangements be made at the time of booking. The client is provided with up to six (6) hour use of the banquet room & foyer areas. Additional time may be contracted at \$600.00 per hour or portion of.

Security

The Hotel shall not assume responsibility for any lost, stolen or damaged articles left in the hotel prior, during or after your event. Arrangements for security of any props, decoration items, etc, must be made prior to the planned event. We may require some events to hire their own security.

Service Fees & State Sales Tax

A 21% Service Charge and Current Sales Tax will be added to all food, beverage, rentals and audio visual charges. The service charge is subject to Current Sales Tax (California Board of Equalization Regulation No. 1603). All labor fees will be subject to sales tax only.

Hold Harmless

The performance of the Agreement by either party is subject to Acts of God, government regulations, disaster, strikes, civil disorder, curtailment of transportation, facilities, or any other emergency making it illegal or impossible to provide the facilities, or to hold the event,. It is provided that this Agreement may be terminated for any such reasons by written notice from one party to the other without a cancellation charge.