



## CATERING GENERAL INFORMATION

In order to present a successful and unique event, all reservations and agreements are made upon, and are subject to, the rules and regulations of The Westin Sacramento and Scott's Seafood Grill and Bar, and the following conditions:

### PATRON

Contract signor is considered Patron and will be the point of contact for the duration of the event. Correspondence in regard to event details will be managed between Patron and Catering Department representative. Only Patron may make changes to event details and any correspondence from other attendees or event hosts to Catering Department representative will be readdressed to Patron.

### CONFIRMATION OF ATTENDANCE

Confirmation on all meal functions as to the number of guests to be served is the sole responsibility of the Patron. The guarantee must be received 14 days prior to the start of the event. The final headcount can be increased which may result in additional charges, but once final headcount is received it may not be decreased. All events with plated meals are required to submit assigned seating arrangements no later than 72 hours prior to the function date.

### CONFIRMATION OF SETUP

Confirmation of final room setup arrangements are due for food functions at the time of your final guest count guarantee, and not later than 72 hours prior to the start of your function for meetings. Changes made on the day of the event to the start of the event will incur a minimum \$150.00 labor charge.

### FOOD AND BEVERAGE

Scott's Seafood reserves the right to inspect and control all private parties, meetings, receptions, etc. held on premises. All food and beverage must be purchased through Scott's Seafood unless a corkage fee or cake cut fee has been arranged through the Catering Department. All Federal, State and Local laws with regard to food and beverage purchases and consumption are strictly adhered to and enforced. Scott's Seafood prohibits the removal of food from premises. Exceptions can be made at the discretion of Scott's Seafood. In such cases, Scott's Seafood waives any liability resulting from the removal of product once it leaves the premises.

## ALCOHOLIC BEVERAGE

All alcoholic beverage service will be managed by Scott's Seafood. (Bartender and set up fees will apply.) Any person found with an alcoholic beverage not provided by Scott's Seafood will have beverage confiscated and guest removed from premises. Scott's Seafood will monitor alcohol consumption and if deemed necessary, will terminate bar service for an individual guest or for full event if overindulgence determined. No refunds will be provided with a termination of bar service.

## SETTLEMENT

A non-refundable and non-transferrable deposit is required to secure all functions, there will be two deposits for larger events. The remaining balance is due ten (10) business days prior to the day of the function unless alternate billing has been established with your group.

## PRICES AND LABOR FEES

Prices are current and subject to change unless you have a signed contract (does not apply to State sales tax). Prices may change for events scheduled more than one year, even with a signed contract. The prices do not include the Service Charge and State Sales Tax. Service charge and tax is calculated on the total of food, beverage, audio visual, décor and room rentals.

## SCHEDULING

Patron agrees to begin function promptly at the scheduled time and agrees to vacate the designated function area at the closing hour as indicated. The patron also agrees to reimburse the Hotel for any wage payments or other expenses incurred due to the patron's failure to comply at a rate of \$150 per hour. Portofino Tent events must conclude by 10pm. Gran Monaco events conclude by 10pm but may be extended to 11pm. Additional labor and rental fees would apply.

## AMPLIFICATION AND LIGHTING

Scott's Seafood and its in-house audio/visual supplier offer a variety of services and equipment for rental. All audio/visual equipment and special lighting equipment are available upon advanced request, charged at prevailing rates. All audio/visual requests must be received 48 hours prior to the start of the event. Last minute requests may not be accommodated, as our audio/visual supplier is located off premises.

## SECURITY

Scott's Seafood can arrange security services for your function, if needed. Current rates will apply. In some cases, we may require additional security for your event. The catering team will help you arrange for additional security.

## SHIPPING AND RECEIVING

All incoming packages should be addressed to your catering manager and marked with the name and date of your meeting. Boxes left on the premises for longer than (24) hours after departure will be discarded.

## PRESERVATION

Scott's Seafood will not permit affixing anything to the walls, floor or ceiling with nails, staples, duct/masking tape, etc. Only the use of Blue Painter's Tape has been approved. Scott's Seafood reserves the right to substitute alternate space within the property if it deems necessary or if the attendance deviates substantially from the number originally indicated.

## CONDUCT

Patron will conduct the function in an orderly manner, in compliance with the rules of Scott's Seafood, and with all applicable laws, ordinances and regulations. Function must be confined to room rented and scheduled, and Scott's Seafood reserves the right to exclude or eject any and all objectionable persons from the function, or premises without liability.

## DAMAGE AND LOSS

Scott's Seafood will not assume any responsibility for the damage or loss of any merchandise or articles left in the property before or after your function. All items must be removed upon conclusion of the event unless prior arrangements have been made.

## PARKING

Valet parking is required for events. Parking fee may be hosted on final bill at \$10 per vehicle or the guests will pay fee directly at \$11 per vehicle.

## VENDORS

Patron assumes all responsibility for the behavior of their vendors while on premises. Disturbances to other guests and events caused by these vendors' refusal to work within guidelines may result in charges and penalties. These charges and/or penalties will be passed along to the Patron. Scott's Seafood will make every effort to inform and explain guidelines to Patron and vendors alike, but enforcement is the responsibility of the Patron. All vendors must provide documentation of appropriate insurance and license to provide services on property. Scott's reserves the right to refuse any vendors.

## VENDOR TIMING

Set up and break down times will be confirmed prior to the event date. Rental deliveries and/or vendors cannot access the event space before confirmed time the day of the event. All items brought into the event space by the Patron or their vendors must be removed from the space immediately following the event

## DÉCOR

Décor must be approved prior to delivery/set up. An inventory of the delivered items must be provided (10) days in advance at final appointment. Any items or décor left behind by Patron or their vendors that requires cleanup or disposal will incur disposal fees.

## UNPERMITTED DÉCOR

Items not permitted for events on premises include: drones, open flamed items such as sparklers or fireworks, smoke machines, glitter or confetti.

## CANDLES

All candles lit during an event must be displayed in glass or other fireproof container with tip of the flame a minimum of two inches below the rim of the container.

## REHEARSAL

The Wedding Rehearsal will be scheduled by appointment 30 days prior to event date. Times are subject to availability and may not be in the contracted ceremony space.

## LIABILITY

Scott's Seafood is not liable for its failure to perform on any signed contract if such failure is due to acts of God, labor problems, including but not limited to fire, flood, weather, earthquake, restrictions upon travel, food, beverage, or supplies, or any other cause beyond its control or interfering with performance whether enumerated herein or not.

## DURATION OF EVENTS

Including the Ceremony, prices are based on five hours of service for breakfast, lunch and cocktail receptions, and six hours for dinner events. Meal functions may be extended at a rate of \$250 per hour.

## OPEN AIR VENUES

Open Air Venues are available seasonally May-October. Locations include the Portofino Tent, North Patio, Hotel Courtyard and South Patio. No amplified Audio Visual displays or music is permitted with the exception of the Portofino Tent. All events at Open Air Venues must conclude by 10pm.