



**DOUBLETREE**  
BY HILTON™  
LAX - EL SEGUNDO

*Where the little things mean everything.™*



# **SOCIAL CATERING GUIDE**

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DOUBLETREE

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***Dear Guest,***

Thank you so much for reaching out to me here at the DoubleTree by Hilton LAX – El Segundo! I am looking forward to working with you on your upcoming event.

*I strive to understand your event needs and work diligently with my team of expert staff to deliver an amazing experience! In an effort to build a relationship with you, I rely on making the booking process easy and seamless so you can get back to your busy planning and rest assured that you and your guests can enjoy their visit with us.*

Our contemporary hotel located just 2 miles from LAX Airport is the perfect setting for your special occasion. Our in-house culinary team brings a thoughtful touch to your Food and Beverage needs, and our Pacific Palisades Ballroom can host up to 80 guests with an adjacent outdoor terrace for beautiful, elevated daytime and nighttime experiences, with fire pits, Edison lights, and a customizable chalk-board .

***I am happy to customize any menu to your liking and needs.***

*Overnight guests can enjoy our spacious rooms equipped with a Keurig, refrigerator, safe, and brand-new in-room climate control so that they feel at home away from home.*

You and your guests depend on your choice for the right venue, so come see the DoubleTree Difference, “where the little things mean everything”™.

*Let me know if you have any questions about this guide and I'll look forward to working with you soon!*

***Paper Hartman***

Catering Sales Manager

(310)955-1123 | [Paper.Hartman@Hilton.com](mailto:Paper.Hartman@Hilton.com)



# DOUBLETREE

BY HILTON™

LAX - EL SEGUNDO

1985 E GRAND AVENUE  
EL SEGUNDO, CA 90245



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# LUNCH

## BUFFETS

*Lunch Buffets Include: iced tea, water, and DoubleTree Cookies*

### **DOUBLETREE DELI • 30**

Mixed Green Salad with Ranch & Balsamic  
Assorted Artisan Breads with Turkey Breast, Maple Ham, Roast Beef, Cheddar, Swiss, and Provolone Cheeses, Lettuce, Tomatoes, Onions, Pickles, Mayo & Mustard with Coleslaw & House-Made Kettle Chips

### **TUTTO FRESCO • 35**

Caesar Salad with parmesan, croutons, and Caesar dressing, Pasta Primavera with hearty vegetables, Fettucini Alfredo, Chicken Parmesan, and Garlic Bread

### **LA CANTINA • 35**

Cilantro-Lime Salad with corn, bell peppers, onion, cucumber, and cilantro lime vinaigrette, Char-broiled chicken, Fajita vegetables, corn & flour tortillas, cheese enchiladas, rice, beans, lettuce, tomatoes, onions, cheese, chips, salsa, and fresh guacamole

### **CALIFORNIA BBQ • 40**

Chef's Market Salad, Corn of the Cob, Baked Beans, Mac n Cheese, Corn Bread, BBQ Chicken and Baby Back Ribs

## PLATED

*Plated Lunches Include: market salad, vegetable & starch side, iced tea, water, and DoubleTree Cookies*

### **WILD MUSHROOM RAVIOLI • 28**

6 large wild mushroom-stuffed raviolis with a butternut squash puree, topped with fried sage garnish

### **CHICKEN • 32**

With (1) of the following preparations:

- citrus-braised with candied orange slices
- picatta with lemon and capers
- blackened with tangy BBQ sauce

### **SEARED SALMON\* • 38**

With (1) of the following preparations:

- teriyaki glaze
- oven-roasted tomato relish
- fresh mango sauce

### **BEEF SIRLOIN • 38**

6-oz USDA beef with a red wine demi glace

### **VEGETABLE LASAGNA • 25**

topped with hearty marinara sauce and grated cheese

### **VEGETABLE SIDES • choose (1)**

- seasonal steamed vegetables
- seasonal roasted vegetables
- balsamic brussel sprouts \*
- roasted corn

### **STARCH SIDES • choose (1)**

- baked potato
- mashed potatoes
- rice pilaf
- roasted fingerling potatoes
- Potatoes au gratin

*\*based on seasonal availability – check with your catering manager for details*

*Upgrade to any dessert plus coffee for \$5++/person*

All pricing is per-person unless otherwise noted. All pricing is subject to 22% admin fee and 9.5% sales tax.



