



*Leave the “VOW” factor to us...*



# **Biltmore Weddings**

## **Outside Catered Events**



### **The Crystal Ballroom**

*The Crystal Ballroom is a beautiful showcase with a hand-painted 30-foot ceiling, majestic balconies and two magnificent Austrian crystal chandeliers. Glittering mirrors and drapery enhance the elegance of the room. The Crystal Ballroom is the jewel of the Biltmore with a rich history tied to both the Hotel and old Hollywood. The Crystal Ballroom can accommodate up to 400 guests with a dance floor. This does not include seating the balconies.*





### **The Gold Ballroom**

*The Gold Ballroom is built on two levels separated by a curving balustrade and tall columned arches. The room features gold coffered ceilings, rich drapery, wood-paneled walls and crystal chandeliers. The lower tier serves as an intimate foyer or reception area to complement your dining or dancing space on the upper tier. The capacity for the Gold Ballroom is up to 230 guests with a dance floor.*





### **The Emerald Ballroom**

*The Emerald room has a hand-painted ceiling featuring motifs of harvest and the hunt. The Emerald Ballroom was the Hotel's original dining room. Rounded faux-travertine columns and weighty bronze chandeliers create a stately and dramatic setting for a wedding ceremony or a wedding reception with dinner. The capacity for the Emerald Room is up to 150 guests with a dance floor. It also can be used as an indoor ceremony site that can seat up to 300 guests, theater style.*





## ***Biltmore Weddings Outside Catering Package Includes:***

***Two Ballroom Spaces for the Reception & Dinner (Tiffany & Crystal)***

*Additional Fee for Ceremony Space in Emerald \$4,500.00 Inclusive*

### ***Seven-Hour Event Time Frame***

*Complimentary Banquet Tables, Standard Banquet Chairs, Dance Floor, House Linens, China, Silver, and Glassware, and Riser Staging (Does not include a Catwalk. If Catwalk is used, the ceremony stage must also be rented)*

### ***Six-Hour Luxury Bar Package***

*Wood Parquet Dance Floor  
Complimentary Cake Cutting  
Complimentary Suite Accommodations  
for the Bride & Groom - wedding night only  
Complimentary Ready Rooms – Bride & Groom*

***\$140.00 Inclusive Per Person - Sunday through Friday Evenings***

***\$150.00 Inclusive Per Person - Saturday Evenings***

*Saturday Evenings with a guaranteed minimum of \$60,000.00 inclusive*

*Guests Twenty Years of Age and Under, and Contracted Vendors*

*\$85.00 Inclusive Per Person, maximum 25 guests*

*Events occurring on a Holiday Will Incur an Additional \$35.00 Inclusive  
Per Person Charge*

All outside catering events are subject to \$850.00 inclusive kitchen fee





## ***Luxury Bar Package***

### ***6-Hour Bar Service or until 1:30AM***

*Spirits to Include Premium & Luxury Brands  
Patron Silver, Makers Mark, Grey Goose,  
Bombay Sapphire, Captain Morgan, Crown Royal, Johnnie Walker Black,  
Jose Cuervo Gold, Jack Daniels, Absolut, Tanqueray, Bacardi Silver,  
Canadian Club, Chivas*

*House Champagne, Red & White Wine*

*Liqueurs & Cordials to Include Grand Marnier,  
Amaretto Di Serrano, Bailey's Irish Cream and Kahlua*

*Assorted Imported & Domestic Beers,  
Regular & Decaffeinated Soft Drinks  
Still and Sparkling Mineral Waters*

***Bar Packages Do Not Include Specialty Drinks, Tray-Passed Cocktails,  
Champagne Toasts or Wine Service with Dinner***

***We provide Kosher Bar items for Glatt Kosher Events***





## ***Policies and Procedures***

All wedding events require a professional wedding coordinator from the Hotel's pre-approved list be engaged for a period of sixty (60) days preceding the event to work in tandem with the Hotel Catering Manager.

All outside caterers must be selected from the Hotel's pre-approved list.

Events occurring on a Holiday will incur an additional \$25.00 per person inclusive charge.

To ensure proper staffing and preparations can be made, The Millennium Biltmore Hotel requires a copy of the menu to be served and all equipment requested by your caterer to be provided no less than fourteen (14) days prior to the event date, in writing. Failure by the Caterer to return the kitchen in the same clean and orderly condition, in which it was received, may result in additional cleaning fees being incurred to the client or loss of the security/damage deposit.

The package is based on a seven (7)-hour event, if the event exceeds seven (7) hours, an additional charge of \$2,500.00 inclusive applies for each additional hour, or any part of that hour.

