



DOUBLETREE

BY HILTON™

CLAREMONT



**(909) 626-2411**

**555 West Foothill Boulevard, Claremont, CA 91711**

**[www.DoubleTreeClaremont.com](http://www.DoubleTreeClaremont.com)**

2023



# *Congratulations!*

Our staff is delighted at the possibility to serve you and your wedding guests at **The DoubleTree by Hilton Claremont**. We are located on Historic Route 66 near Indian Hill Blvd. and West Foothill Blvd. in the beautiful city of Claremont, California.

Having over 40 years of experience, our catering and banquet staff have had the privilege of planning over 1,800 weddings and receptions. We feature 3 spacious ballrooms. The largest ballroom can accommodate up to 250 guests with a dance floor! Our outside courtyard offers a romantic feel with a waterfall as your backdrop.

We would love to have you come and take a tour of the hotel.  
Please call the catering office for arrangements.

Best Wishes to you,

*John Gutzwiller*

John Gutzwiller  
Director of Catering  
*Office Hours: Tuesday – Saturday*  
jgutzwiller@doubletreeclaremont.com  
909-445-1823





# General Information

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## ***Guest Room Rates:***

Wedding guestroom rates will be offered based on availability.  
Please check with our Sales Manager for assistance (909) 445-1824.

## ***Courtyard Ceremony or Courtyard Cocktail Hour Times:***

Courtyard ceremonies and cocktail hours times are scheduled to your specifications.

For wedding ceremonies, the courtyard accommodates up to 250 guests.

The Courtyard allotted ceremony times are a maximum of 30 minutes total per ceremony.

Ceremony may commence and end anytime in between those 30 minutes.

## ***Reception Times:***

Event times are scheduled upon your specifications, but limited to 6 hours,  
after that time span elapses, one hour may be added for \$500.00, (this is based on  
availability and may not be added on the night of your reception).

Events are not to exceed 1AM

Friday and Saturday minimums may apply, please ask a catering representative for details.

## ***Courtyard Reception Times:***

Courtyard may be used for reception space. The space can hold up to 100 guests  
including a dance floor for a wedding reception.

Courtyard times are scheduled to your specifications,

however due to city ordinance, outdoor receptions cannot continue past 10pm.

Lunch receptions must end by 3pm

Saturday room rentals and food minimums apply, please a catering representative for details.

## ***Guarantees:***

We request that we receive a final count and payment ten (10) days prior to your event,  
this needs to be given to the Director of Catering or the Catering Administrator.

This count cannot be lowered once submitted, any additions will be subject to availability.

## ***Linens:***

We offer a wide variety of complimentary linen selections!

We do have specialty linens available upon request for an additional charge.

# The Waterfall Courtyard

*Our Waterfall Courtyard is a lovely setting for your outdoor Wedding Ceremony. It also provides the perfect location for your cocktail and hors d' oeuvres hour.*

## Wedding Ceremony

*Aisle runner and chairs are provided.*

*You may decorate the ceremony area using your own florist/decorator.*

*The hotel does not provide wedding coordination, the hotel strongly encourages that you hire a wedding coordinator to assist you with your special day.*

*The Wedding Rehearsal is arranged with your Bridal Party, Minister, Wedding Coordinator that you have hired and Hotel Catering Representative. Your Wedding Coordinator that you have hired will assist you in your rehearsal and ceremony (and reception if you have contracted with them to do so).*

*On the day of your ceremony, complimentary dressing rooms will be provided by the hotel.*

***\$1500.00\* if purchased with one of our wedding packages***

***or***

***\$3000.00\*without the purchase of a wedding package***

***(\*\$750.00 discount given off of the ceremony price if you hire one of the hotel's preferred Wedding coordinators from the preferred vendor list in this packet)***

## Cocktail and Hors D' Oeuvres Hour

*If available, the Courtyard makes an ideal location for the cocktail and hors d' oeuvres for your event! Your guests can mingle in the Courtyard experiencing the ambiance that the waterfall provides while enjoying the hors d' oeuvres that you have carefully selected!*

***\$1500.00 -***

***(space rental fee only, does not include any food or beverage)***

Prices do not include 21% taxable service charge and sales tax.

