



2012 EVENT MENUS

The Waterfront Hotel's Executive Chef, Eddie Blyden, has created these event menus for your review. He draws his inspiration from the Southern States as well as from the rich and bountiful local produce found right here in California. From your Breakfast Buffet to your beautiful Evening Dinner we are sure that your experience here will not be forgotten - Bon Appétit

MEETING AND EVENT TERMS AND CONDITIONS

FOOD AND BEVERAGE MINIMUM

Minimums expenditures are for food and beverages only, and are exclusive of 21% service charge and 8.75% sales tax. Valet parking, floral, music, labor charges, set-up fees, audio-visual equipment, amenities, and miscellaneous charges are billed in addition to and do not apply to the food and beverage minimums. The minimum applies only to food and beverage served and consumed in the contracted event time and event venue. Food and beverage ordered and/or consumed in other venues within the Hotel or in times outside of the contracted event times, will be charged in addition to and do not apply to the minimums.

GUARANTEE

Group will provide the Hotel with an anticipated guest count seven (7) business days from the event date.

Group will provide the Hotel with a final attendance guarantee a minimum of seven (7) business days prior to the event date. After seven business days, the Hotel can only accept increases in this number. The confirmed guest count will be used as the minimum in finalizing the Group's total charges. In the event the Group does not provide a final guarantee, the expected guarantee will be charged or the actual attendance, whichever is greater.

FOOD AND BEVERAGE EXCLUSIVITY

All food and beverages must be provided by the Hotel. Outside food or beverage items may not be brought into the Hotel for meetings, events or private dining functions. The Hotel will assist in sourcing any special menu items not offered on our menus, at an additional charge, based on availability.

MENU SELECTIONS

The Hotel is committed to providing fresh, local, organic and sustainable menu items whenever possible. This commitment will occasionally require menu substitutions at the direction of the Hotel's Executive Chef. In this event, the Hotel will make every effort to alert the Group in advance of the event date with suitable alternatives. Menu selections will be confirmed two weeks prior to the event date.

BEVERAGE SERVICE:

All beverages are charged based on consumption. The Hotel will provide an extensive wine list as well as full bar menu to complement each event. Signature cocktails and local beer selections are available. A bartender fee of \$150.00 will apply for any bars with any beverage service. Wine requests should be made a minimum of five (5) business days in advance to ensure availability.

CORKAGE

If the Group opts to provide their own wine, a corkage fee of \$15 per 7.5 ml bottle will be assessed. Corkage is only permitted for wines not on the Hotel or Restaurant wine list.

SERVICE CHARGE AND TAXES

Minimums and food and beverage prices do not include 21% service charge. The service charge is based on food and beverage total charges. 8.75% sales tax will be applied to the total bill. California state law stipulates that the service charge is taxable.

CONFIRMATION OF SPACE

To reserve meeting space during business hours, Monday – Friday, 8:00 a.m. – 5:00 p.m., the Hotel requires a minimum sleeping room commitment, if meeting space is requested outside of 30 days. Meeting space can be confirmed during business hours, within 30 days of the event, without a minimum sleeping room commitment.

Meeting and event space is available to confirm up to twelve (12) months in advance of the event date for meetings and/or events starting after 6:00 p.m. on weekdays or anytime on weekends.

DEPOSITS AND FEE SCHEDULES

A deposit consisting of 50% of the food and beverage minimums, credit card authorization form, and signed contract is required to hold the space. This deposit is applied to the Group's final bill. The signed contract and deposit must be received within 7 business days of receiving the contract to secure the room and date.

14 *Menus Presented by Miss Pearl's Restaurant & Lounge, Executive Chef Eddie Blyden. All prices subject to 21% service charge and 8.75% sales tax. Menu minimums may apply.*

The Group is responsible for payment of estimated event balance no later than 2 weeks prior to the event.

Any additional fees accrued by the Group during the event are due upon event conclusion and will be applied to the credit card on file.

The Hotel accepts all major credit cards and company checks. Personal checks are not accepted. Company checks must be received 14 days in advance of function date.

CANCELLATION:

Cancellations from signature of contract to 90 days prior to the event date, will be assessed a cancellation fee of 50% of the paid deposit. The remaining 50% of the paid deposit will be retained and applied to a future event, booked within six (6) months from the event based on Hotel availability. If the group does not schedule another event within this time, any paid deposits or fees become non-transferable and non-refundable.

Cancellations within 90 to 30 days prior to the event date, will be assessed a cancellation fee of the entire paid deposit.

Cancellations within 30 to 7 days prior to the event date will be assessed a cancellation fee of the entire food and beverage minimum.