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# DINNER

## BUFFETS

*Dinner Buffets Include: iced tea, water, coffee, and DoubleTree Cookies*

### LAX BBQ • 50

Chef's Market Salad, Corn of the Cob, Baked Beans, Mac n Cheese, Corn Bread, BBQ Chicken, Louisiana Hot Links, and Baby Back Ribs

### COASTAL MEX • 50

Cilantro-Lime Salad, Grilled Chipotle Chicken, Puerco Verde, Fajita Vegetables, Corn & Flour Tortillas, Cheese Enchiladas, Rice, Beans, Lettuce, Tomatoes, Onions, Cheese, Chips, Salsa, and Fresh Guacamole

### PAN-ASIAN • 45

Cabbage slaw with mandarins, almonds, and sesame dressing, Chow Mein, Fried Rice, Eggrolls, Kung Pao Chicken, and Sweet & Sour Chicken

### THE STEAKHOUSE • 65

Vine-ripened Tomato Salad with Red Onion and Mozzarella, Garlic & Rosemary Fingerling Potatoes, Balsamic Brussel Sprouts, USDA Prime Beef with Red Wine Demi and Mushrooms, Roasted Chicken with Lemon-Thyme Sauce

## PLATED

*Plated Dinners Include: market salad, rolls, vegetable & starch side, iced tea, water, coffee, and DoubleTree Cookies*

### WILD MUSHROOM RAVIOLI • 32

8 large wild mushroom-stuffed raviolis with a butternut squash puree, topped with fried sage garnish

### CHICKEN • 38

With (1) of the following preparations:

- citrus-braised with candied orange slices
- picatta with lemon and capers
- blackened with tangy BBQ sauce

### SEARED SALMON\* • 42

With (1) of the following preparations:

- teriyaki glaze
- oven-roasted tomato relish
- fresh mango sauce

### BEEF SIRLOIN • 45

8-oz USDA beef with a red wine demi glace

### VEGETABLE LASAGNA • 30

Generous portion of vegetable lasagna topped with hearty marinara sauce and grated cheese blend

### VEGETABLE SIDES • choose (1)

- seasonal steamed vegetables
- seasonal roasted vegetables
- balsamic brussel sprouts \*
- roasted corn

### STARCH SIDES • choose (1)

- baked potato
- mashed potatoes
- rice pilaf
- roasted fingerling potatoes
- Potatoes au gratin

*\*based on seasonal availability – check with your catering manager for details*

*Upgrade to any dessert for \$5++/person*

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# EXTRAS

## APPETIZERS

*Priced per 50 guests (~100 pieces) / per person (minimum 25 guests)*

INTERNATIONAL & DOMESTIC CHEESES with crackers, nuts, and fruits	350 / 8
VEGETABLE CRUDITE with hummus and ranch dips	200 / 5
SEASONAL SLICED FRUIT & BERRIES	275 / 6
HOUSE-MADE TORTILLA CHIPS with fresh salsa and chef's guacamole	300 / 7
HUMMUS & PITA CHIPS with olives and feta cheese	275 / 6
VEGETABLE EMPANADAS	300
CHICKEN EMPANADAS	325
SEARED USDA BEEF SKEWERS with chimichurri	300
QUESADILLA ROLLS with habanero cream & pico de gallo	300
MINI TAQUITOS beef and chicken with guacamole	225
SOUTHWEST EGG ROLLS with black beans and corn	200
PARTY WINGS served with ranch, carrots, and celery	300
THAI PEANUT CHICKEN SATAY with plum sauce	275
PORK POT STICKERS with soy dipping sauce	325
VEGGIE POT STICKERS with soy dipping sauce	300
MINI CRAB CAKES with chive aioli	375
COCONUT SHRIMP with sweet chili sauce	375
BEEF WELLINGTON with red wine reduction	400
SPANAKOPITA spinach in puff pastry	300
ASSORTED MINI QUICHES	250

*The "rule of thumb" as to how to many appetizers to serve per person is that the average person will eat 5-7 appetizer bites during the 1<sup>st</sup> hour and then 2-4 in the next hour.*

## ENHANCEMENTS

*Priced per person unless otherwise noted. \*Packaged items may be purchased "on consumption" – see Catering Manager for details.*

Yogurt Parfait · 6	Muffins · 36/Dozen	Red Bull Energy Drink · 5/Each*
Assorted Cereal · 3	Assorted Pastries · 36/Dozen	Bottled Juices · 4/Each*
Whole Fruit · 2	Cinnamon Rolls · 36/Dozen	Naked Juices · 5/Each*
Chips & Guacamole · 7	House-made Kettle Chips · 3	Coffee/Decaf · 42/Gal
Chips & Salsa · 5	Mixed Nuts · 5	Tazo Herbal Teas · 36/Gal
Doubletree Cookies · 24/Dozen	Soft Drinks · 4/Each*	Fruit Infused Water · 15/Gal
Fudge Brownies · 30/Dozen	La Croix · 4/Each*	Iced Tea · 30/Gal
Candy Bars · 36/Dozen*	Bottled Water · 4/Each*	Lemonade · 36/Gal
Granola Bars · 24/Dozen*	Pellegrino · 5/Each*	Fruit Punch · 36/Gal

*(1) Gallon serves approximately 10-15 guests*

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# BEVERAGE & BARS

## CELEBRATE

### HOSTED BAR

Hourly Hosted Bar Service. Priced per person.