The DoubleTree by Hilton Claremont  
555 West Foothill Blvd. Claremont, Ca 91711  
www.DoubleTreeClaremont.com

# Wedding Packages

	Keep It Simple	Daisy Package	Lily Package	Camellia Package
Hors D' Oeuvres	2	3	4	5
Lemonade Fountain	●	●	●	●
Champagne	●	●	●	●
Hotel Room	●	●	●	●
Wedding Cake		●	●	●
Wine with Dinner			●	●
Floral Centerpieces				●
Uplighting				●



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# "Keep It Simple"

## Per Person Price

*This package **cannot** be combined with any other discounts of any kind. The cost of your event is dependent on which package you choose in combination with a dinner selection. There are there are three (3) entrees eligible to be combined with this package.*

## **Hors d'oeuvres**

*Choice of Two (2) of the following display Hors D' Oeuvres:*

### **Organic Vegetable Crudite**

#### **Market Fresh Fruit and Berry Display**

Seasonal Sliced Melons and Citrus Garnished with Fresh Berries

#### **Watermelon Carpaccio**

Pomegranate Syrup & Smoked Feta Cheese

#### **Sliced Heirloom Tomato & Buffalo Mozzarella**

With Young Basil, Extra Virgin Olive Oil, Aged Balsamic and Fresh Ground Pepper

## **Lemonade**

*Unlimited lemonade served in an elegant fountain*

## **Champagne Toast**

*Our servers will pour a glass of champagne or sparkling cider for each guest for the toast to the bride and groom.*

## **Complimentary Hotel Accommodations**

*A hotel room will be provided.*

*This is not a suite.*

# The Daisy Package

## **Per Person Price**

*The cost of your event is dependent on which package you choose in combination with a dinner selection on the following pages.*

### **Hors d' oeuvres**

*One hour of three (3) delicious hors d' oeuvres to complement your lunch or dinner while your guests await your arrival. Hors d' oeuvres are chosen from the hors d' oeuvres menu located in this packet.*

### **Lemonade**

*Unlimited Lemonade provided in an elegant fountain*

### **Wedding Cake**

*Custom decorated wedding cake from Cucamonga Cakery*

### **Champagne Toast**

*Our servers will pour a glass of champagne or sparkling cider for each guest for the toast to the bride and groom*

### **Complimentary Hotel Accommodations**

*A hotel room will be provided.  
This is not a suite.*

# The Lily Package

## **Per person Price**

*The cost of your event is dependent on which package you choose in combination with a dinner selection on the following pages.*

### **Hors d' oeuvres**

*One hour of four (4) delicious hors d'oeuvres to complement your lunch or dinner while your guests await your arrival. Hors d' oeuvres are chosen from the hors d' oeuvres menu located in this packet.*

### **Lemonade**

*Unlimited lemonade served in an elegant fountain*

### **Wedding Cake**

*Custom decorated wedding cake from Cucamonga Cakery*

### **Champagne Toast**

*Our servers will pour a glass of champagne or sparkling cider for each guest for the toast to the bride and groom*

### **Complimentary Hotel Accommodations**

*A hotel room will be provided.  
This is not a suite.*

### **Wine with Dinner**

*Two bottles per guest table  
and head table.*

# The Camellia Package

## **Per Person Price**

*The cost of your event is dependent on which package you choose in combination with a dinner selection on the following pages.*

## **Hors d'oeuvres**

*One hour of five (5) delicious hors d'oeuvres to complement your lunch or dinner while your guests await your arrival.*

*Hors d'oeuvres are chosen from the hors d'oeuvres menu located in this packet.*

## **Lemonade**

*Unlimited lemonade served in an elegant fountain*

## **Wedding Cake**

*Custom decorated wedding cake from Cucamonga Cakery*

## **Champagne Toast**

*Our servers will pour a glass of champagne or sparkling cider for each guest for the toast to the bride and groom*

## **Complimentary Hotel Accommodations**

*A hotel room will be provided.*

*This is not a suite.*

## **Wine with Dinner**

*Two bottles per guest table and head table*

## **Floral Centerpieces**

*Your choice from a selection of floral center pieces for each guest table and head table.*

*You must use one of the preferred florists listed in this packet.*

*(\$60.00 allowance per guest table, \$30.00 allowance for cake table, \$75.00 allowance for each head table)*

## **Uplighting**

*Choose one of the available primary colors*



# Hors d'oeuvres Menu

9

## Display Hors d' oeuvres

### Organic Vegetable Crudite

Broccolini, Carrots, Vine Ripened Tomatoes, Heirloom Cauliflower, Red Bell Peppers, Radishes, English Cucumbers served with Basil Ranch Dipping Sauce

### Fresh Fruit & Berry Display

Seasonal Sliced Melons and Citrus Garnished with Fresh Berries

### Watermelon Carpaccio

Pomegranate Syrup & Smoked Feta Cheese

### Sliced Heirloom Tomato & Buffalo Mozzarella

With Young Basil, Extra Virgin Olive Oil, Aged Balsamic and Fresh Ground Pepper

### Charcuterie Plate

Italian Cured Meats, Marinated and Pickled Vegetables, Roasted Whole Garlic Cloves, Aged Cheeses, Olives Served With Gourmet Flatbreads

### Imported and Domestic Cheese Platter

Assorted Aged Cheeses Garnished with Grapes and Dried Fruits Served with Gourmet Flat Breads



