

*Congratulations on Your
Special Event!*

Contact the Sales and Catering Department
Jennifer Pedroza, Catering Sales Manager
562-483-2705
Jennifer.Pedroza@hilton.com
13111 Sycamore Drive, Norwalk, CA 90650

All prices are subject to a 22% service charge, CA assessment fees and applicable 8.75% current sales tax and may change without notice.



Silver Package

- Six Hours Dinner Reception or Five Hours Lunch Reception
- Champagne or Sparkling Cider Toast
- Choice of Salad and Entree
- Wedding Cake Cutting Fee and Serving
- Choice of White or Ivory Linens
- Assorted Napkin Colors (based on available colors)
- Mirror Tiles and Votive Candles
- White China, Silver Flatware, and Clear Glassware
- Complimentary Guest Room Upgrade for the Celebrant(s)
- Complimentary Guest Self Parking
- Special Group Rates for Overnight Guests

Menu

Choice of Mixed Green Salad or Caesar Salad
Choice of one Entrée selection:
Pepper Crusted Top Sirloin with Red Wine Demi Glace
Champagne Salmon
Lemon Herb Chicken with Citron Reduction
Choice of Garlic Mashed Potatoes or Rice Pilaf
Seasonal Vegetables
Rolls and Butter
Coffee, Tea and Water Service

\$69.00 ++ per person



Gold Package

- Six Hour Dinner Reception or Five Hours Lunch Reception
- Tray Passed Hors d'Oeuvres
- Champagne or Sparkling Cider Toast
- Choice of Salad and Entree
- Wedding Cake Cutting Fee and Serving
- Choice of White or Ivory Linens
- Assorted Napkin Colors (based on available colors)
- Mirror Tiles and Votive Candles
- White China, Silver Flatware and Clear Glassware
- Complimentary Guest Self Parking
- Special Group Rates for Overnight Guests
- Complimentary Guest Room Upgrade for the Celebrant(s)

Menu

Three Tray Passed Hors d'Ouevres
Choice of Mixed Greens Salad, Caesar Salad or Iceberg Wedge with choice of two dressings
Choice of one Entrée selection:
New York Steak with Rosemary Red Wine Demi Glace
Chicken Florentine
Champagne Salmon
Rice Pilaf or Roasted Baby Herb Potatoes
Seasonal Vegetables
Assorted Rolls and Butter Balls
Coffee, Tea and Water Service
Dessert: Your Custom Wedding Cake

Hors D' Oeuvres: Choice of Three (3)

Smoked Salmon Crostini
Mini Beef Wellington
Roasted Red Pepper Hummus
Chicken Empanadas
Caprese Brochettes

\$79.00++ per person



Platinum Package

- Six Hours Dinner Reception or Five Hours Lunch Reception
- Tray Passed Hors d'Oeuvres
- Champagne or Sparkling Cider Toast
- Choice of Salad and Entree
- Elegant Tiered Custom Cake from Pacific Patisserie
- Chair Covers (White or Ivory) with Assorted Organza Sash Colors
- Upgraded Suite for the Celebrant(s)
- Choice of White or Ivory Table Linens
- Assorted Napkin Colors (based on available colors)
- Mirror Tiles and Votive Candles
- White China, Silver Flatware, and Clear Glassware
- Complimentary Guest Self Parking
- Special Group Rates for Overnight Guests
- Complimentary Guest Room Upgrade for the Celebrant(s)

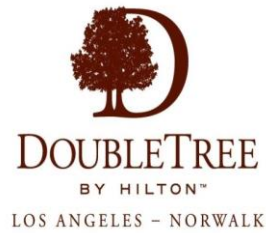
Menu

Three Tray Passed Hors d'Ouevres
Tropical Dry Fruit and Imported/Domestic
Cheese Display
Mixed Greens or Spinach Salad
Choice of Duet Plate:
Top Sirloin with Rosemary Demi and Jumbo Prawns with Scampi Sauce
OR
Champagne Salmon and N.Y. Steak with Peppercorn Reduction
Rice Pilaf or Garlic Mashed Potatoes
Grilled Asparagus and Baby Carrots
Assorted Dinner Rolls and Butter Balls
Glass of Wine during Dinner Service
Coffee, Tea and Water Service
Dessert: Your Custom Wedding Cake

Hors D' Oeuvres: Choice of Three (3)

Smoked Salmon Crostini	Chicken Empanadas
Mini Beef Wellington	Caprese Brochettes
Roasted Red Pepper Hummus	

\$125.00++ per person



Ceremony

Your Wedding Ceremony may be held in the Vineyard Ballroom.

