



RADISSON HOTEL  
LOS ANGELES WESTSIDE

## Catering Terms and Conditions

6161 W. Centinela Blvd., Culver City, California 90230 • Ph: 310-348-4517 • Fax: 310-649-6566

### DEPOSIT AND PAYMENT

A non-refundable deposit of 20% of the estimated event revenue is required in order to confirm your event date and time. Full payment is due five (5) business days prior to your event by cash, cashier's check or credit card.

### GUARANTEE

Guarantee must be specified five (5) business days in advance of the event date by 12:00 noon. Guarantee number is not subject to reduction. If the guarantee is not received within the above mentioned time, the estimated figure will automatically become the guarantee if the Hotel is not advised at such time. If additional guests above the respective guarantee numbers attend, the hotel will not guarantee the same menu and additional time may be needed to prepare.

### SURCHARGE AND TAX

Menu prices are net and a customary 19% taxable service charge and current California State sales tax of 8.25% will be added to your bill.

### ROOM TIMES

Function rooms are reserved for the following time slots: morning events are 7am to 11:00am, afternoon events are from 11am to 4pm, evening events are 6pm to 12:00am. The hotel allows one hour of set up time prior to any event.

### SPECIAL CONDITIONS

No food or beverages of any kind will be permitted into the hotel by the client or their guests, from the outside unless it is pre-arranged with our Catering Manager in advance. There will be a \$10.00 corkage fee if outside beverages are brought in. Due to insurance regulations, food and beverages may not be taken off the premises. Vegetarian or substitutions due to dietary restrictions may be arranged at a price equal to your entrée price.

### CHILDREN

We offer children under the age of eleven (11) a special menu and price. See your Catering Representative for more information.

### BAR

The minimum sale guarantee for our complete bar service is \$450. If the minimum is not met, you will be charged a \$100 set up fee. The Engager agrees to abide by all existing Federal, State and local statutes governing the sales and consumption of alcoholic beverages.

### COMPLIMENTARY SERVICES

The following items are provided as a service to our clients:

1. Tables with dining chairs, china / silverware
2. Tablecloths and napkins
3. Additional tables such as a skirted head table, registration table, gift table, etc. upon request
4. Table numbers, reserved signs, square mirrors and votive candles
5. Use of stage, dance floor and podium

### SECURITY

One (1) security personnel per (75) guests at the rate of \$25 per hour, per guard with a minimum of four (4) hours is required for any event hosting anyone under the age of 21.

### PACKAGE HANDLING AND STORAGE

The Radisson Los Angeles Westside will assume no responsibility for the damage or loss of any merchandise/articles left in the hotel prior to or following an event, nor does the hotel accept responsibility for rental items, vendor equipment or set-up and strike. Security for exhibits and valuables should be arranged prior to your function with your Catering Representative.

### MENU ITEMS

All lunch and dinner menus come with Chef's baked rolls & butter, freshly brewed coffee, decaffeinated coffee, assorted herbal teas and iced tea.

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Client's Initials: \_\_\_\_\_