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# Hors d'oeuvres Menu

## Passed Hors d' oeuvres

**Smoked Salmon On a Potato Chip with Crème Fraiche, Caviar and Chive**

**Teriyaki Beef Skewer with Soy Pineapple Reduction Sauce**

**Smoked Chicken Curried Salad on Toasted Crostini**

**Bruchetta Vine Ripened Tomatoes, Olive Oil, Balsamic,**

**Fresh Basil and Goat Cheese**

**Vegetable Spring Rolls with Sweet and Sour Sauce**



## Upgraded Hors D' Oeuvres

### Coconut Shrimp

**Shrimp Cocktail Shooter with Cocktail Sauce, English**

**Cucumber, Lemon and Micro Herb**

**Jumbo Shrimp Cocktail on Ice**

**Jumbo Black Tiger Shrimp with Cocktail Sauce and Lemon Garnish**

**Upgrades available at \$5.00 per person**



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2023

# Plated Entrees

*Each entrée includes house salad with two dressings or a Caesar salad (you choose one), potato or rice (you choose one), fresh steamed vegetables, rolls & butter, coffee and iced tea.*

## **Pan Roasted Chicken Breast (Chicken Piccata)**

*with Lemon Caper Butter Sauce*

*Keep It Simple Package: \$54.00 per person*

*Daisy Package: \$64.00 per person*

*Lily Package: \$74.00 per person*

*Camellia Package: \$84.00 per person*

## **Basil Rubbed Grilled Free Range Airline Chicken Breast**

*with Savory Chicken Jus*

*Keep It Simple Package: \$54.00 per person*

*Daisy Package: \$64.00 per person*

*Lily Package: \$74.00 per person*

*Camellia Package: \$84.00 per person*

## **Roasted Beef Tenderloin**

*Sliced and Served With Wild*

*Mushroom Demi Glace*

*Daisy Package: \$69.00 per person*

*Lily Package: \$79.00 per person*

*Camellia Package: 89.00 per person*

## **Chicken Breast & Filet Mignon**

*Boneless breast of chicken sautéed with wine,  
garlic and shallots, served with a tender  
petite filet mignon*

*Daisy Package: \$89.00 per person*

*Lily Package: \$99.00 per person*

*Camellia Package: \$109.00 per person*



## **Grilled Organic Vegetable Roulade**

*Grilled Market Vegetables Rolled in a Pasta  
Sheet served with Vine Ripened Tomato Basil  
Sauce and Garnished with Parmesan Cheese.*

*This is a vegetarian entrée.*

*Keep It Simple Package : \$54.00 per person*

*Daisy Package: \$64.00 per person*

*Lily Package: \$74.00 per person*

*Camellia Package: \$84.00 per person*

## **Simply Poached Scottish Salmon**

*with Chive Buerre Blanc*

*Daisy Package: \$69.00 per person*

*Lily Package: \$79.00 per person*

*Camellia Package: \$89.00 per person*

## **Filet Mignon**

*With Triple Creamed Brie Cheese  
and Glace Di Viande Sauce*

*Daisy Package: \$84.00 per person*

*Lily Package: \$94.00 per person*

*Camellia Package: \$104.00 per person*



## **Children's Menu**

*Ages 3yrs -10yrs Old*

*\$35.00 per person*

*Choose One (1):*

*\*Chicken Fingers, Macaroni & Cheese  
and French Fries*

*\*Mini Cheese Cheeseburgers and French Fries*

*\*Mini Pepperoni Pizzas and Bread Sticks*

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2023

# Buffets

12

## The Savvy Dinner Buffet

*Buffet Service 1.5 hours*

### Salads

#### Young Greens

With Shaved Vegetables Tossed in Lemon Vinaigrette

#### Grilled Tuscan Bread Salad

with Vine Ripened Tomatoes, Canelli Beans, English Cucumbers, Red Bell Peppers, Fresh Basil, Kalamata Olives and tossed in Red Wine Vinaigrette



#### Choose Two (2) Entrees:

##### **Butter Poached Cod**

With Fennel Tomato Broth

##### **Pesto Rubbed Grilled Farm Chicken Breast**

With Savory Chicken Jus

##### **Cabernet Braised Boneless Beef Short Ribs**

With Truffle Emulsion

##### **Pan Roasted Chicken**

With Lemon Caper Butter Sauce

##### **Baked WhiteFish**

With Chive Beurre Blanc

#### Choose One (1):

Roasted Garlic Mashed Potatoes

Traditional Rice Pilaf

Au Gratin Potatoes

White Cheddar Mashed Potatoes

Roasted Red Potatoes

Truffle Mac & Cheese

Parmesan Rosemary Risotto

Comes with Seasonal Farmers

Market Vegetables

Rolls & Butter



*Freshly Brewed Coffee and Iced Tea*

*Daisy Package \$69.00 per person*

*Lily Package: \$79.00 per person*

*Camellia Package: \$89.00 per person*

*(Additional Entrée*

*Selection \$4.00 per person)*

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2023

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# Buffets

13

## The Grand Dinner Buffet

Buffet Service 1 ½ Hours

### Salads:

#### Romaine Heart Caesar

With Feta Cheese, Olives, Tomatoes, Focaccia Croutons Tossed in Garlic Lemon Dressing