Ceremonies are allotted up to one (1) hour for service with up to two (2) hours prior for setup and includes:

Gift and Guest Book Tables

Choice of Banquet or Chiavari Chairs (Add'l Charge for Chiavari Chairs)

Dressing Room for Celebrant

Ceremony Fees: Saturday

Vineyard Ballroom:	\$2,500
3 Sections:	\$2,000
2 Sections:	\$1,500
1 Section:	\$1,000

Ceremony Fees: Friday & Sunday

Vineyard Ballroom:	\$1,350
3 Sections:	\$1,150
2 Sections:	\$950
1 Section:	\$750





FREQUENTLY ASKED QUESTIONS

Our specialized Catering Team strives to take the hassle out of your wedding planning. If you have questions that are not addressed below, please feel free to contact us and ask!

What do I do first?

Determine your guest count, set your budget, and decide on a event date. Then call or email us for more information on our venues, menus, prices and fees. We encourage you to make an appointment to site the DOUBLETREE HOTEL LOS ANGELES -NORWALK in person as well!

What reception ballroom options are available?

We have 2 ballrooms that can be set in a variety to customize your celebration. Our stylish Vineyard Ballroom features gorgeous crystal chandeliers and accommodates up to 300 guests. The Vineyard Ballroom has an adjoining outdoor patio area that can be used for your Ceremony cocktail reception. The Chateau/Estate Ballroom holds a maximum capacity 60 guest.

What are the hours of a reception?

Customary lunch reception times are from 10:00am to 3:00pm and dinner times are from 6:00pm -12:00am or 7:00pm- 1:00am. For Events beginning at 6:00pm, one (1) additional hour of overtime may be purchased starting at \$500.00 (depending on your guest count) for your event to conclude at 1:00am at the latest.

Will I need a private Wedding Planner or Coordinator?

We highly recommend hiring a wedding coordinator to assist you on the day of your wedding, especially if holding a wedding ceremony on property. The wedding planner can assist with your day of wedding Itinerary, supervise vendors, oversee personal details and dedicate their attention to you throughout the entire length of the event.

Can the menus be customized?

Absolutely! The menus provide are suggestions, but our talented Executive Chef and our Catering Manager will work with you to create a menu of your choice for your special day.

Can I provide my own wine and champagne?

We do allow you to bring in your own wine or champagne to be served at the wedding reception. The corkage fee is \$15.00 for each 750ml bottle plus 22% service charge and local sales tax. Due to licensing requirements and quality control issues, all other beverages must be provided by the hotel.

Can we bring our own food?

Due to licensing requirements and quality control issues, all food must be provided by the hotel, with the exception of the cake. In addition, no food or beverage may be removed from the event area at any time prior to, during, or after event. The hotel does allow full outside catered ethnic wedding through approved outside caterer. Please contact your Catering Manager with any questions regarding outside catering and applicable fees.



Continue FAQ 2

What outside vendors can I use?

We can provide you with a preferred list which includes reputable vendors that have provided excellent service in the past for our Brides and Grooms. You are also welcome to hire vendors not listed on our proffered vendor list at your own discretion. The Hotel is not responsible for services provided by outside vendors.

What is the responsibility of my private Wedding Planner or Coordinator?

