



### **Guidelines for Outside Catering**

- 1) Caterer used must be a licensed caterer and must supply hotel with copy of license and a Chef or Attendant must be present throughout the entire event from the Catering Company to handle the food they are serving. A sign must be placed on the buffet stating that no food has been supplied by the hotel.
- 2) No beverages may be brought into hotel from the outside. All beverages must be provided by the hotel.
- 3) Caterer used must be insured with a minimum of \$1,000,000.00 liability insurance
- 4) The Holiday Inn Columbia East-Jessup must be named on the insurance certificate and certificate must be received at least 30 days prior to event
- 5) Neither the Caterer, nor the client will have access to our kitchen
- 6) Ballroom space must be returned to the hotel clean and free of food, particles, etc., by the caterer or a cleaning fee of \$500.00 will apply.
- 7) Catering manager will work with client to develop floor plan for set up purposes
- 8) Caterer may bring their own equipment and serving dishes or client may order them at extra charge from hotel (please see pricing below)
- 9) The above guidelines must be strictly adhered to

The Holiday Inn Columbia East-Jessup will consider any deviation or failure to provide information in timely fashion a breach of contract and will have the right to cancel the event which will result in loss of deposits and payment of cancellation fees.

#### Equipment

	<u>Price per piece</u>
➤ Dance floor set up and rental (12"X12")	Complimentary
➤ Catering staff charges per server	\$150.00++ each
*Requires 1 server per 30 attendees *	
➤ Bartender charge per 100 attendees	\$100.00++ each
➤ Use of hotel's silverware, china and chaffing dishes	\$500.00++

All Menus and Items are subject to  
22% Service/Gratuuity Fee and a 6% MD State Tax  
All Bars are 9% MD State Tax

11/01/2017



## Social Functions with Outside Catering

**The Holiday Inn Columbia East-Jessup provides the following for your special occasion:**

- Sweetheart or head table
- Round banquet tables to seat up to 12 people
- White linen and napkins
- Banquet chairs (no chair covers provided by hotel)
- Skirted buffet and display tables to include gift table, cake table, place card or registration table and DJ table
- Use of ballroom for up to four hours (plus one hour of set up time)

### **Tier I - Lunch \$20.00 ++ per person and Dinner \$30.00 ++ per person**

Includes all of the above plus a four hour self-service beverage station with coffee, hot tea, assorted sodas, fruit punch, lemonade and water pitchers

### **Bar Service**

#### Cash Bar/Host Bar

Prices per drink:

Name Brands- \$7.00  
Premium Brands- \$8.00  
Domestic Beer- \$4.75  
Premium Imported Beer- \$5.75  
House Wine- \$7.00  
Soft Drinks- \$2.00

#### Open Bar by the Hour

Prices by the hour, per person:

	1 <sup>st</sup> Hour	Additional Hour
Name Brands	\$12.00	\$6.00
Premium Brands	\$15.00	\$7.00
Beer, Wine & Soda	\$9.00	\$4.00

Name Brand Selections: Svedka Vodka, Beefeater Gin, Jim Beam Bourbon, Bacardi Light Rum, Dewar's Scotch, Seagrams 7 Whiskey, Vendange White Zinfandel, Vendange Chardonnay, Vendange Cabernet, Choice of Two House Beers (Budweiser, Bud Light, Coors Light, Miller Light, or Yuengling), Served with assorted Coca Cola products and appropriate mixers.

Premium Brand Selections: Absolut Vodka, Tanqueray Gin, Wild Turkey Bourbon, Bacardi Light Rum, Johnny Walker Red Scotch, Jack Daniels Whiskey, Choice of Any Two Wines from our Wine List. Choice of Two Premium Beers (Sam Adam's Boston Lager, Yuengling Lager, Heineken, Amstel Light or Corona). Choice of Two House Beers (Budweiser, Bud Light, Coors Light, Miller Light).

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## Outside Food Release of Liability

It is the understanding of the **Holiday Inn Columbia East-Jessup** that you will be providing outside catering for the following event.

Event Name \_\_\_\_\_ Date \_\_\_\_\_

By signing below, you acknowledge that you are responsible for the safe handling and dispensing of the items you provide. **Holiday Inn Columbia East-Jessup** is released from any liability due to injuries or illnesses that may occur as a direct result of your product.

Sincerely,

**Holiday Inn Columbia East-Jessup**

\_\_\_\_\_

Company

\_\_\_\_\_

Name and Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Complete and return this form to the Holiday Inn Columbia East-Jessup at least 30 days prior to your event date. Please return to fax: 410-799-7500 ext. 7506 or by email [clangley@hicolumbia.com](mailto:clangley@hicolumbia.com)

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