#### Wine Country Salad

Butter Lettuce, Baby Lettuce, Candied Walnuts, Gorgonzola Cheese, Local Raspberries and Red Flame Grapes Tossed With Raspberry Vinaigrette

#### Roasted Beet

Frisee Lettuce, Late Harvest Riesling Vinaigrette

### Choose Two (2) Entrees

Butter Poached Cod with Fennel Tomato Broth

Pesto Rubbed Grilled Farm Chicken Breast with Savory Chicken Jus

Pan Roasted Chicken with Lemon Caper Butter Sauce

Simply Steamed Scottish Salmon with Chive Beurre Blanc

### Choose Two (2) sides:

Roasted Garlic Mashed Potatoes, Traditional Rice Pilaf, Au Gratin Potatoes,

White Cheddar Mashed Potatoes, Roasted Red Potatoes,

Truffle Mac & Cheese, or Parmesan Rosemary Risotto

Comes with Seasonal Farmers Market Vegetables



### Carving Meats - Choose One (1):

(Price is effected by the choice of meat)

#### Salt Crusted Prime Rib

With Au Jus and Creamed Horseradish

#### Smoked Pork Loin

With Dried Fruit Chutney

#### Cognac Glazed Cedar Planked Salmon

With Meyer Lemon Beurre Fondue

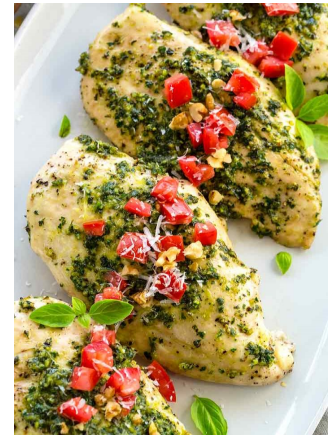
#### Cabernet Braised Baron of Beef (Min 100ppl)

With Natural Jus

#### Herb Rubbed NY Striploin

With Red Wine Thyme Sauce

Uniformed Carver: **\$195.00**



### Rolls & Butter

Freshly Brewed Coffee and Iced Tea

Daisy Package: \$79.00 per person

Lily Package: \$89.00 per person

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2023

# Available Upgrades

**Uplighting:**  
\$25.00 per uplight

**Floor Length Linen in White,  
Ivory or Black:**  
\$25.00 per table

**Overlays in a variety of colors**  
\$25.00 per table

**Chair Covers:**  
(includes Chair Cover and Colored Sash)  
May be added for an additional  
\$10.00 per chair

**Ultimate Linen Upgrade:**  
(includes all of the following)  
Floor length Table Cloths  
Satin Overlays  
Satin Napkins  
Chair Covers  
\$195.00 per table

**Menu Upgrade**  
Create a beautiful five course meal by adding a wonderful soup or a light pasta (you choose one) and a intermezzo of mango, raspberry or lemon sorbet (you choose one sorbet).  
\$15.00 per person

## **Salad Upgrades:**

**All Dressings are Served on the Side**  
(You Choose One Salad)

A House Salad or Caesar salad - you choose one - come with the price of the meal. The following salads are upgrades and are an additional cost.

### **Steak House**

Baby Iceberg Lettuce, Minced Red Onion, Bleu Cheese Crumbles, Applewood Smoked Bacon, Grape Tomatoes and Carrots with Bleu Cheese Dressing

### **Wine Country Salad**

Butter Lettuce, Baby Lettuce, Candied Walnuts, Gorgonzola Cheese, Local Raspberries and Red Flame Grapes with Raspberry Vinaigrette

### **Roasted Beet**

Endive & Arugula Lettuces, Goat Cheese with Late Harvest Riesling Vinaigrette

### **The Franco Wedding Salad**

Walnuts, Apples, Celery, Dried Cranberries, Sliced Mandarin Oranges, served over tossed Asian Pear Spring Mix and Feta Cheese served with Champagne Vinaigrette and Balsamic Vinaigrette

### **Each Salad Priced Person**

**@ \$15.00 per person**

### **Evening Snack**

For those with an appetite later in the evening adding an evening snack is a great idea.

Choose One:

Pulled Pork Sliders, Grilled Cheese and Tomato Soup, Cheese Quesadillas, Mini Burritos  
\$15.00 per person

# Wine and Spirits List Continued

## Cash Bar

Bartender fee of \$195.00  
per bar set-up/per bartender

The set-up fee includes a fully stocked bar and bartender for your event. The bar closes one hour before the end of the event.

