



## RENAISSANCE ATLANTA WAVERLY HOTEL OUTSIDE CATERING PACKAGE

The Renaissance Waverly Hotel will reserve a Ballroom for your function and will allow menu items to be brought in by an approved outside caterer. The caterer must provide the hotel with a certificate of general liability insurance (\$5,000,000).

Minimums do apply based on ballroom reserved.

After approval, hotel will provide the caterer and client with the Marriott liability waiver, safety standards and standard operating procedures. The Outside Caterer Addendum is required prior to contract signing.

**The Renaissance Waverly is happy to provide the following services:**

- ◆ One Hour Pre-Reception – Includes, soft drinks and bottled water
- ◆ Function space for the pre-reception and the dinner/dance. Hotel has right to charge additional fees should the group require more space for the ceremony, reception and dinner/dance functions addition to the confirmed space on the contract. Each function time to be confirmed in the Function Agenda clause of the contract.
- ◆ Chivari chairs for the dinner dance (ceremony chairs are an additional \$4.00), each unless ceremony and reception are in the same room.
- ◆ Dance floor, tables and chairs, risers for the band/DJ, head table, and cake table.
- ◆ Tables for gifts, place cards and guest book.
- ◆ Buffet tables, chafing dishes, sternos, serving utensils.
- ◆ Linen within the hotel inventory, flatware, china and glassware for all tables
- ◆ House centerpieces of three votive candles per table.
- ◆ Banquet Captain and staff dedicated solely to the event – Based on 5 hours of service
- ◆ Non alcoholic beverages including soft drinks, iced and hot tea, regular and decaffeinated coffee will be provided for the pre reception and dinner reception based on 5 hours of service. Other Functions that require food and beverage will be at an additional cost.
- ◆ Complimentary deluxe guest room for the bride and groom for the evening of the event with champagne and strawberries with guaranteed late check-out (2pm). The evening prior would be at a discounted rate based on the availability.
- ◆ Special room rates for overnight guests based on the availability.
- ◆ The hotel will provide a staging area for the caterer's food set-up.

**\$50.00++ per person (Exclusive of taxes and service charges)**

**We proudly recommend our valued catering partners:**

**Bombay Café Indian Bistro, Ricky Ahluwalia (404) 320-0229 [www.cafebombayatlanta.com](http://www.cafebombayatlanta.com)**

**Tadka Restaurant, 11105 State Bridge Road, Alpharetta, GA 30022, (770) 622-1445 [www.tadkarestaurant.com](http://www.tadkarestaurant.com)**

**Palace Restaurant & Banquet Hall, 6131 Peachtree Parkway, Norcross GA 30092, (770) 840-7770  
[info@thepalaceatl.com](mailto:info@thepalaceatl.com)**

**A customary 25% taxable service charge and 6% sales tax will be added to all prices**

3.11.16

**Brands and prices SUBJECT TO CHANGE**

## Miscellaneous

Your caterer is only permitted to use our hot boxes and fryers. If they choose to use our fryers, they must provide their own oil. Oil can be purchased through the hotel for \$100 per 5 gallons. Arrangements must be made with your caterer and the hotel in advance, or the charge will be added to your banquet check.

If you choose to allow someone to decorate your guest room, we require that only one name be provided to your event manager. That is the only other person permitted to receive a key to the bridal room. Colored rose petals and candles are not allowed due to damage to the room. Damages will be added to the master account unless other security deposit arrangements are made with your event manager in advance.

## GENERAL INFORMATION & SERVICES

### LOCATION:

The Renaissance Waverly Hotel is located at the intersection of I-75, I-285, and Highway 41 (Cobb Parkway) in northwest Atlanta. The hotel is **10 miles** from downtown Atlanta and **30 minutes** from Hartsfield International Airport.

### ACCOMODATIONS:

As the focal point of the sixty-three acre Galleria Shopping and Business Complex, the Renaissance Waverly Hotel is a world-class 4 Diamond luxury property featuring 522 guest rooms and 12 suites. All guest rooms are an over-sized 404 square feet, and overlook a stunning 14-story sun drenched atrium. You and your guests will enjoy newly renovated vibrant guestrooms with spectacular event space.

### TRANSPORTATION:

Transportation from Hartsfield is quick and convenient via A&M Limousine Corporation located outside baggage claim. They will transport all guests directly to and from Renaissance Waverly Hotel non-stop. Current cost is \$22.00 one way and \$44.00 round trip.

### GUARANTEED GUEST ATTENDANCE:

It is requested that the Catering Sales Office be notified of the exact number of guests attending a function at least 72 hours prior to the party. This will be considered a guarantee for which you will be charged. Dietary substitutions are available upon request.

### AUDIO VISUAL EQUIPMENT:

State-of-the-art audio-visual equipment and lighting can be arranged through PSAV. Current tax and service charge apply.

### ALCOHOLIC BEVERAGES:

The sale and service of all alcoholic beverages is regulated by the Georgia State Liquor Commission. Renaissance Waverly Hotel is responsible for the administration of those regulations. No alcoholic beverages may be brought into the hotel for a banquet function.

### DECORATIONS:

Decorations or displays brought into the Hotel must be approved prior to arrival. Items may not be attached with nails, staples, tape or any other substance in order to prevent damage to the fine fixtures and furnishings. No open flame inside ballroom.

### ENTERTAINMENT:

Your Event Manager will be happy to assist you with your entertainment needs.

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**ELECTRICAL FEES:**

Should your event require additional electrical power, fees will apply according to the amount of additional power required.

**SECURITY:**

The Waverly shall not assume responsibility for damage or loss of any merchandise or articles brought into the hotel.