- Provide guidance with etiquette and protocol for invitations, family matters, ceremony components and toasts
- Create a detailed timeline for your wedding day including your ceremony and reception. Your Wedding Planner or Coordinator will provide your Hotel Catering Manager with a copy to be communicated to the related Hotel Operations teams
- Organize and continue your ceremony rehearsal and remind your bridal party of all the important “call times” and “don't forgets” on the day of your wedding.
- Confirm all call times with your outside vendors several days prior to your wedding day
- Be the liaison between the Bride and Groom, your family, bridal party, outside vendors and Hotel regarding details of the wedding
- Assisting the bride and bridal party with dressing along with any personal needs on the day of the wedding
- Coordinate personal flowers with your florist and assist all gentlemen with pinning on their boutonnieres
- Ensure that your vendors are set up in a timely fashion and clean up at the conclusion of your event removing any rental items from the Hotel premises
- Receive, count and collect your wedding gifts to your pre-designated location
- Assist with escorting your guests from the ceremony venue to the reception ballroom
- Deliver and arrange any programs, escorts cards, place cards, favors, cake knife and server, toasting glasses, disposable cameras and other personal items
- Review and coordinates schedule of events with Hotel Banquet Captain, DJ, photographer and videographer to ensure timelines
- Coordinate your wedding ceremony, coordinate your grand entrance and reception with traditions such as first , toasts, cake cutting, garter and bouquet toss
- Collect any personal items you may have brought at the conclusion of the reception



What is the responsibility of my DoubleTree Los Angeles-Norwalk Catering Manager?

- Provide a personalized tour of the Hotel to show you the ceremony venues and ballrooms
- Established food and beverage minimums fees for the ballroom that best fits your needs
- Customize a wedding package tailor made for you
- Recommend special event professional to provide music, floral, photography, videography, etc.
- Create an estimate of charges outline your financial commitments
- Act as a menu consultant for all food and beverage selections
- Detail your wedding banquet event order outlining all of your event specifics and ensure that it is communicated flawlessly to the hotel operational team
- Refer you to a Sales Manager for a contracted guestroom block
- Personally oversee the details of the Bride and Groom's room reservations
- Oversee the ceremony and reception room set-up, food preparations and other Hotel operations
- Ensure a seamless transition to the Hotel's Banquet Captain for your reception
- Review your banquet checks accuracy prior to the completion of the final bill

What is the responsibility of my DoubleTree Los Angeles-Norwalk Banquet Captain?

- On the day of the event, your Banquet Captain will coordinate each detail that has been communicated through your Catering Manager
- Check set-up of ceremony and ballroom area according to the banquet event order contract
- Review schedule of events with DJ/band, photography and videographer, outside caterer, etc.
- Escort guests to ballroom
- Greet guest as they enter ballroom
- Check pathways, reception area and ballroom for cleanliness
- Ensure all food and beverages service meets the agreed event order
- Oversees banquet personnel servers/houseman/bartenders to ensure excellent service provided
- Present final banquet check to Bride and Groom or designated contact at conclusion of event

When is the final guest count required?

- The final guest count must be provided to the hotel by 12:00pm noon 7 business days prior to the wedding date. This number will be considered your final guarantee and cannot be reduced. If we do not receive a guarantee, the expected number of guests listed on the original agreement will become your guarantee.

**What is the payment Schedule?**

- A non-refundable and non-transferable deposit of 25% of your estimated total food & beverage revenue is required to confirm a date.
- An additional 25% of the estimated balance is due midway between the time of contract signing and the wedding date. The remaining balance, based on your final guarantee, is due seven (7) business days prior to the event date. Payments may be made in cash, by certified or bank check, or credit card. Regardless of method of payment, a credit card is required to be on file with the Hotel for any additional charges incurred on your wedding day. Credit card must be submitted at the time of contract signing. Checks must be submitted 21 days prior to event date.

Is there self parking or valet parking?

We offer convenient complimentary self parking at the Hotel. We do not offer valet parking services.

What will I need to present a slide show?

If you are interested in showcasing a slideshow at your event, you will need an LCD Projector, laptop or DVD player, projection screen and appropriate cords and cables. You are welcome to provide and set up your own equipment or we can coordinate the rental of these items or any other audio visual equipment through our audio visual provider.

Do you offer special guest room rate?

Yes, a special rate can be offered through a contacted guest room block for minimum of (10) rooms on 1 night. Rates vary depending on season and availability. A special arrangement in one of our guestrooms is made for the Celebrant on the event night.