## Host Bar:

Please see a catering representative regarding the many creative possibilities to host a bar.

## Beverage Service

Unlimited Sodas for all of your guests served from the bar until the bar closes  
\$6.00 per person

## Corkage Fee

Priced per 750 ml bottle.  
Client may choose to bring in their own wine, champagne or cider are their own expense. If so, a corkage fee will apply. Bottles larger than 750 ml bottle will be charged an increased corkage fee.  
**\$15.00**

## Bar Beverage Prices

(Priced Per Beverage)

### House Brands

\$8.00 and up

### Call and Premium Brands

\$9.00 and up

### House Wine by the Glass

\$7.00

### Domestic Bottled Beer

\$5.00

### Imported Bottled Beer

\$6.00

### Soft Drinks

\$4.00

### Bottled Mineral Water

\$4.00

### Bottled Water

\$4.00

## Keg Beer

The following are special order items only and must be ordered a minimum of 14 days in advance

### Domestic Brands

Budweiser (Regular & Light),

Coors (Regular & Light)

Other Brands available upon request

Keg Serves an estimated 200, 10-ounce glasses

\$345.00 per keg

### Craft and Imported Brands

Newcastle

Heineken

Pomona Queen

Other Brands available upon request

\$535.00 per keg

Prices do not include 21% taxable service charge and sales tax

2023

# Preferred Vendor List

## Wedding Coordinators

HMC Event Solutions	909-900-5579	<a href="http://www.hmceventsolutions.com">www.hmceventsolutions.com</a>
C.C. Celebrations & More	760-985-1404	<a href="http://www.celebrationsbycc.com">www.celebrationsbycc.com</a>
The Double Knot	714- 393-8267	<a href="http://www.thedoubleknottwins.com">www.thedoubleknottwins.com</a>

### Bakeries

Cucamonga Cakery	909-948-0221	<a href="http://www.cucamongacakery.com">www.cucamongacakery.com</a>
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### Floral Designs

Enchanted Floral Events	(909) 946-0333	<a href="https://www.enchantedfloralevents.com/">https://www.enchantedfloralevents.com/</a>
Tutta Bella Florist	909-989-6107	<a href="http://www.instagram.com/tuttabellaflorist/?hl=en">www.instagram.com/tuttabellaflorist/?hl=en</a>
Carla Holt Floral Designs	909-591-4072	<a href="http://www.carlaholtfloraldesigner.com">www.carlaholtfloraldesigner.com</a>

### Entertainment Agency/ Disc Jockey

Beverly Hills DJ Company	909-297-3600/310-770-8376	<a href="http://www.beverlyhillsdj.com">www.beverlyhillsdj.com</a>
Dancin' Wheels DJ	909-560-1890	<a href="http://www.dancinwheels.com">www.dancinwheels.com</a>
Entertainment Express	909-946-8811 800-831-5766	<a href="http://www.eedjs.com">www.eedjs.com</a>
Ultimate Entertainment		<a href="http://www.ulitmatemusicdj.com">www.ulitmatemusicdj.com</a>

## Preferred Entertainment Vendors



2023

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## Vendor List continued

### **Harpist**

Celia Chan Valerio 909-799-1116

### **Photography**

Michelle Johnson Photography	909-721-6696	<a href="http://www.michellejohnsonphotography.com">www.michellejohnsonphotography.com</a>
Enchanted Portraiture	909 980-7361	<a href="http://www.enchantedportraiture.com">www.enchantedportraiture.com</a>
Michael Negrete Photography	909-625-3138	<a href="http://www.michaelnegrete.com">www.michaelnegrete.com</a>
Tammy Phillips Photography and Video	951-733-3403	<a href="mailto:disneelver@aol.com">disneelver@aol.com</a>

### **Photo Booth Services**

Beverly Hills DJ Company	909-297-3600/310-770-8376	<a href="http://www.beverlyhillsdj.com">www.beverlyhillsdj.com</a>
Code Blue Photo Booth Rental	909-912-4538	<a href="http://codebluephotobooth.com">http://codebluephotobooth.com</a>

### **Videography**

Tammy Phillips Photography and Video	951-278-0398/951-733-3403	<a href="mailto:disneelver@aol.com">disneelver@aol.com</a>
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# Vendor List continued

## Clergy/Officiant

Pastor Norman and Rev. Carolyn Alexander (Non-denominational ministers)	626-445-7276	<a href="http://revcarolyn.com">http://revcarolyn.com</a>
Rev. Judith L. DeMarco	951-928-4066	

## Invitations

Cloud Nine	909-624-3147	<a href="http://www.cloudninepaper.com">www.cloudninepaper.com</a>
An Affaire of the Heart	951-922-0710	<a href="http://www.anaffaireoftheheart.com">www.anaffaireoftheheart.com</a>

