

Hilton Woodland Hills

Outside Catered Event Package

Includes:

- FIVE (5) Hour Hosted Bar of Hilton Collection Brands, Hilton Select Wines,
Domestic Beers, Fruit Juices and Bottled Water
- Usage of the Pre-function Area and Ballroom for six (6) hours
- Entire Room Set-up (dance floor, stage, tables, chairs)
- Elegant Buffets Appointed with Silver Chafing Dishes
- Hotel Silver, China and Stemware
- Table Linens and Napkins (selections in black and white only)
- Complimentary Cake Cutting Service
- Banquet Maitre d' and wait staff to service your event
- One (1) Bartender Set-Up Fee for 100 guests (additional bars at \$150.00++ each)
- Overnight Accommodation for the Guest(s) of Honor

\$55.00 per person (Saturdays)

\$45.00 per person (Fridays and Sundays)

ABOVE PACKAGE WITH FIVE (5) HOSTED SOFT DRINK BAR INSTEAD OF FULL BAR

(5 Hour Soft Drink Bar with 1 Bartender)

(Additional Bartenders at \$150.00++ each)

\$28.00 PER PERSON (Fridays & Sundays Only)

Hosted Bar Packages

Priced Per Person

	Hilton Collection	Premium	Platinum
5-Hour Bar	included	add \$2.00	add \$4.00
Each Additional Hour	\$5.00	\$8.00	\$11.00
VODKA	Smirnoff	Absolute	Grey Goose
GIN	Gordons	Beefeater	Bombay Sapphire
RUM	Bacardi	Meyers	10 Cain Oronoco
TEQUILA	Jose Cuervo Gold	Cazadores	Patron Silver
BOURBON	Jim Beam	Jack Daniels	Gentleman Jack
CANADIAN	Canadian Club	Seagrams VO	Crown Royal
SCOTCH	JB	Dewar's	JW Black

All prices are subject to function space minimums.

All Food, Beverage and Rental are subject to 20% taxable service charge and 8.25% applicable sales tax.

All prices are subject to change without notice.

1

6360 Canoga Avenue, Woodland Hills, CA 91364
Main: (818) 595-1000 . Fax (818) 595-1090

August 2008

Parking Rates

Hosted Self-Parking at \$14.00 per car (with in and out privileges)

Hosted Valet Parking at \$14.00 per car

Guest to Pay Own Self-Parking at Prevailing Rates

Guest to Pay Own Valet Parking at \$19.00 per car

Additional Concessions

Ceremony Rental Fee at \$650.00 per event

Coat Check Service at \$150.00 per attendant

Corkage Fee at \$10.00 per 750 ml bottle or less
(only applies to champagne, sparkling cider and wine)

Power Drop Fee for Band Equipment and Linen Vendors at \$300.00 and up
(based on power needs)

Table Linens and Napkins in other colors available at a nominal fee

Other Information

- Events that are over six (6) hours will incur on Overtime Fee of \$500.00 per hour for each additional hour after the contracted end time.
- All outside vendors are required to provide a copy of their liability insurance at least a week prior to the event (DJs, bands photographers, videographers, linen vendors, etc.)
- All Outside Caterers must provide the following at least 2 weeks prior to event:
 - A \$1,000.00 Incidental Deposit (will be refunded based on all status of equipment after the event)
 - Copy of Million Dollar Liability Insurance
 - Outside Catering License
 - Health Department Certificate (grade)
 - Equipment Wish List (all catering equipment requested from hotel is based on availability)
 - Menu and Agenda

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2

- NOTE: All outside catering services must be approved by the hotel at least two (2) months prior to the date of the event.

General Event Information

Thank you for considering the Hilton Woodland Hills to be a part of your event celebration. For your information, we have included an outline of our standard policies and some answers to the commonly asked questions.

DEPOSITS

No function will be considered definite until a deposit is received along with a signed event contract is received. Deposits are non-refundable and non-transferable.

EVENT CONTRACT

The event contract will detail the services provided by the hotel, Hotel policies and terms. Please review the contract carefully before signing.

