



hotel nikko san francisco

## refreshment service

{minimum of 10 orders}

### beverages

Freshly Brewed French Roast Coffee, Decaffeinated Coffee & Traditional, Herbal & Japanese Teas	\$5.50 per guest/\$110.00 per gallon
Iced Tea	\$5.00 per guest/\$100.00 per gallon
Hot Chocolate	\$5.50 per guest
Freshly Squeezed Orange and Grapefruit Juice	\$8.50 per guest/\$85.00 per half gallon
Assorted Individual Fruit Juices	\$7.50 per bottle
Flavored Mineral Waters	\$5.00 each
Voss Spring Water (375 mL)	\$6.50 per bottle
Bottled Water	\$5.00 each
Assorted Soft Drinks	\$5.00 each
Red Bull Energy Drink	\$6.50 each

### price

### bakery, fruit & individual snacks

Danish, Muffins, and Fruit Breads	\$5.50 per guest
Scones, Butter and Jams	\$78.00 per dozen
Bagels with Plain Cream Cheese	\$72.00 per dozen
Bagels with Smoked Salmon and Cream Cheese, Capers, Onions and Tomatoes	\$17.50 per guest
Assorted Yogurts with Granola	\$7.50 per guest
Individual Yogurts	\$5.50 each
Sliced Fresh Fruits and Berries	\$14.50 per guest
Whole Fresh Fruit	\$3.75 each
Freshly Baked Jumbo Cookies	\$5.50 per guest
Freshly Baked Brownies or Blondies	\$5.00 each
Assorted Miniature Cupcakes	\$64.00 per dozen
French Macaroons	\$64.00 per dozen
Granola Bars	\$5.25 per each
Candy Bars	\$5.50 per each
Power Bars	\$5.75 per each
Häagen-Dazs Ice Cream Bars	\$6.50 per each
Gourmet Popcorn	\$6.50 per each
Trail Mix	\$5.50 per each
Cracker Jacks	\$5.75 per each
Kettle Chips	\$6.50 per each
Assorted Nuts	\$20.50 per pound
Cashews	\$24.00 per pound
Potato Chips	\$19.00 per pound
Pretzels	\$19.00 per pound
Tortilla Chips	\$19.00 per pound
Dips (one selection):	\$17.00 per pint
Sour Cream & Chive	
Pesto Mayonnaise	
Salsa	
Guacamole	
Paprika Onion Mayonnaise	

### price

**all prices subject to 21% service charge & 9.5% tax**

**Effective on January 1, 2011**



## afternoon breaks

{minimum of 10 orders. no substitutions, please}

### the mendocino

Whole Fresh Fruits  
Freshly Baked Jumbo Cookies  
Flavored Mineral Waters  
Assorted Soft Drinks  
Freshly Brewed Coffee & Decaffeinated Coffee  
Traditional, Herbal and Japanese Teas

\$19.50

### the intermission

Gourmet Flavored Popcorn  
Assorted Miniature Cupcakes  
Assorted Soft Drinks  
Freshly Brewed Coffee & Decaffeinated Coffee  
Traditional, Herbal and Japanese Teas

\$21.00

### the tamalpais

Individual Bags of Trail Mix  
Assorted Granola Bars  
Whole Fresh Fruit  
Assorted Soft Drinks  
Freshly Brewed Coffee & Decaffeinated Coffee  
Traditional, Herbal and Japanese Teas

\$23.00

### the fitness break

Naked Fruit Juices and Smoothies  
NutriGrain Granola Bars  
Whole Fresh Fruit  
Mineral Waters

\$23.00

### the 7<sup>th</sup> inning break

Individual Bags of Kettle Chips  
Vegetable Garden and Blue Cheese Dip  
Warm Pretzels served with Mustard  
Individual Bags of Cracker Jacks  
Assorted Sodas and Mineral Waters

\$28.00

### napa valley break

Chef's Selection of Cheeses  
Grapes and Nuts  
Marinated Mushrooms  
Herb – Garlic Olives  
Mineral Waters