## Tuxedo Rentals

Friar Tux Shop	909-621-6559	<a href="http://www.friartux.com">www.friartux.com</a>
<b>CARDUCCI'S</b>	<b>909-399-5866</b>	<a href="http://carduccituxedo.com">http://carduccituxedo.com</a>

## Custom Linen and Décor

Elegant Designs Specialty Linens	626-334-3999	<a href="http://www.elegantdsl.com">http://www.elegantdsl.com</a>
The Finishing Touch Wedding Design	951-279-0543	<a href="http://finishingtouchweddings.com">http://finishingtouchweddings.com</a>
Events by Gina	(626) 393-1571	Events by Gina   Facebook
Balloon Team	909-783-6767	<a href="http://www.balloon-team.com">www.balloon-team.com</a>

## Recommended Off Site Ceremony Location

Fleur de Lis Chapel 525 West 18th Street Upland, CA, 91784	909-670-5732	<a href="http://www.fleurdelischapel.com">www.fleurdelischapel.com</a> Just from 15 minutes from their door step to ours!
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## Additional Services

Byrd Limousine	909-621-3502	<a href="http://www.byrdlimo.com">www.byrdlimo.com</a>
Arthur Murray Dance Studios	909-920-3066	<a href="https://dancemontclair.com">https://dancemontclair.com</a>

## The Doubletree Hotel– Claremont

**1. ASSIGNMENT/CONFIRMATION OF FUNCTION SPACE:** You agree to confirm with us the assigned function space before printing any materials listing specific meeting or function locations. The schedule of events listed above, indicates the space that is tentatively being held for your event and will be held on a definite basis upon signing of this contract by both parties. If for any reason the function space reserved is not available for your event, you agree that we may substitute space of appropriate size and comparable quality for your event or the contracted minimum, whichever is greater. Please contact the Hotel at least one month before your event to review and confirm the details for your event, including menus, decorations, entertainment and beverage service. Upon review of your event requirements, Banquet Event Orders (“BEO”) will be sent to you to confirm all final arrangements and prices. These BEO’s must be signed and returned prior to the event and will serve as a part of this agreement.

**2. GUARANTEE OF ANTICIPATED REVENUE:** At least seven business days before your event, you must inform us, in writing, of the exact number of people who will attend your event. If the event is held, but the Hotel does not realize the total revenue anticipated from your event, you agree to pay performance damages. The damages owed will be the amount necessary for the Hotel to receive no less than 80% of the total anticipated revenue from your event. You will be charged based on the event guarantee that you give us or the anticipated revenue indicated at the time you signed this agreement, whichever is greater. We will not undertake to serve more than 5% more than this guaranteed minimum if the guaranteed minimum is 101 persons or more. If the guaranteed minimum is 100 persons or less we will not undertake to serve more than 10% more than this guaranteed minimum.

**3. DEPOSITS/TAXES:** We may request that you pay a deposit of 25% of the estimated dollar value of the event when you sign this agreement. . In addition to the anticipated charges set forth in the schedule of events, you agree to pay separately any and all federal, state, municipal or other taxes imposed on or applicable to your event. In the State of California, service charges and public room rental are subject to sales tax.

**4. CANCELLATION:** You may cancel this Agreement only upon giving written notice to us. Once an event has been booked for a specific date, the date cannot be changed under any and all circumstances. The parties agree and understand that in the event of a cancellation, our actual damages would be difficult to determine. Therefore, the parties agree on the following amounts to be paid by you to us upon notice of cancellation as liquidated damages:

Cancellation between date of signing and 90 days of event; 25% of estimated event total.

If notified between 89 and 60 days in advance of the event: 75% of estimated event total.

If notified between 59 and 30 days in advance of the event: 100% of estimated event total.

If notified between 29 and 8 days of the event: 100% of estimated event total.

As products and services must be purchased and scheduled in advance, notification three (3) business days or less before the event will require that all charges (including labor and service fees, rentals and applicable taxes) for the final guarantee or contracted number of guests will be charged. Additional damages may be owed for cancellation of your sleeping room contract.

**Client understands that if there no local, state or federal COVID-19 restrictions in place at the time of their event that would make it impossible or illegal to have the event, that cancelling due to covid-19 concerns is not a valid reason for cancellation and cancellation fees would apply as outlined in this signed catering contract.**

**Postponements are treated as cancellations.**

**5. PAYMENT IN ADVANCE:** Unless you have established credit in advance with us, you will pay the entire contract price in cash or by certified check at least seven business days prior to your function or by personal bank check two weeks prior to your function. We may terminate this agreement and retain the portion of your deposit or seek additional amounts necessary to equal the cancellation fee provided in paragraph 4 if payment is not made as agreed. If you have established credit, payment in full will be due within thirty (30) days of your function. If you prefer, all charges can be paid by credit card. WE accepts American Express, Diners Club, Discover Card, Master Card or Visa. If credit has not been approved for your function, you will provide us with the credit card to which all estimated master account charges will be charged no later than 7 days prior to event. If credit has been approved, you will provide us with your credit card information at the time of your function.

