



***Outline of Outside  
Catering Charges  
2019***



## Outside Catering Charges

- Dinner - \$75.00 per person plate fee plus service charge and tax
- Lunch - \$50.00 per person plate fee plus service charge and tax
- Breakfast - \$35.00 per person plate fee plus service charge and tax
- Snack - \$20.00 per person plate fee plus service charge and tax



The per person plate fee can be applied towards your food and beverage minimum requirement. Prices do not include outside caterer's prices.

- The following items are included in the per person plate fee:
- Cake Cutting Service
  - Champagne or Sparkling Cider Toast
  - Floor Length Linens in your Choice of White, Ivory or Black
  - Linen Napkins in your Choice of White, Ivory or Black
  - Votive Candles, Dance Floor
  - Staging for Head Table and Entertainment
  - Buffet Tables and Skirting
  - Chaffing Dishes Banquet Chairs
  - Tea and Coffee Station throughout Reception and Dinner

A 30% Deposit is required to secure your event wedding date and function space.



## Wedding Cake

Wedding cake can be provided by the Resort through one of our three preferred vendors. Prices begin at \$10.00 per person.

## Overnight Room Accommodations

Upon the signing of your Catering Contract, a complimentary ocean view room will be provided to the Bride and Groom for the evening of their wedding.

A discount rate is available with a minimum of 10 guest rooms or more for your friends and family. This rate is subject to availability.

## Catered Foods

**Outside Catering Agreement:** The following is a list of rules & regulations for outside caterers using The Waterfront Beach Resort, a Hilton Hotel. All reservations and agreements are made upon, and are subject to the following conditions:

1. A Release of Liability signed by the client must be on file 30-days (one- month) prior to the scheduled event.
2. The Caterer must have a certificate of insurance (\$5,000,000) naming The Waterfront Beach Resort, a Hilton Hotel as additionally insured on file at least 30-days (one-month) prior to the scheduled event and valid business license.
3. Automobile liability insurance including all owned, non-owned and hired vehicles used in conjunction with the caterer's services for bodily injury or property damage with a combined single limit of not less than one million dollars (\$1,000,000) per occurrence.
4. Worker's compensation coverage five hundred thousand dollars (\$500,000 statutory limits)
5. Three (3) hotel references and two (2) client references
6. A catering attendant is required for all outside catering functions at a rate of \$500 per 8-hour shift
7. A list of equipment that is needed must be sent to the hotel no later than two weeks prior to the scheduled event.
8. A description of the menus and all items must be sent to hotel two weeks prior to the event.
9. The caterer must meet with the catering attendant to go through equipment list and menu to confirm spaces that will be used and cooking areas at least two weeks in advance.
10. It is the responsibility of the caterer to clean any area he/she is using including the kitchen areas, if approved, or a \$750.00 cleaning fee will apply and will be charged to the client.
11. Any items the caterer brings to the hotel and all hotel equipment borrowed from the hotel must be checked in and out by the catering attendant. The hotel will not provide any flatbed carts or bell carts for use.
12. It is the responsibility of the caterer to make sure that all borrowed equipment is returned to the hotel steward. Any missing equipment will be charged to the client. (A rate sheet will be supplied upon request).
13. The Caterer is responsible to supply their own kitchen knives and cooking utensils. The Hotel will supply all Chaffers, Inserts, Bowls, Trays, Spoons, and Tongs. If

- equipment is required that the hotel does not have, the caterer will be responsible for renting the equipment for the client
14. The caterer must arrive two (2) hours prior to the event start time. Labor fees may be charged if this requirement is not met
  15. The caterer must meet with the banquet captain and catering attendant upon arrival to confirm setups and flow of the event
  16. It is the responsibility of the caterer to prepare and tray all food items. Caterer will display and present food in a professional manner. Caterer must be completely ready with food 30 minutes prior to the event
  17. If stewards are needed for preparation or dish out they are available at a \$150.00 charge each based on a four-hour shift. Plated meals require one steward per 100 guests for dishing plates to servers. Plated meals for outside catering require approval of hotel prior to event.
  18. The Caterer should arrive at the mutually agreed upon time for prepping and must be prepared to serve 5% over the guarantee's count.
  19. The hotel is not responsible for boxing or storing any additional food items not consumed
  20. The representative of the catering company must remain for the entire duration of the food function
  21. Caterer will wear proper uniforms at all times to include clean shirt, pants, shoes, and gloves. No open toes shoes or sandals may be worn in the Kitchen.
  22. The Caterer will check in with Security upon arrival and provide a list of all staff that will be on property for the event. All loading and unloading will need to be completed via the loading dock.
  23. The Caterer agrees to eat and/or drink in designated break areas only.
  24. The Caterer agrees to prepare and store all food as per Health Department Guidelines (i.e. food cannot be placed on the floor nor prepared on the floor at any time).
  25. Use of the Kitchen is prohibited unless permitted by the hotel. Caterer should be prepared to bring in own equipment and a cooking area will be provided. Kitchen space, if available, will be assigned based on the needs of the Hotel and upon the information that the Caterer supplies to the Hotel two weeks in advance.
  26. Caterer agrees to treat all staff and fellow vendors with respect. Failure to do so will result in a termination of privileges to work with The Waterfront Beach Resort, a Hilton Hotel.
  27. The Caterer must adhere to all hotel policies while in the hotel.