



Hilton

SAN FRANCISCO AIRPORT BAYFRONT

Outside Catering Package



The Hilton San Francisco Airport Bayfront knows that one of the largest and most enjoyable components of any special celebration is the food being served. Ensuring the cuisine matches your vision for a successful and happy event is part of our commitment to you.

The Hilton San Francisco Airport Bayfront permits the use of a professional outside caterer for ethnic & religious events that require a menu not easily provided by the hotel's culinary team.



Event Fees

Event fees are determined by the date of the event, timeframe, number of guests, event space, set-up and catering requirements, and may be waived with a Food & Beverage minimum as determined by your Catering Manager. Event fees range from **\$1,000 - \$7,500** per event.

What's Included:

- Use of the hotel's Ballroom including:
 - Tables & Chairs, Hotel White Linens & Napkins, China, Glassware, Silverware, Dance Floor, Staging & Serving Dishes
- Banquet Captain and wait staff (1 server per 30 guests) to service your event for five (5) hours (additional hours **\$500** each)
- Complimentary Cake or Challah Cutting
- Freshly Brewed Coffee & Tea Service served during Dessert Service
- Select equipment for outside caterer, based on available inventory:
 - Prep tables, chafing dishes & pans/inserts, serving utensils, platters & bowls & hot boxes

\$40 per person

24% service charge plus applicable taxes will be applied to all charges.



What's Not Included

Beverages

Music

Flowers & Décor

Photography & Videography

Food from Caterer



Outside Caterer Requirements:

Copies of the following documents are required from your caterer at least 2 weeks prior to your event:

- Liability Insurance for a minimum of **\$1,000,000**
- Outside Catering License
- Health Department Certificate (Grade)
- Menu Items & List of Service ware Requirements

It is the Caterer's sole responsibility to provide the following:

- All food product, sterno for buffet chafing dishes, all prep equipment including, but not limited to kitchen utensils, plastic wrap/foil, cutting boards, pots & pans
- **Note: Hotel kitchen access is not permitted*



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Beverages

One bartender required for every 100 guests at \$150 each

All cash bars are subject to a \$500 minimum

PRICING

Bar Selection	Hosted*	Cash
Super Premium Cocktail	\$ 12	\$ 14
Premium Cocktail	\$ 10	\$ 12
Standard Cocktail	\$ 9	\$ 11
Imported Brew	\$ 7	\$ 8
Domestic Beer	\$ 6	\$ 7
House Wine	\$ 8	\$ 10
Soft Drinks	\$ 4	\$ 5
Fruit Juice	\$ 4	\$ 5

SUPER PREMIUM

- Grey Goose Vodka
- Bacardi 151 Rum
- Makers Mark Bourbon
- Seagram's VO Whiskey
- Johnny Walker Black Scotch
- Don Julio Tequila
- Hendrick's Gin



- one hour - \$30pp
- two hours - \$37pp
- three hours - \$45pp
- four hours - \$52pp

PREMIUM

- Stolichnaya Vodka
- Bacardi Gold Rum
- Jack Daniel's Bourbon
- Crown Royal Whiskey
- Johnny Walker Red Scotch
- Patron Silver Tequila
- Bombay Sapphire Gin



- one hour - \$25pp
- two hours - \$32pp
- three hours - \$40pp
- four hours - \$47pp

CALL

- Smirnoff 80 Vodka
- Bacardi Silver Rum
- Jim Beam Bourbon
- Seagram's 7 Whiskey
- Dewar's Scotch
- Call Brand Tequila
- Beefeater's Gin



- one hour - \$22pp
- two hours - \$29pp
- three hours - \$36pp
- four hours - \$42pp

Soft Bar

Hosted soft drinks, juices and sparkling water for five (5) hours

\$22 pp

24% service charge plus applicable taxes will be applied to all charges.



Details

Guest Rooms

Group room block contracts are available for (10) or more rooms with a 2 night minimum required on high season weekends. Rates are based on double occupancy and vary by season. No guest rooms are held or blocked for your wedding guests without a signed contract and group room block deposit.

Event Coordinator/Planner

A professional event coordinator/planner is not required, but it is strongly encouraged. You or your coordinator is responsible for the placement of ALL décor/personal items provided by client; liaise with all outside vendors; collect any personal items at the end of the event and assist with moving gifts and having them delivered to the appropriate location at the end of the event

Musicians, Florists & Other Vendors

Vendors will have access to the venue, a minimum of 2 hours prior to the guest's arrival time. All decorations, vases, and mirrors must be removed at the close of the function – please arrange all drop off and pick-up times with your vendors. If additional time is required for setup, please speak to your Catering Manager. The Hilton San Francisco Airport Bayfront accepts no liability for loss of vendor equipment and supplies.

Decorations

All decorations incorporating candles must meet with the Burlingame 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 walls, doors, ceiling and floors of any rooms or public area. Your Catering Manager is happy to assist you with linen and décor rentals in addition to vendor suggestions.

Labor

The Hotel will charge a \$250 per hour labor fee for setup and tear down of rented equipment or furniture if your rental company does not provide that service (minimum of two hours for setup & tear down). Real flower petals are allowed inside and out with an additional \$100.00 cleaning fee. Rice, birdseed and confetti are prohibited.

Final Headcount

The guaranteed headcount is due no less than three (3) business days prior to the event date. This number is the minimum guarantee and is not subject to reduction. Additional guests added after the headcount has been given will be charged accordingly.

Outside Food & Beverage

Aside from the approved outside caterer, The Hilton San Francisco Airport Bayfront does not permit any additional outside food and/or beverage of any kind to be brought into the Hotel. This is in accordance with our Health and Safety practices. Homemade food is not permitted to be brought into the Hotel. The only exceptions are: Specialty cake and/or pastries from a pre-approved bakery, wine and/or champagne (subject to corkage fee, plus tax and service charge. Limitations apply). The Hilton San Francisco Airport Bayfront provides and serves all alcoholic and non-alcoholic beverages. This is in accordance with our Liquor License.