**6. LABOR CHARGE:** In the case on-site changes are requested, additional labor fees may be assessed.

## The Doubletree Hotel– Claremont

**8. SERVICE CHARGE:** 21% of the event total will be added to your account as a service charge and fully distributed to applicable staff.

**9. PRICE INCREASES:** There may be increases in prices due to unforeseen changes in market conditions at the time of your event. We will communicate these increases to you in advance. We will require written confirmation that you agree to pay these increased prices. Alternatively, we, at our option, may in such event make reasonable substitutions in menus and you agree to accept such substitutions.

**10. SET UP CHARGES.** Should extensive meeting room set-ups or elaborate staging be required, there will be a set-up charge to cover Hotel costs and additional labor. If equipment is necessary that exceeds Hotel's inventory, then you agree to pay for the cost of renting this additional equipment. You agree to indemnify us for any damage caused to any Hotel property as a result of drayage related to your event, whether caused by you, your agents, employees, contractors, or agents.

**11. OUTSIDE FOOD AND BEVERAGE:** Due to state law, you may not bring into the Hotel alcoholic beverages. All outside food and beverage is strictly prohibited for the Sequoia, Sycamore Maple and Courtyard spaces at this property. With the appropriate insurance coverage, food handlers permits and business licenses provided this hotel does permit outside catering from professional catering companies only for the Mahogany Cedar and Magnolia banquet rooms.

**12. DISPLAYS AND DECORATIONS; YOUR PROPERTY:** We are not responsible for any loss or damage to property belonging to you or your attendees and do not maintain insurance covering it. All displays and/or decorations will be subject to our prior written approval and we reserve the right to contract and charge for Hotel staff to provide the labor for any installations or removals of such.

**13. SECURITY:** If required, in our sole judgment, in order to maintain adequate security measures in light of the size and/or nature of your function, you will provide, at your expense, security personnel supplied by a reputable licensed guard or security agency doing business in the city or county in which we are located, which agency will be subject to our prior approval. Such security personnel may not carry weapons.

**14. CONDUCT OF EVENT:** You agree to comply with all applicable federal, state and local laws including health and safety codes and federal anti-terrorism laws and regulations including compliance with the provisions of 29 CFR part 470, and our rules, copies of which are available from the Hotel's sales department. You agree to cooperate with Hotel and any relevant governmental authority to ensure compliance with such laws. For the safety of persons and property, no fireworks or incendiary devices may be used indoors at the Hotel. You assume full responsibility for the conduct of all persons in attendance at your event and for any damage done to any part of our premises during the time of your event. Should you require any rigging services for this event, all such services must be arranged through the in-house AV provider or the Hotel and you will be responsible for all costs associated therewith.

**15. INDEMNIFICATION:** To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the Hotel, Hilton Hotels Corporation, the Owner and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the Hotel. You represent and warrant that your activities conducted at the Hotel and in connection with the function shall not infringe the patent, copyright or trademark rights or violate rights of privacy or publicity of any third party.

## The Doubletree Hotel– Claremont

**16. FIRE SAFETY:** All room sets must be in compliance with the local Fire Department regulations pertaining to occupancy load, mandatory aisles and ceiling clearance and fire exits. Any event which has vehicle displays, fog machines, fueled cooking demonstrations, laser, exhibits (including tabletop) or extensive productions with staging and props must have a certified permit from the local Fire Marshall. All associated fees for permits, floor plan approval and stand-by fire watch are your responsibility and final approved copies must be received at least three days prior to the event.

**17. AUXILIARY AIDS:** The Hotel represents and you acknowledge that the Hotel facilities being rented for you including guest rooms, common areas and transportation services will be in compliance with our public accommodation requirements under the Americans With Disabilities Act. You agree that you will furnish to us a list of any auxiliary aids needed by your attendees in meeting or function space at least two weeks prior to your event. You agree to pay all charges associated with the provision of such aids by the Hotel.

**18. DELIVERIES:** Arrangements for delivery of packages should be made through the catering office. Receiving, handling and shipping charges may apply. No COD packages will be accepted. The Hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the federal Centers for Disease Control and Prevention (CDC).

**19. PROMOTIONAL CONSIDERATIONS:** We have the right to review and approve any advertisements or promotional materials in connection with your function which specifically reference the Hilton name or logo, Hilton does not offer or accept any terms or conditions which provide commissions, rebates, HHonors points or other forms of compensation related to revenue for food, beverage, room or equipment rental.