GUARANTEES

We require a confirmation of guaranteed attendance at least (72) hours prior to the date of your event. This will be considered a guarantee, not a service reduction, and charges will be calculated accordingly. Your bill will be based on the guaranteed attendance provided, plus any charges over and above. Function space may be set for 5% over the guest guarantee. If your attendance rises above your guarantee, our banquet kitchen will make every effort to duplicate your menu for the additional guests. In the event that this cannot be done, a substitute entrée will be provided.

CREDIT INFORMATION AND PAYMENTS

A payment of 75% of the anticipated charges is due thirty (30) prior to the date of your event. Our credit policy dictates that prepayment of all remaining balance is due at least (72) hours prior to the event in the form of cash, credit card, or cashiers check. Personal, Company, or Organization Checks will not be accepted for final payments. A credit card is required to be on file for all events. Credit Cards provided will be kept on file for any remaining balances due to the hotel and all charges will be charged immediately following the function unless an alternated method of payment is requested.

SERVICE CHARGE AND SALES TAX

All food, beverage and incidental charges are subject to a 20% taxable service charge and 8.25% applicable sales tax.

PROOF OF INSURANCE

All Vendors providing services in the hotel are required to provide a copy of their liability insurance for all equipment brought into the hotel which is due no later than (72) hours prior to the date of event. This includes but is not limited to Risers/Stage, Tall Speakers, Lighting Towers, Taped Down Extension Cords, Etc. Additional electrical power is available for most function rooms,. Charges will be based on power requirements.

LINENS

The Hotel provides black and white table linens. Table linens in other colors, chair covers and chauvari chars will be made available through our Catering Department for a nominal charge.

SECURITY

The hotel will not assume responsibility for the damage or loss of any merchandise or articles left in the hotel prior to and after the event. The Catering department can furnish current rates for Security services, which are handled through the Hotel's Security department. The hotel reserves

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3

the right to determine which functions require additional security. Security services are subject to a nominal fee.

AUDIO VISUAL

For your convenience, an in-house Audio Visual Department is available to provide state of the art equipments which are subject to service charge and sales tax.

LIGHTING AND ELECTRICAL

Specialty lighting and operators may be obtained through our Catering Department and handled though our in-house Audio Visual Department. Fire permits may be required.

DECORATIONS

The hotel will not permit affixing anything to the walls, floors or ceilings of any rooms or public space without prior approval from the Catering Department. All decoration brought into the Hotel must be flame proof to meet fire prevention regulations as state in the Los Angeles County Fire Prevention Code Manual.

A Fire permit will be required if any of the following are used during your event: Open Flame Candles, Candle lighting ceremony, Unity Candles, extended decoration such as pillars, pipe and drape, columns and or tall centerpieces .

Photographer permits: If any photographer or videographer has any hard-wired equipment or anything other than battery-packed equipment a fire permit will be required.

To contact the fire marshal, call 818-374-1110. It is the client's responsibility to make sure DJs, Decorators, and party planners are aware of this information.

SPECIAL CONDITIONS

No outside food and beverages is permitted in function space other than what is approved, provided or ordered through the Catering Department. The Hotel's banquet staff has the right to remove any un-authorized food or beverages from the function space. No banquet food or beverage is permitted off Hotel premises.

Guests shall indemnify and hold hotel and its affiliates harmless from any and all claims, suits, losses damages and expenses on account of injury to any party in connection with the function on the hotel's premises.

ROOM SERVICE

Room Service menus will only be provided for small groups of 14 people and under. This is strictly not applicable to groups with an attendance of 15 people and over.

DELIVERIES

Small packages for meetings or events may be delivered to the hotel no more than 3 days prior to the program due to minimal storage facilities. Items should be addressed to the meeting contact with attention to the hotel catering staff member working on the program. Packages should be labeled "box 1 of ___ Hold for Arrival" and list the date and name of the program clearly on all labels.

CATERING EVENT PARKING RATE OPTIONS

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4

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