



## INTIMATE WEDDINGS ON THE MARINA

Transform your special day into an unforgettable experience with the only waterfront lawn in Marina del Rey, exclusively at the Marina del Rey Hotel. Celebrate with up to 50 friends and family with our customized wedding packages for intimate gatherings.



# STANDING RECEPTIONS

## SIMPLY BEAUTIFUL

Celebrate with a Complimentary Toast of House Champagne for All Guests

One Cold and One Hot Tray-Passed Appetizer

Stationary Hummus Display or Stationary Cheese Display

One Hour Bar featuring Beer, Wine, and Soda

## CLASSIC CELEBRATION

Celebrate with a Complimentary Toast of House Champagne for All Guests

One Cold and One Hot Tray-Passed Appetizer

Stationary Hummus Display or Stationary Cheese Display

Tiered Cupcake Dessert Bar

One Hour Bar featuring Beer, Wine, and Soda

## BEAUTIFUL THINGS COME IN SMALL PACKAGES

Celebrate with a Complimentary Toast of House Champagne for All Guests

One Cold and One Hot Tray-Passed Appetizer

Stationary Hummus Display or Stationary Cheese Display

Tiered Cupcake Dessert Bar

Two Hour Bar featuring Beer, Wine, and Soda



# BUFFET STYLE

## HERE COMES FOREVER

Celebrate with a Complimentary Toast of House Champagne for All Guests

Salad Bar

One Pasta Station with Choice of Bolognese or Vegetarian Sauce

Chicken Piccata

Tiered Cupcake Dessert Bar

One Hour Bar featuring Beer, Wine, and Soda

## CLASSIC CELEBRATION

Celebrate with a Complimentary Toast of House Champagne for All Guests

Salad Bar

Lemon Herb Salmon | Chicken Marsala

Sautéed Seasonal Vegetables | Rice Pilaf

Tiered Cupcake Dessert Bar

One Hour Bar featuring Beer, Wine, and Soda

## CELEBRATE ON THE MARINA

Celebrate with a Complimentary Toast of House Champagne for All Guests

One Cold and One Hot Tray-Passed Appetizer

Short Rib with Demi-Glace or Chicken Marsala

Seafood Linguine

Sautéed Seasonal Vegetables | Smashed Yukon Potatoes

Tiered Cupcake Dessert Bar

Two Hour Bar featuring Beer, Wine, and Soda

TABLE

10



# TERMS & CONDITIONS

At Marina del Rey hotel, we embody a gracious and dynamic approach to hospitality. It is with our pleasure we offer impeccable service, an inviting atmosphere and timeless memories. The following guidelines will ensure a smooth process.

## WEDDING COORDINATION

Catering Sales Managers provides full service for all aspects of wedding as it pertains to the hotel: proposal, contract, details, billing, guest room management, menu selection, room setup and audio visual.

The Marina del Rey Hotel encourages wedding clients to work with a professional wedding coordinator for all weddings hosted on the property. The wedding coordinator will be responsible for managing and coordinating vendor relationships.

## WEDDING CEREMONY & RECEPTION

Ceremony & room rental fee is a 15% service charge, 9% administrative fee, and 9.5% Marina del Rey tax.

## ROOM BLOCKS

Guest room blocks are available at reduced rates. A minimum commitment of 10 rooms for a two-night stay over the wedding date is required.

## PACKAGE PRICING AND CONCESSIONS

All packages have been priced to include all elements offered and have no individual value. No substitutions or rebates allowed due to unused package components. Additional customization can be achieved via a la carte pricing. If you are interested in ala carte pricing please let your sales manager know and they will put together a customized proposal.

## GUARANTEES

In arranging for private functions, the attendance must be definitely specified five business days in advance or the expected number will be used as your guarantee. We will set and prepare 3% over the guarantee for groups of 100-400. For all buffets the hotel will set-up and prepare for the guaranteed number only.

More than 10% of your selection is vegetarian or other special dietary need it will be counted as a third additional entrée selection and subject to an upcharge on your package.

## FOOD & BEVERAGE

All Food and Beverage must be purchased through the hotel and served only by hotel staff. Any exceptions must be negotiated and specified within the sales contract. \*Please be advised that seasonal menu selections are subject to modification based on availability and market conditions. Despite any changes to the menu offerings, the pricing and structure of our packages shall remain in accordance with the terms originally agreed upon.

## LABOR FEES, HOUSE CHARGES AND SALES TAX

Labor fees, House Charges and Local Sales Tax are subject to change. All Banquet and catering charges are subject to 15% gratuity and 9% Administrative fee which are both subject to California Sales Tax currently at 9.5%. The Administrative fee is used to offset the costs of utilities and equipment, and other non-labor expenses. This Administrative fee is not a tip or gratuity for services provided by employees and is not distributed to employees. All AV Equipment prices are subject to a taxable 24% AV House Charge, and 9.50% Sales Tax. The AV House Charge is used to offset the costs of utilities and equipment, and other non-labor expenses. This AV House Charge is not a tip or gratuity for services provided by employees and is not distributed to personnel.

## LABOR, ROOM SETS, & ROOM CHANGES

Day of meeting set changes will incur additional labor fees to a minimum of \$300 and will increase depending on the complexity of the changes. Banquet seating is provided at Rounds of 10. If a lower ratio is requested, additional labor charges may apply. Carvers, Station Attendants, Food Servers, Cocktail Servers, Bartenders, and Security Officers are available for additional Labor charges All Labor fees are subject to California Sales Tax.

# TERMS & CONDITIONS

## DECORATIONS

Arrangements for floral centerpieces, special props and decorations may be made through the Event Planning office. All decorations must meet with the approval of the Fire Department. The hotel will not permit the affixing of anything to the walls or ceiling of rooms unless approval is given by the Event Planning office

## CLEAN-UP

Appropriate labor charges will apply to events if more than standard clean-up is required at the conclusion of the event, for example, trash, cartons, excessive flower petals, etc.

## NOISE

Marina del Rey has a 10pm Noise Ordinance. All outdoor events will need to end by 10:00 p.m. Indoor events will need to control noise and if any complaints are issues If the hotel gets a complaint, the Band or DJ will need to work with the Banquet Manager in lowering the music.

## SHIPMENT OF PACKAGES/PARCELS

Packages for meetings maybe delivered to the hotel no more than three (3) business days prior to the day of the function. The meeting name, date of event, on-site contact's name and Event Manager's name should be included on all packages to ensure proper delivery. Additional charges will apply for all shipments, crates, pallets and boxes.

## SECURITY

The hotel may require security officers for certain events. Only security companies that have workmen's compensation and liability insurance policies in effect are allowed on the property. The hotel strictly enforces a no weapons policy for all security functions on the property. Hotel Loss Prevention Officers are available at a competitive rate. For further details please contact your Event Manager.

## SIGNAGE

Pre-approved signs are permitted in the foyer of private function rooms. None are permitted in other public areas including the main lobby, guest room floor hallways or outside the hotel. The hotel will not permit the affixing of any other signs unless approval is given by the Hotel Manager and/or the Director of Event Planning. Signs must be professionally produced. All signs and displays must meet with the approval of the Hotel.

## ENGINEERING

The use of any fog machines for events will require (2) Hotel Engineers at a minimum of (4) hours each for Hotel fire watch.

## SPECIAL CELEBRATION EQUIPMENT

Confetti and Confetti Cannons are not allowed for any Event.