Additional room rental charges will apply for Ketubah, Tish, and Bidekken rooms.

An Optional Coat Attendant is available at a rate of \$450.00 charge for a seven (7)-hour event.

Ceremony fee for Emerald Ballroom is \$4,500.00 inclusive.

Sound equipment and Microphones for the Ceremony are not included.

Engineering and production costs such as sound, lighting, electrical amperage and labor charges are not included.

Significant change to the function room setup on the day of the event may incur a labor charge of \$500.00 or more, and final amount is determined by the Banquet Captain.

All catering events require a non-refundable deposit equivalent to 30% of the estimated total charges at the time the contract is signed. This deposit is deducted from the balance. Full pre-payment of the estimated total charges are due no later than three (3) business days prior to the event.

Any item damaging the interior of the hotel is not permitted on the premises including but not limited to sparklers, confetti, dry ice, fog machines.

Failure by the client or client's vendor to return the room in the same condition as it was presented – clean, orderly and free from debris or display refuse may result in additional cleaning/maintenance fees being incurred to the client.

The Hotel requires a valid certificate evidencing a minimum of \$1,000,000 of comprehensive general liability coverage from all vendors working at the Hotel. "Millennium Biltmore Los Angeles" must be named as additional insured in these documents. The Hotel contracted Client is responsible for ensuring that proof of insurance and a signed copy of this document by each vendor are provided to the Hotel Meetings and Special Events Manager at least two (2) weeks prior to the event.





*The Millennium Biltmore takes great pride in the creativity and talents of our culinary team, however, we understand that in some cases a caterer from outside the Hotel must be engaged to address the diverse cultural and ethnic tastes of our guests. Below is a list of caterers that have been hand-selected and approved by the Hotel.*

### **Hotel Approved Caterers**

*(All food pricing to be confirmed with your caterer directly)*

**Pat's Catering**

Contact: Barbara  
Phone: 310-520-8707

**Simon's Catering**

Contact: Simon  
Phone: 310-466-6333

**Beverly Catering**

Contact: Ron Berookhim  
Phone: 310-877-4208

**Sasson Catering**

Contact: David Javanhari  
Phone: 310-203-8365

**La Gondola**

Contact: Nir Weinblut  
Phone: 310-247-1239

**Robert's Catering**

Contact: Roubina Begoumian  
Phone: 818-848-8337

**Crown Kosher Catering**

Contact: Steve Cohen  
Phone: 818-390-0506

**Masrour Catering**

Contact: David Masrour  
Phone: 818-776-8833

**Jay Bharat Indian  
Restaurant**

Phone: 562-924-3310

**Sharon Kosher Catering**

Phone: 818-344-7472

**Redfish Catering**

Contact: Gomer  
Phone: 310-490-2309

**Manohar's Dehli Palace**

Phone: 626-964-0343

All outside catering events are subject to \$850.00 inclusive kitchen fee







## **Wedding Planners**

*The Biltmore Hotel requires a professional Wedding Planner from this list be engaged for a period of no less than sixty (60) days prior to the event. The Hotel's expectation of its' Preferred Wedding Planner's responsibilities include but are not limited to:*

- Assist with etiquette and protocol matters related to the invitations, ceremony & reception seating arrangements, and family matters.
- Provide the Hotel with a detailed contact sheet for all vendors and rental companies contracted to work on the event including a list of all rental equipment and services to be provided.
- Provide the Hotel with a detailed timeline including load-in, setup, and strike times for all contracted vendors and rental companies as well as detailed timing of the ceremony, reception, food and beverage services, cake cutting, and other wedding activities no less than thirty (30) days prior to the event.
- Provide the Hotel with a Guaranteed Attendance number including a breakdown of all entrees and specialty meals to be served no less than seventy-two (72) business hours prior to the event.
- Provide the Hotel with a final diagram of the room setup, and seating arrangements no less than one (1) month prior to the event. The final diagram must indicate the location of any equipment requiring a fire permit and bear the original signature and stamp of approval of the Fire Marshal.
- Ensure each vendor requiring a fire permit for equipment to be used in connection with the event be provided to the Hotel no less than seventy-two (72) business hours prior to the event. No setup may commence at the Hotel without the necessary permits on file.
- Setup ceremony programs, place cards, favors, guest book, toasting glassware, and any other personal items.
- Line up and queue the bridal party and musician vendor at the ceremony.
- Provide the event with gift attendant to collect and secure any gifts (envelopes and packages) during and after the event.
- Collect and secure any personal items at the end of the evening.
- Sign "Planner Guidelines" and provide a copy of Certificate of Insurance (COI). All planners must follow all terms, policies, and responsibilities stated on the Planner Guidelines.





