



Sheraton
Fairplex

HOTEL & CONFERENCE CENTER



outside. catering

PACKAGE



outside catering

“ We are pleased to offer our facilities to outside catered events of all ethnicities and event types. ”

PACKAGE INCLUDES

Use of an Elegant Banquet Room from 6:00pm – 12:00am
(Set up time may be additional)

Regular and Decaffeinated Starbucks® Coffee & Tazo® Teas

Standard Banquet Tables, Chairs, White Linens, China, Glassware & Silverware

Stage and Dance Floor*

Head Table, Cake Table and Entertainment DJ Table

Complimentary Votive Candles to Accent Your Tables

Service Staff to Clear Plates & Serve Beverages during Meal Service

\$40++

****Based on available inventory at time of contracting**

NOTE: The Sheraton Fairplex requires that all wedding clients contract a professional planner)

Prices are exclusive of a 25% taxable service charge and prevailing % state sales tax. Prices are subject to change.



package enhancements

Assorted Soft Drinks @ \$5 per person

Toast @ \$5 per person

Corkage Fee @ \$15 per bottle

Additional Hours @ \$750 per hour until 1:00am

Cake Cutting Service @ \$5.00 per person

Ceremony Minimum \$2000.00 up to 300 guests

Additional Seating Set Up @ \$5 per person

DJ Service Electrical Set-Up Fee @ \$350 per event

GUIDELINES – PRIVATE CATERERS

- All food must be brought to the hotel warm and fully prepared in aluminum covered pans. No food can be prepared on-site. The caterers will NOT be allowed access to the hotel's kitchen or work areas.
- The caterer must supply a copy of business license and proof of \$2,000,000.00 liability insurance.
- Caterer must supply their own staff to fill all chafing dishes and replenish during meal time. In addition, it is the caterer's responsibility to clear off the buffet (upon meal completion) and prepare any leftovers.
- Caterer must be equipped with necessary equipment and utensils to include chafing dishes, sternos, towels, etc.
- The sale and service of alcoholic beverages is regulated in California by the Alcoholic Beverage Control commission. As a licensee, The Sheraton Fairplex Hotel is responsible for the administration of these regulations; therefore, absolutely no liquor may be brought into the hotel. All liquor must be dispensed by the hotel.
- Prior to departure, Caterer must ensure that their designated work area is clean and free of trash. Unsatisfactory clean-up will be subject to a cleaning fee of \$500 posted the client's account.

DUE TO LIABILITY AGREEMENTS, THE SHERATON WILL NOT HANDLE ANY FOOD PREPARED BY AN OUTSIDE COMPANY

Prices are exclusive of a 25% taxable service charge and prevailing % state sales tax. Prices are subject to change.

Ceremony



- Two hours prior for set up
- two hour use of ceremony site
- Ceremony site – choose from our wedding lawn or one of our ballrooms
- Guest book and gift table
- Stage
- Water Station
- White folding ceremony chairs OR plush ballroom chairs
- Dressing room for bride & bridesmaids – two hours prior to start time
- Use of Sheraton Hotel property for wedding photos
- Special room rates for out of town guests*
- One hour rehearsal – Ceremony coordination is not included
- Sheraton Fairplex staff are employees of The Sheraton Fairplex Hotel and should not take the place of a wedding planner. Contracting with a wedding planner is the responsibility of the bride and groom or the contracted event host. In order to ensure the success of your event and the integrity of our facility, it is required that you engage the services of a professional wedding planner.

Prices are exclusive of a 25% taxable service charge and prevailing % state sales tax. Prices are subject to change.

- All decorations must be flameproof to meet fire prevention regulations of local authorities.
- Decorations or displays must be approved prior to arrival.
- Items may not be attached to any wall, floor, window, or ceiling with nails, staples, tape, or any substance.
- Client decorations and personal items are to be removed and all areas returned to their original condition at the end of your event.
- The Sheraton Fairplex is not responsible for any personal items, florals, décor or Cake left overnight.

general information



DEPOSITS

No function will be considered definite until a valid credit card is on file, the deposit has been received and the banquet contract is signed along with the Caterer's Business License and proof of Liability Insurance. Deposits are non-refundable.

BANQUET EVENT ORDER

The banquet contract will detail the services provided, Hotel policies and terms. Read the contract carefully before signing. You will be given a copy of the contract for your records.

CREDIT INFORMATION

Payment of total anticipated charges is required seven (10) business days before your function. Payment is to be made in cash, money order or cashier's check.

GUARANTEES/FOOD REMOVED FROM PREMISES

In arranging for private functions, the attendees number must be definitely specified by 12:00pm seven (10) business days before your function. This number will be considered a guarantee, not subject to reduction, and charges will be calculated accordingly. Kindly notify us of your guarantee, otherwise your original contracted estimated figure will be considered the guarantee. It is the Hotel policy to set 3% more than the guarantee for all meal functions. **SERVICE CHARGES AND STATE SALES TAX**

All host food and beverage prices are subject to 25% service charge and state sales tax. Pursuant to California State Board of Equalization Regulation #1603, service charges are subject to state sales tax.

NOTE: The Sheraton Fairplex requires that all wedding clients contract a professional planner