**20. COMPLIANCE WITH LAWS.** You agree to comply with all applicable federal, state and local laws, including health and safety codes and federal anti-terrorism laws and regulations. You agree to cooperate with Hotel and any relevant governmental authority to ensure compliance with such laws. You represent, warrant and agree that you are currently, and at the time of the event which is the subject of this contract will be, in compliance with all applicable local, state, federal regulations or laws, including but not limited to, all provisions of the Patriot Act and regulations or requests of the U.S. Department of Homeland Security and the Office of Foreign Assets Control in the U.S. Department of the Treasury.

**21. COLLECTION/ATTORNEY'S FEES:** The parties agree that in the event that any dispute arises in any way relating to or arising out of this contract, the prevailing party in any arbitration or court proceeding will be entitled to recover an award of its reasonable attorney's fees and costs, plus pre and post judgment interest. If the Hotel retains the services of a collection agency or attorney to assist in the collection of any amounts due under this agreement, you will pay all expenses incurred by us in such collection efforts.

**22. ARBITRATION:** The parties agree that subject to the exclusion of intellectual property matters as set forth below, any dispute in any way arising out of or relating to this contract will be resolved by arbitration before JAMS or American Arbitration Association in the state and city in which the Hotel is located, or the closest available location; provided, however, a dispute relating to patents, trademarks, trade dress, copyrights, trade secrets, false advertising, false representation, unfair competition and/or infringement of intellectual property rights shall not be subject to this provision. The parties further agree that in any arbitration proceeding they may conduct reasonable discovery pursuant to the arbitration rules, that the law of the state in which the Hotel is located will be the governing law, and any arbitration award will be enforceable in state or federal court.

**23. AMENDMENTS/CHANGES:** The parties agree that any amendments or changes to the arrangements described in this contract must be made in writing, signed by both you and us, provided, however, that this contract includes all signed or unsigned banquet event orders (and the terms and conditions contained therein and attached thereto) issued by us for this and related events.

## The Doubletree Hotel– Claremont

**24. INSURANCE:** You agree, if requested by us, to obtain and keep in force, during the term of its occupancy and use of our premises for your event, policies of general liability insurance, specifically referring to and including the contractual liability referred to herein, premises-operations, broad form property damage, independent contractors coverage, and personal injury liability with limits of \$1,000,000.00 with such responsible insurance companies satisfactory to us; and, if applicable, worker's compensation insurance to statutory limits, employer's liability insurance with limits of \$100,000.00 and automobile liability insurance covering all owned, non-owned and hired vehicles with limits satisfactory to us. You agree to include Hotel, Hilton Hotels Corporation and Owner in such policies as additional insured's there under. Your insurance will be considered primary of any similar insurance carried by us. You agree to deliver to us at least three (3) days prior to your event copies of certificates of insurance for each policy required by us.

**25. FORCE MAJEURE:** Neither party shall be responsible for failure to perform this contract if circumstances beyond their control, including, but not limited to; acts of God, shortage of commodities or supplies to be furnished by the Hotel, governmental authority, or declared war in the United States make it illegal or impossible for the Hotel to hold the event.

**26. ENTERTAINMENT:** All entertainment must show proof of having a minimum of one million dollars in liability insurance coverage. You agree to only hire an event professional who already has the requested mandatory liability insurance coverage. The hotel must be able to approve of the entertainment prior to the client's booking of said entertainment. Entertainment that has not been approved by the hotel in writing may result in the cancellation of event. In such case, aforementioned cancellation fees will apply. In addition, a current copy of the proof of insurance must be given to the hotel catering office once the entertainment has been approved.

**27. ADDITIONAL POLICIES:** If a beef entrée is chosen, all beef entrees are to be cooked at the same temperature which is medium. Requests for "split menus" (i.e. more than one entrée selection) are subject to approval by the Executive Chef. When this is accommodated, all meals will be billed at the higher entrée's menu price. Meals prepared in quantity for a banquet function require specific food handling procedures. These methods are set by the Owning Company and the local Health Department for the safety of your guests. Proper equipment and knowledge are essential in maintaining necessary temperature controls and sanitation. For this reason, we are unable to allow food prepared in quantity to leave the premises. The catering department reserves the right to reassign functions rooms to best service and utilize space according to the final guaranteed number of guests.

**28. WEDDING COORDINATION AND REHEARSALS:** Wedding coordination is not supplied by the hotel unless included in one of the packages selected. Client's coordination of their event is solely their own responsibility if they do not choose a package that includes wedding coordination. If clients do not choose a package that includes coordination they are encouraged to outsource this task to other **qualified** vendors (outside wedding coordinators) at their own expense to further ensure a smooth event. Ceremony rehearsals are based upon availability only and therefore it cannot be assumed that it will automatically take place the day before the actual event. Rehearsals must be scheduled in advance with the catering office. Prior to hiring the coordinator the client must contact the hotel and obtain written permission from the hotel to have said coordinator on the premises.

**29. Pyrotechnics, FOG MACHINES AND OR BUBBLE MACHINES ARE NOT PERMITTED AT THE Doubletree Hotel Claremont.**