



# general planning



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dedicated catering sales, service, and banquet team

Within (3) three days of booking your event(s) on a definite basis (signed contract and deposit received), a dedicated Event Service Manager will contact you to review the details of your contract and event. The Event Services Manager will work with you (and your designees) during the planning stages, communicate all the details to the Banquet team, and follow up with post-event communications.

Your Catering Sales Manager will remain at your service to answer any questions or concerns.

vendor load in-load out

Event vendors (planners, coordinators, florists, photographers, dj's, musicians, lighting companies, etc.) MUST register with the security department upon arrival, and carry a hotel-provided visitor's badge with them at all times during set up, event, and breakdown.

All vendors MUST use the loading dock for loading in and loading out. This includes personally delivered meeting and event supplies and decor. No equipment will be permitted to come through the main entrance of the hotels. All equipment must be removed at the conclusion of the event, unless prior approval/arrangements have been made with the Catering or Conference Services Manager. Load In/Out as follows:

## LOADING DOCK HOURS

Monday through Friday, 9:00am-8:00pm

Saturday and Sunday, 10:00am-8:00pm

### Shutters on the Beach

The loading dock is located on Appian Way. Please do not leave unaccompanied vehicles on Appian Way.

### Hotel Casa Del Mar

The loading dock is located on Ocean Way just past the valet parking entrance. Loading or unloading via the boardwalk/beach is posted as unlawful, and violators may be ticketed.

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## outside food and beverage

All food and beverage consumed for your event must be purchased from the hotel, with the exception of approved wedding cakes, food provided by hotel-approved kosher caterers, or other explicitly approved sources. In all cases, outside food suppliers will be required to supply proof of current health department licenses, minimum liability insurance, and workers compensation insurance (when applicable). We reserve the right to remove and / or refuse service of any and all food or beverage in the absence of written approval and supporting insurance.

## minimum food and beverage revenue

Your contract may detail a minimum food and beverage expenditure (F&B minimum) exclusive or inclusive of service charges, tax, and valet parking. If the food and beverage revenues for the contracted event(s) do not meet the specified minimum, the difference will be applied towards taxable room rental.

The difference between the contracted F&B minimum and your finalized food and beverage expenditures are not reflected on event estimates that accompany Banquet Event Order(s).

## buffet and plated meal minimums, labor charges

Unless otherwise stated, buffets are prepared for (20) twenty or more guests. There is no minimum for plated meals, though you may be limited to (2) two pre-selected entrées.

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## plated events

Up to (3) three plated entrée choices may be pre-selected for lunches or dinners for parties with (20) twenty or more guests. Pre-selected entrées are all charged at the highest priced selection. Specific entrée counts, the number of each entrée per table, and the escort card icon coding for each entrée, are required (5) five days prior to the event.

Tablesides ordering, priced at the highest entrée price, plus \$15.00++ per person. The menu must include (2) two courses before the entrée choice, and may include up to (3) three entrée selections to include (2) two proteins and (1) one vegetarian option.

## guarantees

The final event guarantee (number of guests expected) is due to the Catering/Event Service office (5) five business days prior to your event. The guarantee may not be lowered within (3) three business days of the event. In the absence of a guarantee, the contracted minimum will be used as the guarantee. The final bill will be based on the guarantee or actual consumption, whichever is greater.

## inclusions

Unless otherwise noted, hotel tables, banquet chairs, linens, china, glass, silverware, service pieces, and standard service staffing are included in the price of your event. Your event may also include a dance floor, staging risers, table number frames or stands, and votive candles (please discuss with your catering representative).

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## parcels/packages

All materials being shipped to the hotels prior to the event must include the following information: Tracking Number, Client's name and Event name, Event Service Manager's name, Hotel name and address, number of boxes in the shipment (i.e. 1 of 5, 2 of 5, etc.). Packages being sent back upon conclusion must be packaged by the meeting or event planner and addressed with labels and billing information.

## catering surcharge and sales tax

A 24% Catering Surcharge (comprised of an 18% Service Charge and a 6% administration fee) will be added to all food, beverage and audio visual equipment charges, along with applicable California state sales tax. All other charges are subject to applicable California state sales tax, with the exception of valet parking. Catering Surcharges and tax is included in most wedding packages.

## bar attendant fee

The bar attendant fee is \$200 per bar attendant, and not included in wedding or other event package pricing. The hotel staffs (1) one bar attendant per 75 guests. Please note, this taxable fee is applicable to all soft bar stations, bars, and children's unlimited soft drink stations.

## parking

All Hotel Parking is valet. Self-parking is not permitted in the Hotel lots. Valet provides event parking at both Shutters on the Beach and Hotel Casa Del Mar at a reduced rate of \$22.00 per vehicle. Overnight parking for in-house guests is charged at prevailing overnight rates to the guestroom. The event parking rate does not apply to overnight parking.

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## outdoor event space

Per the City of Santa Monica, no amplified music, drums, percussion instruments, or horns may be played in outdoor event spaces. Only acoustic instruments are permitted. Outdoor event space may not be reserved beyond 9PM. Space heaters and lighting are available at both hotels for an additional charge.

## wedding/event planners & coordinators

A professional wedding planner / coordinator is required when hosting your wedding or mitzvah at Shutters on the Beach or Hotel Casa Del Mar. You must select one of the planners listed in our "Required Resources" for a minimum of month of coordination.

## photography

Please consult with your Event Service Manager for specific authorized locations to shoot photography. Hotel public spaces such as lobby, restaurants, hotel entrances and common area by the pools are not permitted for photography.

## social event set-up

Unless otherwise specified, the set-up time allotted for social events in advance of guest arrival, is one hour for weekday events and two hours for weekend events. Contracting additional set up time will, in most cases, incur additional room rental and / or labor fees. Discuss set up arrangements with your Catering Sales or Event Service Manager before contracting vendors.

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## specialty event décor

Your Event Service Manager will be happy to assist you with floral / event designers referrals and securing any rental specialty items to help create a memorable event. Decorations or displays brought to the hotel must meet or exceed local, state, and federal safety guidelines, and must be hotel-approved prior to arrival. All decorations must be taken away immediately following your event, unless prior provisions are made with the hotel catering manager. Please refer to vendor load-in / load-out times as noted above.

Confetti, rice, sparklers, streamers, and other similar substances are not permitted.

The use of open flames in conjunction with décor or floral arrangements may be allowed, but requires a permit from the Santa Monica Fire Department, presented to the Event Service Manager at least 24-hours in advance of the event. All candles must be enclosed in glass and the tip of the wick must be 3" from the top of the glass. Using candles not provided by the Hotel requires a fire permit from the City of Santa Monica Fire Department (310-458-8915). Fog machines are prohibited as they interfere with the hotel's life safety system.

## vendor insurance

Vendors not listed on the hotels' Preferred Vendors list must provide an insurance rider with liability insurance naming the respective hotel as additional insured, with minimum amounts of \$1 million (one million dollars) per occurrence, and \$2 million (two million dollars) aggregate. Evidence of worker's compensation insurance may also be required. We reserve the right to deny access to any vendor or vendor employee in the absence of minimum coverage evidence. The named additional insured should be as follows:

*Shutters on the Beach By The Blue Sea, LLC, Shutters on the Beach, The Edward Thomas Hospitality Corporation, and Column Financial Inc.*

**OR**

*Hotel Casa Del Mar Neptune's Walk LLC, Hotel Casa Del Mar, The Edward Thomas Hospitality Corp., and Column Financial Inc.*

## audio visual equipment

Encore, the hotel's onsite audio visual company, is available to assist you with your audio visual, lighting, and staging requirements.