#### Call Brands

One Hour · 15  
Two Hours · 25  
Three Hours · 40

#### Premium Brands

One Hour · 20  
Two Hours · 35  
Three Hours · 50



### CASH BAR

Guests charged per drink. Cash means cash! ATM located in the hotel lobby. Prices include tax.

Domestic Beer · 7  
Imported Beer · 8  
House Wine · 8  
Premium Wine · 10  
House Cocktails · 7  
Call Cocktails · 9  
Premium Cocktails · 11  
Soft Drinks · 4  
La Croix · 6  
Fiji Water · 5  
Pellegrino · 5  
Red Bull · 6

\$150++ Staffing Fee applies until \$500++ is met. Happy Hour pricing does not apply.  
Absolutely no outside alcohol is permitted.

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# AUDIO / VISUAL

We recommend using our in-house vendors for your AV needs, however you are more than welcome to bring your own. Please be advised that any outside vendors setting up AV items for you must have a COI on file with the Sales Department. If you have any questions about this, please contact the Sales Department directly.

## AV PACKAGES

### LCD Projector Package · 275

Projector, Screen, AV Cart with extension cable, power strip, VGA connection, and flip-chart with markers

### Support Package · 150

Screen, AV Cart with extension cable, power strip, VGA connection, and flip-chart with markers

### Sound Package · 350

Wireless hand-held microphone, free-standing speaker, 4 channel mixer with audio patch, and podium

### Complete AV Package · 500

Projector, Screen, AV Cart with extension cable, power strip, VGA connection, flip-chart with markers, wireless hand-held microphone, free-standing speaker, 4 channel mixer with audio patch, and podium

## A LA CARTE AV

### VISUAL

8x8 screen	150
LCD Projector	250
Presentation Clicker	50

### AUDIO

Polycom Speaker Phone	150
Polycom with extensions	200
Free-standing Speaker	150
Handheld Wireless Mic	150
Wireless Lavalier Mic	175
4-Channel Mixer	150

### VISUAL

Podium	100
White Board with Markers	150
Flip Chart with Easel & Markers	75
Power Strip	10
Dance Floor 9x9	300
Dance Floor 9x12	350
Dance Floor 12x12	400
Dance Floor 12x15	500
Riser 4x4	150
- <i>additional riser pieces</i>	75

All pricing includes set-up and tear-down fees. \$250 rush fee added to services requested within 72 hours of need. All pricing is subject to applicable service charge and sales tax.

All pricing is per-person unless otherwise noted. All pricing is subject to 22% admin fee and 9.5% sales tax.



# PROPERTY GUIDELINES

**SHIPPING/RECEIVING** Due to limited storage, please ensure that packages do not arrive more than 3 days prior to your event. \$20++ per package per day will be assessed for any packages stored for more than 3 days without written consent of the Catering Sales Manager.

**ROOM ASSIGNMENTS** Meeting spaces are assigned based on a variety of things including availability and number of expected guests. If the final guaranteed number increases or decreases, DoubleTree by Hilton LAX – El Segundo reserves the right to change or reassign your space based on the hotel's needs, with written notice.

**ROOM BLOCKS** Guest rooms may be reserved for your event. A courtesy block of up to 10 rooms may be reserved at a discounted rate, and must be booked within 21 days of arrival before the rooms are returned to inventory. Guests booking outside of that time will be at the mercy of the best available rate at their time of booking.

**SECURITY** DoubleTree by Hilton LAX – El Segundo does not insure the security of items left unattended in function rooms. Special arrangements may be made with your Catering Sales Manager for securing a limited number of items. You may ask any staff member to alert the banquet member to lock or unlock your meeting space based on availability. DoubleTree by Hilton LAX – El Segundo does not carry liability for nor is responsible for loss or damage to your property. You may hire your own security with proper COI on-file with the Sales Department.

**LABOR CHARGES** Your function includes 5 hours of event time. Additional time may be added based on availability. An additional labor fee of \$150++ will be added for every hour over 5 hours needed and does not include any food or beverage. It ensures that our staff is paid fairly for any overtime accrued by your event.

**DAMAGE TO EVENT SPACE** By signing the contract issued to you by the Catering Sales Manager, you are agreeing to pay for any damages to the function space that occur during your event. You are not responsible for normal wear-and-tear.