THE ABOVE INFORMATION AND PRICING PROVIDED IS SUBJECT TO CHANGE WITHOUT NOTICE. PLEASE CONTACT YOUR CATERING MANAGER FOR ALL CURRENT INFORMATION AND PRICING.



Hosted and Cash Banquet Bars

Premium \$12

Kettle One Vodka
Bombay Sapphire Gin
Sailor Jerry Rum
Jack Daniels Whiskey
Dewar's Scotch
Seagram's VO
Jose Cuervo 1800 Tequila
Hennessey VS Brandy

Call \$11

Absolute Vodka
Bombay Gin
Captain Morgan Spiced Rum
Maker's Mark Bourbon
Johnny Walker Red Scotch
Seagram's 7
Jose Cuervo Gold Tequila
Kahlua
Midori Liquor

Well \$10

Smirnoff Vodka
Beefeater Gin
Bacardi Rum
Jim Beam Bourbon
J&B Scotch
Canadian Club
Sauza Hornitos Tequila
Christian Brothers Brandy

Imported Beer \$7

Corona Extra
Modelo
Heineken
Amstel Light

Domestic Beer \$6

Budweiser
Bud Light
Shock Top
Miller Lite
Coors Light

House Wines

White Zinfandel
Merlot
Cabernet Sauvignon
Chardonnay

Bar Packages

Well Drinks
One Hour \$21
Additional Hour \$15

Call Drinks

One Hour \$23
Additional Hour \$18

Premium Drinks

One Hour \$31
Additional Hour \$19

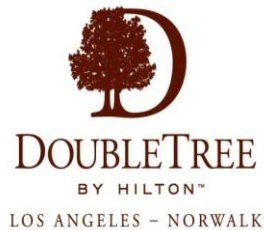
Beer and Wine

One Hour \$19
Additional Hour \$12

Non-Alcoholic Beverages

One Hour \$7
Additional Hour \$4

****Negotiated Minimum
Applies****



Vendor List

PHOTOGRAPHERS

Dan Yaniz Photography

Oney Ayala

562-622-9111

www.danyenizphotography.zenfolio.com

Gustavo Villarreal Photography and Video

Gustavo Villarreal

323-633-8283

www.gustavovillarreal.com

GDL Photo and Video

Alex Quiroz

626-831-1306

www.gdlphoto.com

Tony Reyes Photo and Video

Tony Reyes

562-305-1199

www.tonysweddings.com

DECOR/SPECIALTY LINEN

Black Tie Events

Pedro Herrera

323-557-2567

Glow Concepts

562-692-1500

www.glowconcepts.com

Vynzg Decorations

Grace Afara

714-733-0314

www.Vynzgdecorations.com

DJ/ENTERTAINMENT/MUSIC

Endless Entertainment

Richard Velasquez

323-687-2109

www.endlessentertainment.org

Mijo Entertainment

Richard Mojica

323-306-0647 Ext. 700

www.mijoent.com

Mindscape Entertainment

Steve Martinez

562-883-2314

www.irocktheparty.com

FLORISTS

Valley Florist

Magali Manjarres

562-623-0625

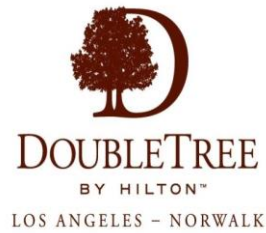
finerose@prodigy.net

Norwalk Florist

Gary Murphy

562-863-4478

www.floristnorwalk.com



CAKE/SWEET/SPECIALTY

Pacific Patisserie

Armando Cruz

888-440-4680

apacificbakery@gmail.com

www.pacificpatisserie.com

A Custom Cookie

Rita DeBenedictis

562-577-7575

www.acustomcookie.com

Pop-O-Licious 'n More

Tony Villapondo

657-845-4602

www.popoliciousnmore.com

PHOTO BOOTH

Joyfully Yours Photobooth

Patrick and Joy

310-703-4908

www.joyfullyyours.com

Photo Booth Bash

Lilian Hunein

714-455-9661

party@photoboothbash.net

www.photoboothbash.net