Cancellations within 7 days of the event date will be assessed a cancellation fee of the entire event anticipated balance including food, beverage and additional charges.

Cancellation fees are non-refundable and non-transferable. Cancellation fees are due to the Hotel within 30 days from issue of invoice.

DÉCOR AND SIGNAGE:

In order to prevent damages to the fixtures and furnishings of the Hotel, Group's décor and/or signing must not attach to any stationary wall, floor, ceiling, or any other substance. Group is financially responsible in the event of any damages to the Hotel. A statement outlining applicable charges will be provided following the event. Applicable fees are due within 30 days of issuance.

Glitter and confetti are not permitted. Events using fresh flower petals are subject to a cleaning fee at the Hotel's discretion.

Groups are not allowed to post signs, banners, or displays throughout the public areas of the Hotel.

Group may post signs, banners or displays in contracted event spaces only, during event hours, provided items are in compliance with Hotel policies and do not result in damage to Hotel.

CAKES

Arrangements can be made to procure a special cake using one of our preferred vendors at an additional charge. The Hotel will assess a cake servicing fee of \$2.50 per person.

FLORALS

The Hotel can arrange custom floral arrangements, including eco-friendly or reusable arrangements using preferred vendors at an additional charge.

MUSIC AND ENTERTAINMENT

The Hotel will permit amplified music or entertainment in event spaces, provided the Group is in compliance with the Hotel's noise limitation policy. All amplified music must conclude by 9:00 p.m. on Sunday – Thursday evenings and by midnight on Friday – Saturday evenings; however, amplified sounds level must go down at 10pm. The Hotel reserves the right to turn down amplified sound levels and / or remove amplification all together if the Group does not comply with the Hotel's noise policy.

SECURITY:

The Hotel may require security guards at an additional cost to the Group, pending venue location and/or event logistical requirements. The Hotel requires preferred and approved security vendors for any security guards contracted by the Group.

VALET PARKING:

Limited valet parking services are available for the Group. The Group is requested to provide estimated valet requirements to the Hotel a minimum of two (2) weeks prior to the event date. A fee of \$12 plus tax will apply for cars on property up to three (3) hours. A fee of \$20 will apply for cars remaining on property from three (3) to six (6) hours. Cars remaining on property overnight will be assessed a fee of \$20 plus tax per car per day. The Group will confirm if valet parking charges will be posted to the master account or at the responsibility of the individual attendees.

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OVERNIGHT ACCOMMODATIONS

Contracting a meeting, event or special celebration with the Hotel does not guarantee room availability. The Hotel will provide room availability and best available rates upon request.

LABOR CHARGES

Pending Group’s requirements, additional labor charges may be required. Labor fees may apply, but are not limited to the following. An estimate of all event fees will be provided upon request.

- Bartender fee of \$150 per bartender for liquor service
- Chef / Carving fee of \$95 per attendant required
- Furniture removal from rooms/suites starting at \$275
- Patio furniture removal ranging from \$1000-\$3000
- Room re-setting fee of \$150 per re-set required
- Overtime event staff after three (3) hours event activity
- Overtime for bartender shifts after three (3) hours

PRICING

All prices are subject to change without advance notice. Prices are guaranteed only when the banquet event order (BEO) has been completed and a signed copy is on file with the Hotel.

WEDDING COORDINATOR:

To insure a flawless and memorable event wedding celebration, the Hotel recommends it essential to hire a professional wedding planner to assist with wedding planning, rehearsal and reception details. The Hotel’s experienced Event Sales Managers are experts in planning every aspect of the food, beverage, room arrangements, and hotel details. A Professional Wedding Planner will oversee all aspects of the wedding celebration including the selection, contracting, and management of all vendors, including but not limited to, photography, floral, music, cakes, invitations, dresses, transportation and a myriad of other details. A Wedding Planner adds the finishing touch in orchestrating the music, seating assignments, gift and place card arrangement, and cuing for all involved at the perfect moment.

The Hotel will provide a list of preferred Professional Wedding Planners to contract directly for goods and services.

WEDDING REHEARSALS

Rehearsal times may be booked two weeks prior to the scheduled event. Location and times are subject to space and availability. The Hotel requires all rehearsal times and venues to be confirmed in advance prior to the event date.

I have read and fully understand all of the policies and procedures for the Waterfront Hotel. In the event that this agreement is signed in the name of the corporation, partnership, association, club or society, the person signing represents to the Waterfront Hotel that he or she has full authority to sign such a contract.

Name of _____
Function _____

Date of Function _____

Print Name _____

Signature _____

Today’s Date _____

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