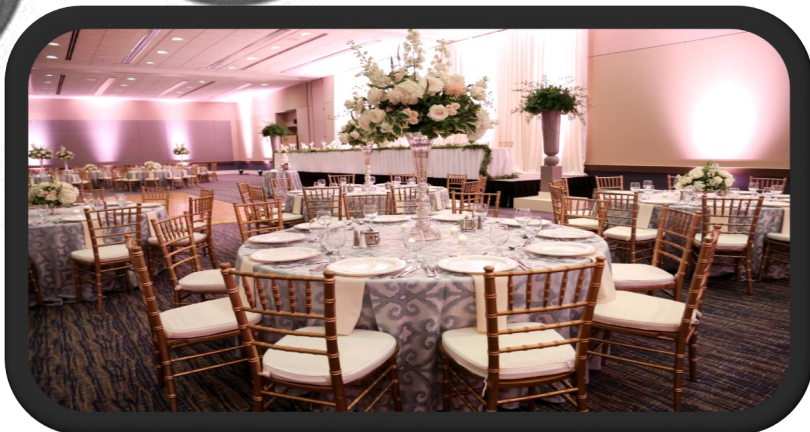




***CELEBRATE YOUR CULTURAL UNION AT  
DOUBLETREE HOTEL RICHARDSON***



## **Your Package Includes:**

**Banquet Space to Accommodate up to 420 Guests**

**30 x 30 Dance Floor**

**Set up of Hotel Tables and Chairs**

**White or Black Tablecloths and Napkins**

**Head Table on Riser**

**Hotel Standard Centerpieces**

**Hotel Mirror Tiles**

**Food Hot Boxes**

**Buffet Setup with 4 Chaffers**

**Hotel Glassware and Cutlery**

**Wait staff and Buffet Runners**

**Experienced Banquet Manager/Captain**

**Pre-Event Coordination with Your Caterer**

**Complimentary Guest Parking**

**Sleeping Room for Bridal Couple with Special Amenity**

**Iced Tea or Hot Tea, Water and Coffee (available upon request)**

**Courtesy Block of Guest Sleeping Rooms at Discounted Rate**

**All of this for \$25.00 per person plus 22% service charge & 8.25%**



**DOUBLETREE**  
BY HILTON™



## **Your Caterer Must Provide & Adhere To:**

**Copy of Health Department Permit**

**Copy of Catering License**

**Liability Insurance Permit**

**List of ALL food Being Provided**

**Food Labels**

**Number of dishes, bowls, serving utensils**

**1 Person Per 100 people to Help Transfer Food**

**Food MUST be Precooked and Ready to Transfer Into Chaffing Dishes**

**MUST Meet with Catering Manager & Banquet Manager at Least (1)  
Week Prior to Event to View Facility and Work Area**

**Caterer/Staff Are Not Permitted to Get Anything From Hotel Kitchen**

**Caterer Are Prohibited use of Hotel Kitchen Ovens or Stoves**



## **EVENT INFORMATION**

### **FOOD & BEVERAGE**

All food and beverage pricing are only guaranteed from the time a Banquet Event Order (BEO) for your event has been established and signed. All beverages must be purchased through the hotel. The hotel reserves the right to confiscate beverages that are brought into the hotel in violation of the policy without prior arrangements with the Catering Department. Any leftover food or beverage may not be taken from the hotel.

All food, beverage, audio visual and room rental prices are per person and is subject to applicable 22% service charge, 8.25% state sales tax and 6% occupancy tax (on room rental only). All events are to conclude by 12:00am. Any additional time will be charged at \$100.00 per hour, unless otherwise contracted by Catering Sales Manager.

The Doubletree Hotel Richardson requests all menu and event requirements be submitted at least 10 days in advance of the event. Banquet Event Orders and Banquet Checks must be signed and returned 7 days prior to the event.

### **GUARANTEE / PAYMENTS**

The hotel will require a final guarantee 72 business hours prior to the event. This will be the minimum guarantee, not subject to reduction. If actual attendance exceeds the guarantee, additional set up, food and beverages may apply.

All functions must be paid 72 business hours prior to the event. The hotel will accept a cashiers check, credit/debit card and cash. NO personal checks will be accepted .

### **EVENT SETUP**

The Doubletree Hotel Richardson will provide a holding area for staging of plate ups, buffet pan transfers and hot boxes to hold food in.

### **VENDORS & SIGNS**

The Doubletree Hotel Richardson welcomes photographers, florist, decorators and entertainment for your event. Please have your vendor contact the Catering Department to discuss needs, entry procedures, electrical requirements. The hotel will not permit the affixing of anything to the walls, floors or ceilings with nails, staples, adhesives or any other substance without prior hotel approval.

### **ENTERTAINMENT / NOISE / SECURITY**

Due to the proximity of the ballrooms to the guestroom areas of the hotel, music must be kept at an acceptable level determined by the Manager on Duty. Functions in these areas must be concluded by 12:00 am unless otherwise contracted by the Catering Sales Manager. Routine security services are provided by the hotel. However, the guest or organization will be responsible for ordering and paying for any additional security required by the organization to protect exhibits, merchandise or to monitor attendance of an event. The hotel cannot accept any responsibility for the damage or loss of any merchandise, or articles left in the hotel prior to, during or following your function.

### **FUNCTION SPACE**

As other groups may be utilizing the same room as you, prior to, or following your function, please adhere to the times agreed upon. Should your time schedule change, please contact the Catering Sales Manager and every effort will be made to accommodate you. You agree to begin your event at the schedule start time and agree to have your guests, invitees and other persons vacate the designated event space at the end time indicated on the final BEO. Hotel will set minimum revenue guarantee for each event, based on the space needed for the event.