**PARKING** DoubleTree by Hilton LAX – El Segundo is not responsible for items lost or damaged in your vehicle while parked on or off hotel property. Complimentary attendee parking is located on the 6<sup>th</sup> and 7<sup>th</sup> floors of the garage structure adjacent to the hotel.

**F&B MINIMUMS** The Food and Beverage Minimum is stated on the contract issued to you by the Catering Sales Manager. The figure listed is the least amount of Food & Beverage needed to book the event space at the rate agreed upon. The minimum does not include taxes or fees. The minimum is guaranteed when you receive the countersigned contract from your Catering Sales Manager. The Sales Department will create an initial estimate based on your needs outlined by a F&B Minimum and Room Rental. The estimate reflected on the BEO is subject to change throughout planning your event and is not guaranteed by the contract. Food & Beverage pricing is subject to change and will be guaranteed in writing 14 days prior to your event.

**ADMIN FEE & TAX** Pricing does not include administrative fee (22%) or sales tax (9.5%). California Law stipulates that the administrative fee is taxable. Sales Tax is subject to change without notice.

**ADVANCE PAYMENTS** To confirm your event, a 50% deposit of F&B Minimum and Room Rental is required at contract signing, 100% of estimated charges are due 14 days prior to your event. A Credit Card must be kept on-file and may be pre-authorized for your event at the time of signing. Please contact your Catering Sales Manager to make additional payments in-between or to change your Method of Payment. Balances due 14 days prior to your event will be charged after 1

courtesy call, and your event is subject to cancellation with no refund if final payment is not received within 72 hours of your event.

**HIGH SPEED INTERNET ACCESS** HSA is available in meeting rooms at your request. Please arrange with your Catering Sales Manager for dedicated use, hard-wire internet access, or increased bandwidth (charge may apply.)

**MENU** Our in-house chef and his team are happy to create a menu based on your taste and needs. Plated lunches and dinners can offer a vegetarian option in addition to (2) selected entrée choices. Final guarantees are due in writing 72 hours prior to your event. Please alert your Catering Sales Manager in writing of any dietary restrictions or allergies 72 hours prior to your event. Children's meal is available for \$15++ per guest under 12 years of age.

Absolutely no outside food or drinks are permitted in the meeting spaces. Please arrange with your Catering Sales Manager for a waiver to be on-file for special dietary food, desserts, or faith-based needs.

**BAR** Refer to page 7 for pricing. Your Catering Sales Manager is happy to arrange for any requested beer, wine, or spirits to be stocked in your bar. The F&B team is also ready to craft a specialty drink just for your occasion. All beer & wine will be billed to you by the case or keg. All liquor will be billed to you by the whole bottle. Please provide the details for your requests in writing to your Catering Sales Manager no later than 6 weeks prior to your event.

**TASTINGS** DoubleTree by LAX – El Segundo does not offer traditional /formal tastings, but if you are interested in trying our food, please arrange with your Catering Sales Manager for a time to come by for a property tour and stay for a bite from our kitchen, based on availability. A pre-authorized credit card must be on-file for appointments made for a full lunch or dinner visit, no-show charge of \$25++/person will be applied. Not all items listed in the menu guide will be available for tasting, but as our staff prepares both restaurant and banquet food in the same manner and facility, it provides you an opportunity to taste the caliber and quality.

**OUTSIDE FOOD & BEVERAGE** Any food not able to be prepared by the DoubleTree by Hilton LAX – El Segundo's Culinary Team is permitted, limited to special dietary or medical needs, desserts, and/or faith-based needs. All outside catering must have a signed waiver on-file with the Sales Department, as well as a Certificate of Insurance if any representative of the outside catering will be present and working during your event, set-up, or clean-up time. F&B minimums must still be met regardless of your outside catering. Outside caterers will NOT be allowed access to our kitchen facilities. A service fee of \$10++/person will apply for all outside catering, with the exception of dessert. A plating fee of \$3++/person will apply for use of our equipment for any outside catering, including dessert. Beer and liquor must be purchased through the hotel. Absolutely NO beer or liquor may be brought into the event space. Wine may be brought in and must incur a \$15++/bottle corkage fee per 750ml bottle.

**AUDIO VISUAL** We use a preferred vendor for our AV needs, but you are welcome to use your own. All outside vendors must provide a Certificate of Insurance to be kept on-file with the Sales Department.

**VENDORS** All of DoubleTree by Hilton LAX – El Segundo vendors have appropriate insurance on-file. We may require proof of current business license, health department certificate, ServSafe certificate, workers compensation coverage, and (where applicable) \$1,000,000 general liability binder naming DoubleTree by Hilton LAX – El Segundo as additionally insured.

