



**LA PLAYA HOTEL**  
CARMEL-BY-THE-SEA

*Wedding Sales Kit*



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**Catering Policies and Procedures**

**Confirmation**

*La Playa Hotel will hold space on a tentative basis for up to seven (7) days without a deposit. After seven days the space will automatically be released if the required deposit and “Catering Service Agreement” have not been received.*

**Deposit Requirements**

*An advanced deposit is due within seven (7) days of a tentative booking to guarantee function room space. If the Gazebo is rented in addition to function room, the required deposit will reflect rental of both. Deposits vary depending on the event. Check with the Catering Department for amount required.*

**Catering Room Assignment**

*Function rooms are assigned based on the number of guests anticipated. We reserve the right to change groups to a room suitable for the attendance, with notification, if attendance drops below the number needed to secure the function room. We caution against over inviting, as it has been our experience that events held in Carmel get a higher than average rate of attendance. **Please note, unless prior arrangements are made, the restaurant terrace is not part of, nor is it accessible during Poseidon Room functions.***

**Service Charges**

*A service charge of 18.5% will be added to all food and all hosted beverage prices. All charges, including gratuity, are subject to California state sales tax of 8.25%.*

**Guarantees**

*La Playa Hotel must be informed of your exact attendance by 11:00am, 72 hours prior to your function. (Wedding cakes require a 96-hour, 4-day guarantee). Guarantees for Saturday, Sunday and Monday functions must also be received by 11:00am Wednesday. We will consider this number the guarantee, which is not subject to reduction. **If the Hotel does not receive the guarantee according to these guidelines, the number “expected” will be considered the guarantee and used for food preparation, set-up and billing.***

**Cancellation Policy**

*Advanced deposits are non-refundable. If a meal function is cancelled less than 60 days before your group arrives (120 days for a wedding reception), 70% of the estimated cost will be due. If the function is cancelled less than seven (7) days (21 days for a wedding reception) before a meal function, the Hotel requires that 100% of the estimated revenue, based on menu and function arrangements, be paid in full.*

### ***Function Space and Capacities***

<i>Gazebo</i>	<i>100 seated wedding ceremony</i>
<i>Fireside Room</i>	<i>16 seated banquet/reception, no buffets</i>
<i>Patio Room</i>	<i>10 seated conference style</i>
<i>Garden Room</i>	<i>40 seated banquet/reception, no buffets</i>
<i>Carmel Room</i>	<u><i>Available for functions <b>with music</b></i></u> <u><i>during daylight hours only</i></u> <i>64 seated banquet/reception, 56 with dance floor</i> <i>56 seated with buffet</i>
<i>Poseidon Room</i>	<u><i>Requires a 75 person minimum guarantee to book</i></u> <i>112 seated banquet/reception with dance floor</i> <i>80 seated banquet/reception with buffet</i> <i>128 seated banquet/reception without dance floor</i>

### ***Room Rental Fees***

*There will be a room rental and/or a set-up fee for catering and meeting facilities. Fees are based on a four (4) hour maximum time frame for weddings and social events. Wedding ceremonies held at the Hotel will be performed in our garden Gazebo. The rental fee for the Gazebo covers a one (1) hour period. La Playa does not rent the Gazebo without a reception following the ceremony.*

### ***Payment for Weddings***

*La Playa will request final payment on all estimated costs six (4-6) weeks in advance of the event. Estimates are based on expected attendance. Estimates are prepared after the Banquet Event Order has been completed. For your convenience, any incidental charges that occur on the day of the function will automatically be charged to the credit card number kept on file and a final accounting will be forwarded to you.*

### ***Wedding Cakes***

*All cakes are baked in our kitchen by our Pastry Chef to your specifications. The price for most single flavor wedding cakes is \$4.00 per person **in addition to meal price**, with a minimum charge of \$75.00 for our smallest cake. Special orders or multiple flavors are available at an additional charge. Should you decide to bring in a cake from an outside source, we will charge \$3.00 per person to cut and serve. The hotel will not provide any set-up, handling or storage. It should be delivered no more than one hour prior to the start of your event. The hotel will refrigerate your cake top for 24 hours following the reception. Due to very limited storage, if no one claims the cake top it will be disposed of.*

### **Liquor Policy**

*Our Catering Department can provide hosted or no-host bar set-ups. There will be a \$75.00 per hour bartender fee for all bar set-ups, with a minimum of 3 hours. If total bar sales equal or exceed a \$350.00 minimum, then the bartender fee will be waived. La Playa does not allow alcoholic beverages of any kind to be brought into our Catering Rooms, Gazebo areas, or hospitality suites.*

### **Alcohol Consumption and Liability**

*In order to protect the safety of your guests and others, La Playa reserves the right to deny service of alcoholic beverages to anyone. We may also, at our discretion, cease alcohol service entirely if it is deemed appropriate. La Playa **will not serve “shots”** as part of a hosted or non-hosted bar set-up. **Alcoholic beverage service will end no less than 30 minutes prior to the scheduled end time of the event.** The host(s) of all privately contracted events will be held responsible for their guest's behavior. Children in attendance must be supervised by adults at all times and must be seated next to a parent or supervising adult during meal service (no children's tables).*