\$28.00

### wii fitness break

Granola Bars and Trail Mix  
Whole Fresh Fruits  
Roasted Almonds  
Vegetable Display  
Naked Juices  
Spring and Mineral Waters

\$32.00

{ 1 game unit rental @ \$75.00+tax per break }

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**Effective on January 1, 2011**



# catering general information

## **guarantees**

The final banquet attendance count must be given to the catering manager by 11:00 am, three business days prior to your event. This number is the guarantee and cannot be reduced. In the event that a guarantee is not provided three business days prior to your event, the estimated guest count on the function agreement will be the guaranteed number. Final charges are based on the guaranteed banquet attendance number, or the actual number of guests, whichever is greater. If more than one main entrée choice is to be served during your event, the exact count of each choice is due with the guarantee. Should the guarantee increase within 72 hours, there will be an additional charge of \$15.00 plus 9.5% sales tax and 21% service charge per added entrée.

## **overset**

For any group of 50 people or greater, we will overset the room by 5%, but not to exceed one table of 10 guests.

## **agreement, deposits and payments**

A non-refundable deposit and a signed contract will hold your reservation on a definite basis if returned by the specific date. Full payment of estimated charges, by check or credit card, is due no later than seven business days prior to the event unless direct billing has been established with the hotel. Direct billing is not extended to groups with less than \$5,000 total revenue.

## **cancellations**

All deposits are non-refundable. Please refer to contract for cancellations terms and conditions.

## **overtime**

An overtime charge of \$75.00 per server per hour, or any fraction thereof, will be charged for events exceeding the contracted times.

## **service charge & sales tax**

A 21% service charge and 9.5% state sales tax will be added to all food, beverage and audio/visual charges. California law states that the service charge, set up fees, bartender charges, and labor fees are subject to sales tax. All set up fees, for meeting without food and beverage, are subject to a 14% occupancy tax.

## **bartender fees**

A bartender fee of \$75.00 per hour (minimum of 2 hours) plus 9.5% sales tax will apply for the set up and staffing of all bars. Hotel Nikko San Francisco recommends one bartender per every 100 guests.

## **labor fees**

A labor fee of \$100.00 plus 9.5% sales tax will apply to all hot breakfasts and luncheons with 25 guests or under. A labor fee of \$150.00 plus 9.5% sales tax will apply to all dinners with 25 guests or under. A labor fee of \$150.00 (for the first 2 hours) plus 9.5% sales tax will apply to all food station attendants, tray passers, carvers, and coat check attendants, and \$75.00 plus 9.5% tax per hour thereafter.

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***Effective on January 1, 2011***



## **catering general information (continued)**

### **corkage**

Hotel Nikko San Francisco agrees to allow outside wine to be served during your event for the corkage fee of \$25.00 plus 9.5% sales tax per 750ml bottle.

### **decoration and banners**

Please consult with your catering manager regarding a wide range of decorative options. The catering manager must approve all decorations prior to arrival. Items may not be attached to any stationary surface with nails, staples, tape or any other substance. Should a banner need to be hung, a labor fee will apply.

### **electrical charges**

Hotel Nikko San Francisco can accommodate event electrical needs; however, there may be charges for additional electrical requirements beyond the standard capacity. Please consult with your catering manager for details.

### **audio and visual**

Hotel Nikko San Francisco has proudly selected Swank Audio Visuals as our full service onsite audio visual service provider. In order to help ensure a positive meeting experience, please advise Swank Audio Visuals of your requirements. Contact Richard Lavarias, Director, at 415-394-1111, ext. 398 for information.

### **package delivery and handling**

Please ensure proper labeling of all delivery items; clearly mark the name of the group, group contact guest, catering and convention service manager's names and **date of event**. All deliveries must come through the hotel's security desk/loading dock. Delivery times are Monday through Saturday, 7:00am to 11:00pm, unless otherwise specified. A box-handling fee will apply.

### **parking**

Convenient valet parking is located in our Porte Cochere at \$10.00 plus tax per hour (maximum of \$45.00 plus tax per 24-hour period), which is subject to change. A wide variety of public garages in the area also offer parking for the day of your event. Please consult with your catering manager for details.

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