



# Catering To you



## Outside Catering Wedding Menu

DoubleTree by Hilton Birmingham  
808 20<sup>th</sup> Street South | Birmingham | AL 35091  
(205) 933-9000 | efax (205) 533-8178 | [Birmingham.doubletree.com](http://Birmingham.doubletree.com)

# Outside Catering Luncheon Package

## Ballroom Luncheon

Complete Hotel Setup & Breakdown for up to 520 guests

Elegant Floor-length White Linens

Complimentary Use of Hotel Chairs; Chair Covers Additional

Complimentary Use of Hotel Centerpieces

Four Hour Non-Alcoholic Beverage Service: Assorted Fruit Juices, Iced Tea, Assorted Sodas, & Freshly Brewed Coffee

Dedicated Wedding Coordinator

Dedicated Use of Hotel Equipment; Glass, China & Silverware

Culinary Staff Coordination with Preferred Catering Company

Hotel Service Staff for Meal Functions

Lunch Buffet Service \$20.00 per person

Lunch Plated Service \$30.00 per person

# Outside Catering Dinner Package

## Ballroom Dinner

Complete Hotel Setup & Breakdown for up to 520 guests

Elegant Floor-length White Linens

Complimentary Use of Hotel Chairs

Complimentary White, Ivory or Black Chair Covers

Complimentary Use of Hotel Centerpieces

Four Hour Non-Alcoholic Beverage Service: Assorted Fruit Juices, Iced Tea, Assorted Sodas, & Freshly Brewed Coffee

Dedicated Wedding Coordinator

Dedicated Use of Hotel Equipment; Glass, China & Silverware

Culinary Staff Coordination with Preferred Catering Company

Hotel Service Staff for Meal Functions

Dinner Buffet Service \$30.00 per person

Dinner Plated Service \$40.00 per person

## Additional Inclusions

Complimentary Suite for Bride & Groom

Multi Event Discount – 20% Off

# Outside Catering Terms & Conditions

## PREFERRED CATERER

All food and beverage must be provided by the DoubleTree by Hilton Birmingham hotel or through the hotel's approval of a licensed outside catering vendor. Caterer will be allowed to provide and prep meals to service the event. All food and beverage provided by the Hotel and Caterer must be consumed on the hotel's premise and will not be packed for carry out. It will be at the sole discretion of the hotel to dispose of food left over after service of an event. The hotel's chefs are responsible for overseeing the use of the kitchen and equipment. Guest or hosts are not allowed to enter the kitchen and servicing area(s). The hotel standard of service is one (1) buffet line per (100) one hundred guests. Caterer is required to provide sufficient staff to service all buffets. Additional charges accumulated for adequate catering personnel to service dinner is the sole responsibility of the host. If your approved caterer requests any food or beverage item, the hotel can provide them at additional cost. The caterer is responsible for dish up, filling and refilling of each buffet. The caterer is responsible for clean-up of the designated kitchen areas upon completion of the function. Upon review of the final menu and equipment list, hotel will inform client and caterer of the necessary staff and equipment. If the equipment exceeds what the hotel has in inventory a rental charge will be applied to the client.

The "per person" cost does not include food. Menu planning and final food costs/pricing to be determined by host and the caterer. Host to pay the caterer directly. Dinner service must be completed within 4 hours of event start time. A 30 minute grace period will be allowed. Thereafter a \$350.00 labor fee will be incurred for every hour with a minimum of one hour. Applicable sales tax, administrative fees and service charge will be added to all pricing. Family Style Service is available at an additional \$100.00 per table.

## BEVERAGES

Alabama State Law prohibits any outside liquor to be brought into the DoubleTree by Hilton Birmingham event space. You may choose to provide your own beer or wine which is subject to a corkage fee of \$20.00 per bottle or \$7.00 per person. In addition to Host Bar selections, No-Host and Consumption bars are also available. Bar services are sold in one hour increments. Hotel recommends 1 bartender for every 75 guests. Bartender Fees \$100.00 each. Jefferson County ordinance for last call on alcoholic beverages is 12:00am.

## EVENT DÉCOR & PREMIUM LINENS

The Event Manager will assist you in the coordination of your wedding ceremony and/or reception. They will provide you will recommendations for wedding vendors and will assist with the event design. Backdrops, lighting, audio/visual, premium linen, and event décor can all be arranged by the hotel. These services can be added to your final billing which is subject to applicable service charges, administrative fees and tax.

## CEREMONIES

Wedding ceremonies are a celebration of your culture and time honored traditions. We will provide the perfect indoor or outdoor location to make your ceremony memorable. The fee includes: designated ceremony location for up to two hours, one hour of rehearsal time the one/two days prior, DJ table, guest book/welcome table, unity candle or display table, hotel banquet/garden chairs (depending on location), staging, wireless microphone package, non-alcoholic beverage service station, setup and clean up.

## ACCOMMODATIONS

Our wedding packages include a complimentary suite for the couple on the date of the wedding/reception with a hotel amenity. Discounted sleeping room rates are available for your wedding guests.

## DEPOSITS & PAYMENTS

Upon confirmation and initial deposit equal to 10% of the estimated charges shall be due and payable. 50% of the estimated charges shall be due and payable no later than 2 months prior to the event date. Final payment shall be due and payable no later than 3 business days prior to the event date. Final payment will be accepted in certified funds only: credit card, cash, cashier's check or money order. A valid credit card authorization is required as guarantee for all event related charges.

## GUARANTEES

Final attendance, floor plans, menu requirements, rental items are due no less than 3 business days prior to event date.