### **Food and Beverage**

***Split entrees (maximum of two choices plus a vegetarian option) will all be billed at the highest entree price and requires the client to provide clearly distinguishable place cards for each guest.** All food, wine and liquor must be supplied by La Playa. All catered food and beverage must be consumed on the premises during the event time. We recommend that you consult with the Catering Department prior to the printing and mailing of invitations to ensure accuracy. Wedding meals consist of two courses (starter and entrée) and do not include a dessert. La Playa buffets will be replenished for the first 1½ hours of the function, based on the guarantee. All buffets with less than the minimum will be charged an extra \$5 per person. **All food and beverage prices are subject to change and seasonal availability.***

### **Music and Entertainment**

*Due to consideration of Hotel guests and our location within a residential area, we must restrict music. No amplified bands or DJs may be contracted to perform before 12:00 noon or after 10:00pm. All music must end by 10:00pm, under local ordinances. The Fireside Room and the Garden Room are not suitable for the playing of live music, and the Carmel Room is only available during the daytime for receptions with music. In-house “piped in” music is available anytime.*

*If the sound from musical groups, entertainment or public address systems creates a disturbance, the Hotel reserves the right to control the volume. **All musical entertainment must be booked through one of the entertainment agencies listed on our “Outside Services Referral Sheet”.** We ask that D.J.'s and musicians load as much equipment as possible into the Poseidon Room via the outside stairs located on the Eighth Avenue side of the Hotel, and avoid coming in through our lobby.*

### **Guest Rooms**

*Our weekend accommodations routinely sell out months in advance. If the availability of guest rooms is essential to your wedding plans, please contact our Reservations Manager to assist you. There is a two-night minimum for weekend reservations and a three-night minimum during holidays or special events. You may block up to ten rooms once your wedding reception is confirmed, **it is not automatic**, you must contact the Reservations Manager to select type of rooms and arrange payment and deposits. These rooms will be booked at the regular room rate. We do not book blocks of rooms for weddings or events being held elsewhere.*

### **Audio Visual Equipment**

*The Hotel is able to provide standard audio visual equipment for a per day charge. Our Catering Department will assist in securing any equipment needed with a minimum of 48 hours notice.*

### **Outside Services**

*Guests are expected to secure their own florists, photographers, ministers/officiants, musicians, etc. The catering packet includes a referral list for outside services for your convenience.*

### **Rice, Birdseed, Flower Petals, Etc.**

*For the safety of Hotel guests and in compliance with Hotel policy guests may not toss rice, birdseed, flower petals, confetti, glitter or paper streamers. Any liabilities or cost of clean up involved as a result of the tossing of these or other materials will rest solely with the host or the group contact, not the Hotel or its' employees.*

### **Weather**

*La Playa Hotel cannot be responsible for the weather as it may affect any event held outdoors. Any event planned for outdoors is done so at the client's own risk. Should the weather be inclement on the day of a wedding, the ceremony may be held in an appropriate banquet room, if available, or in the banquet room where the wedding reception is being held with the same room set up as for the reception.*

### **Personal Property**

*La Playa Hotel is not responsible for lost, stolen, broken or forgotten articles. Any personal property should be removed from the premises at the end of the function, please advise staff if you need assistance. Items left behind will be held in our lost and found department for 30 days.*

### **Delivery of Flowers**

*Due to the delicate handling needs, your florist should be instructed not to deliver fresh flowers to the Hotel more than one (1) hour before an event. If your event is on a Sunday, the flowers must be delivered on Sunday. Florists may decorate wedding cakes and tables one (1) hour prior to the wedding reception start time. No oil lamps please.*

# *Deposit and Catering Service Agreement*

FUNCTION DATE: \_\_\_\_\_

GAZEBO: Yes  No  TIME PERIOD: \_\_\_\_\_

BANQUET ROOM: \_\_\_\_\_ TIME PERIOD: \_\_\_\_\_

NON-REFUNDABLE DEPOSIT AMOUNT \$ \_\_\_\_\_

Check Enclosed , Charge Credit Card # Below

I authorize La Playa Hotel to use the following credit card for payment of any final balance due or to credit any overpayment. **Credit card required for all bookings.**

Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Credit Card Type:  Visa  Diners  Mastercard  American Express

Card Holder's Name \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

PHONE (home) \_\_\_\_\_ (cell/work) \_\_\_\_\_

E-Mail \_\_\_\_\_ Fax \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

PHONE (home) \_\_\_\_\_ (cell/work) \_\_\_\_\_

I /We \_\_\_\_\_

(please **print** names)

have read and understand the La Playa Hotel Catering Service Policies, and by the signature(s) below, agree to the terms and conditions listed in the Service Agreement information, with special consideration having been paid to La Playa's "alcohol" and "music" policies. We are remitting the deposit to secure the time and date of our event. Please initial \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

One more question, how did you hear about us? \_\_\_\_\_