

# OUTSIDE CATERED EVENTS

*at* DOUBLETREE  
BY HILTON™



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BOSTON • WESTBOROUGH

508.616.7436 • 5400 Computer Dr. • Westborough, MA 01581 • [www.bostonwestborough.doubletree.com](http://www.bostonwestborough.doubletree.com)

# OUTSIDE CATERED EVENTS

## EVENT PACKAGE

- Foyer area for cocktail reception
- Use of the ballroom with dance floor for five hours
- Guest dinner seating with 60" or 72" round tables and chairs
- Cotton Blend Linens and a Variety of Napkin Colors
- Full banquet service staff – 1 server per 30 guests
- Dinner table place setting to include – china, glassware and silverware
- Buffet set-up for appetizers, dinner and dessert to include – tables, chafing dishes, sternos, serving utensils, bowls and platters
- Beverage station for duration of event to include – coffee, decaffeinated coffee, assorted tea, assorted soda and bottled water
- 1 complimentary overnight guest room for evening of the event with 200+ guests contracted

## PACKAGE PRICING

\$50 per person

- Package pricing includes 25% administrative fee and 7% sales tax

## PACKAGE UPGRADES

Add \$19 per person

- Upgrades are exclusive of taxes and fees
- Add the following items for your special event:
  - Specialty chiavari chairs: white, gold, silver, black and mahogany with white or ivory cushions
  - Wedding cake from gerardo's or cupcakes from the queen's cups
  - Sparkling cider or champagne toast
  - White or ivory satin stripe linens
  - Coordinating napkins

## BEVERAGE ARRANGEMENTS

### PACKAGE BAR

Pricing is per guest and for the number of hours contracted. Includes mixed drinks, domestic and imported beer, house wine, and soft drinks.

	Call	Premium
First Hour	\$16	\$19
Two Hours	\$22	\$25
Three Hours	\$28	\$31
Four Hours	\$34	\$37
Five Hours	\$40	\$43

### HOSTED BAR

<i>Charges Based on Consumption Per Drink</i>	<b>Price</b>
Call Brand Liquors.....	\$7.00
Premium Brand Liquors.....	\$8.75
Wines by the Glass.....	\$6.75
Domestic Beer.....	\$5.75
Imported Beer.....	\$6.25
Soft Drinks.....	\$2.75
Sparkling Mineral Water.....	\$2.75

### CASH BAR

<i>Guest Pays per Drink with Cash</i>	<b>Price</b>
Call Brand Liquors.....	\$7.00
Premium Brand Liquors.....	\$9.00
Wines by the Glass.....	\$7.00
Domestic Beer.....	\$6.00
Imported Beer.....	\$6.50
Soft Drinks.....	\$3.00
Sparkling Mineral Water.....	\$3.00

**CALL BRANDS:** Smirnoff, Bombay, Bacardi, Seagram's 7, Jim Beam, Cutty Sark, El Toro Tequila

**PREMIUM BRANDS:** Absolut, Captain Morgan's, Dewars, Jack Daniels, Tanqueray, Jose Cuervo

**DOMESTIC BEERS:** Budweiser, Bud Light, Coors Light, Sam Adams, Sam Adams Seasonal

**IMPORTED BEERS:** Corona, Heineken

*For all beverage services, we require a bartender. We provide (1) Bartender for every 100 guests.*



# ADDITIONAL INFORMATION AND SERVICES

## DEPOSIT AND PAYMENT

An initial deposit of 30% of the contracted minimum will be due upon the signing of the contract. A payment plan will be established with your contract. Final payment will be due 3 days prior to your event by cash, credit card, or bank check only. Personal checks are not accepted for final payment. All events must have a credit card on file. Please refer to your contract.

## GUARANTEES

Attendance guarantees are due to your sales manager seven days prior to event. Guarantees may not decrease after this date.

## MINIMUM REVENUE REQUIREMENT

Minimum revenue requirements will apply to your event based on the amount of function space your event requires. Please inquire directly.

## EVENT HOURS

All outside catered packages are based on a six hour event, with one hour for cocktails and appetizers and five hours for dinner and dancing. Should you decide that you would like to extend your event, a \$500 room rental fee per hour will apply. All events must end no later than 1:00AM and bar service will end 30 minutes prior to event end time.

## PASSED SERVICE

Passed appetizers for cocktail hour will incur \$100 service fee. Plated and served cake will incur \$100 service fee.

## ON SITE CEREMONIES

We would be honored to host your wedding ceremony in the ballroom; a rental fee of \$750 will be applied. This fee includes the use of the ceremony staging area early for set up, risers for your stage, chairs and the ability to have a contained ceremonial fire.

## KITCHEN SERVICES

The use of ovens and hot boxes to re-heat and store items and the replacement of fryer oil. \$200 per event.

## ADDITIONAL MEETING SPACES

Many events require additional spaces for a variety of events, i.e. prayer room, kid's room, dressing room. Each additional space per day: \$250 per room.

## CLASSIC CHIAVARI BALLROOM CHAIRS

Available in gold, white, silver, black and mahogany with white or ivory cushions, \$9 per chair.

## GUEST ROOMS

We would be happy to arrange for a block of rooms for your guests. Rooms may be reserved and monitored through your personalized secure web site. Contact your event services manager for more details.

## SPECIAL DECORATIONS

The Hotel does not permit the affixing of anything to the walls, floors, light fixtures or ceilings in any area of the hotel without prior approval. Approval may not be granted depending upon the nature of the requests. The client is responsible for removal of any item put up. The hotel prohibits the use of Glitter, Confetti, Steamers or Similar items. A cleanup or repair fee will be implemented for violation of these rules.

## PREFERRED/PRE-APPROVED VENDORS

### CATERERS

Kabab King, Wazir or Saeed 718-457-5857, 866-997-1999, [www.kababking.com](http://www.kababking.com)  
Punjabi Grill, Azhar Malik, 508-370-0790  
Minerva Indian Cuisine, Chakrapani Gosetty, 781-964-9573, [www.minervaindianrestaurant.com](http://www.minervaindianrestaurant.com)  
Masala Art, Soragh Kapoor, 781-449-4050, [www.masala-art.com](http://www.masala-art.com)  
Bollywood Grill, Parvinder Narula, 508-937-9797, [www.bollywoodgrill.com](http://www.bollywoodgrill.com)  
Mayuri Grill, 508-898-1888, [www.mayurirestaurant.com](http://www.mayurirestaurant.com)

### WEDDING CAKES

Gerardo's Italian Bakery, 508-835-2200  
Bean Counter, 508-754-0505  
Confectionism, 508-377-3066  
The Queens Cups 508-459-9600

### DECORATORS AND FLORISTS

Mugford's Flower Shoppe, 508-836-5554  
The Frugal Flower, 978-443-0030  
Alankar Events, Shobha Shastry, 508-397-9443  
Prasang, Anshuman & Anjana Gosalia, 978-452-8786  
Shagun Decorators, 978-957-2877  
Anitha Shetty Desgins & Decors, 508-826-0514

### PHOTOGRAPHERS

Photos By Nitin, 803-381-4375  
Krishan Photography, 508-949-1456

### DJS

DJ Yogz, Yogi Rana, 978-360-4273  
Silk Events, Rishi, 617-331-1931