## ***Hotel Approved Wedding Planners***

### **Aquafuzion**

Contact: Debbie Liaw  
Phone: 866-395-2168  
[events@aquafuzion.com](mailto:events@aquafuzion.com)

### **Dream Events Design**

Contact: Ashkan Barkhordar  
Phone: 310-400-6652  
[ash@dreameventsdesign.com](mailto:ash@dreameventsdesign.com)

### **Everlyrose Events**

Contact: Shadi Hashemi  
Phone: 310-980-4775  
[shadi@everlyroseevents.com](mailto:shadi@everlyroseevents.com)

### **Veronique Events**

Contact: Veronique Assouline  
Phone: 310-909-8505  
[info@veroniqueevents.com](mailto:info@veroniqueevents.com)

### **Hellenic Designs**

Contact: Georgia Covell  
Phone: 800-838-7597  
[hdeventplanning@sbcglobal.net](mailto:hdeventplanning@sbcglobal.net)

### **Planning Elegance**

Contact: Mili Shah  
Phone: 888-244-7235  
[mili@planningelegance.com](mailto:mili@planningelegance.com)

### **Royce Weddings & Events**

Contact: Flora Tsang  
Phone: 626-560-2537  
[royceweddings@gmail.com](mailto:royceweddings@gmail.com)

### **Kat Minassi Events & Design**

Contact: Kat Minassi  
Phone: 818-903-6472  
[kat@katminassievents.com](mailto:kat@katminassievents.com)

### **Special Events by Carrie**

Contact: Carrie Lisbon  
Phone: 310-779-8981  
[crlisbon@gmail.com](mailto:crlisbon@gmail.com)

### **Events Boutique**

Contact: Rita Meyerkova  
Kealey  
Phone: 818-794-0641  
[info@eventsboutiquela.com](mailto:info@eventsboutiquela.com)

### **L'amour Events**

Contact: Sanam Enayati  
Phone: 310-908-6562  
[sanam@lamourevents.com](mailto:sanam@lamourevents.com)

### **Touch of Gold Events**

Contact: Carrie Goldberg  
Phone: 818-505-3718  
[info@touchofgoldevents.com](mailto:info@touchofgoldevents.com)

### **Natalie Sofer Weddings and Events**

Contact: Natalie Sofer  
Phone: 310 493 7941  
[nataliersofer@gmail.com](mailto:nataliersofer@gmail.com)

*The Biltmore Hotel requires a Wedding Planner from this list be engaged for all wedding events taking place in the Hotel.*

*Please consult your Catering Manager for specific requirements.*





## ***Fire & Safety Permits***

*The Millennium Biltmore Hotel requires a Fire Marshal approved permit or Fire Safety Officer be in place under certain conditions including but not limited to:*

### Cranes or Specialty Equipment

- Any occasion requiring the use of a Boom Crane or other specialty equipment for photography or any other purpose.
- A Hotel provided diagram denoting the setup, number of guests in attendance, and peripheral equipment will be required to secure a permit.
- A Fire Safety officer may be required by the Fire Marshal in which case additional fees would be incurred.

### Taper, Pillar, or Votive Candles

- Any occasion in which a "live" flame will be used in a centerpiece, as table décor, or as part of a ceremony.
- A Hotel provided diagram denoting the setup, number of guests in attendance, and peripheral equipment will be required to secure a permit.

### Vehicle Displays

- Any occasion in which a vehicle will be displayed inside the Hotel.
- A Hotel provided diagram denoting the location of the vehicle and peripheral equipment will be required to secure a permit.

### Balcony Seating

- Any occasion requiring the Balconies located on the North side of the Crystal Ballroom to be seated for an event.
- A Hotel provided diagram denoting the setup, number of guests in attendance, and peripheral equipment as well as the start and end times of the event will be required to secure a permit.
- A Fire Safety officer will be required on-site and an additional fee of \$125.00 per hour will be incurred (fees subject to change).

For Additional Permit Information and Acquisition Contact:  
Alexander Molina at [alexander.molina@lacity.org](mailto:alexander.molina@lacity.org) or (213) 978-3640

In any situation in which a Fire Permit is required, the Hotel must be provided with an original copy bearing the Fire Marshal's signature and stamp of approval, no less than seventy-two (72) business hours prior to the event. Setup of the event will not commence without a permit on file and verification that all requirements of the permit have been satisfied.