**FOOD PREPARATION WAIVER AND INDEMNIFICATION AGREEMENT  
RENAISSANCE ATLANTA WAVERLY HOTEL**

**HOTEL POLICY**

It is the policy of this Hotel to discourage Hotel patrons from purchasing food from sources other than the Hotel, using the Hotel kitchen facilities to prepare food or to prepare and serve food to other Hotel guests. Improper handling of food may lead to food poisoning and other health hazards. However, the hotel recognizes that for religious, or other special reasons a Hotel patron may have, it may be necessary to permit such purchase, preparation and service. In the event that a patron insists on purchasing, preparing and serving food by other than hotel employees, the Hotel may allow such service only if such patron acknowledges, by its signature below, its agreement to accept the responsibility and abide by the terms set in this agreement.

**WAIVER**

Patron agrees to waive any claim for damages of any nature and release the hotel, its owner, Marriott Corporation, its subsidiaries, affiliates, officers, employees and agents from any liability or responsibility whatsoever for any ill effect, injury, or loss incurred by patron or any third party including all manner of actions, causes of action, suits, debts, damages or claims and demands of any preparation or service of food at the Hotel.

**INDEMNIFICATION**

Patron agrees to indemnify, defend and hold harmless the Hotel, its owner, Marriott Corporation, its subsidiaries, affiliates, officers, employees and agents from and against all liability, claims, suits, demands, damages, judgments, costs and expenses to which any of the above-named parties may be subject by reason of any claim for, any injury to, or death of any person or persons, or for damages to property or otherwise arising from or in connection with Patron's purchase, preparation or service of food at the Hotel.

**OPERATION OF KITCHEN FACILITIES**

Patron agrees that its employees and agents will follow the rules, directions and instructions of the Hotel kitchen staff. If the Hotel determines that the Patron is using the kitchen facilities in a dangerous manner, it may immediately revoke Patron's privileges to use the kitchen facilities. In the event Patron damages any of the kitchen equipment, Patron agrees to promptly pay for all costs of repair or replacement of the damaged kitchen equipment.

**PATRON'S ACKNOWLEDGMENT**

Patron's signature below indicates that Patron has read and understands this Agreement and agrees to its contents. Patron also acknowledges that the person signing on behalf of Patron is authorized to bind Patron to the terms of this Agreement.

Name of Caterer: \_\_\_\_\_ Dated: \_\_\_\_\_, 20 \_\_\_\_\_

Organization: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Wedding Contact in agreement with the above waiver:

\_\_\_\_\_

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## BEVERAGE OPTIONS

### HOSTED BAR PER DRINK

premium cocktails | \$9  
top shelf cocktails | \$10  
leading edge cocktails | \$11  
premium wines | \$9  
top shelf wines | \$10  
leading edge wines | \$11  
domestic beers | \$7  
craft beers | \$8  
imported beers | \$8  
cordials | \$10  
assorted martinis | \$10  
frozen drinks | \$12  
champagne punch | \$62 per gallon  
non-alcoholic punch | \$40 per gallon  
soft drinks | \$4  
bottled waters | \$3.25



**Hosted bar prices are subject to a customary 25% taxable service charge and 6% sales tax and a 3% liquor tax**

### CASH BARS BAR PER DRINK

premium cocktails | \$10  
top shelf cocktails | \$11  
leading edge cocktails | \$12  
each premium wines | \$10  
top shelf wines | \$11  
leading edge wines | \$12  
domestic beers | \$8  
imported beers | \$9  
craft beers | \$9  
cordials | \$11  
assorted martinis | \$12  
frozen drinks | \$14  
soft drinks | \$3  
bottled waters | \$2

Cash bar prices are inclusive of 25% taxable service charge and 6% sales tax and a 3% liquor tax  
Specialty drinks available for all occasions. Please ask your catering manager for suggestions

### HOST OPEN BAR PER PERSON

#### **premium brands | \$20 for first hour, \$9 per additional hour**

Svedka Vodka, Cruzan Aged Light Rum, Beefeater Gin, Dewers White Label Scotch, Jim Beam White Label Bourbon, Canadian Club Whiskey, Jose Cuervo Especial Gold Tequila, Korbel Brandy, Stone Cellars by Beringer Pinot Grigio, CA, Stone Cellars by Beringer Chardonnay CA

#### **top shelf | \$21 for first hour, \$9 per additional hour**

Absolute 80 Vodka, Bacardi Superior Rum, Captain Morgan's Spiced Rum, Tanqueray Gin, Johnny Walker Red Label Scotch, Maker's Mark Bourbon, Jack Daniels Whiskey, Seagram's VO, 1800 Silver Tequila, Courvoisier VS, BV Century Cellars Chardonnay, CA, BV Century Cellars Merlot, BV Vineyards Century Cellars Cabernet Sauvignon, CA, Beringer Vineyards White Zinfandel, CA

#### **leading edge | \$22 for first hour, \$10 per additional hour**

Grey Goose Vodka, Bacardi Superior, Mount Gay Eclipse Gold, Bombay Sapphire Gin, Gentleman Jack Bourbon, Crown Royal, Johnny Walker Black, Patron Silver Tequila, Hennessy Privelege VSOP, Clos du Bois

*Prices are per person. A customary 25% taxable service charge and sales tax will be added to the prices*

*\*Requires an additional mixologist **Mixologist Fees** A \$125 fee will be charged for each Mixologist for a Period of up to Three Hours. Each additional hour is \$30 per Mixologist. Each function requires one bar per 75 guests.*

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## BEERS

Domestic beers include: Budweiser, Miller Lite, Red Brick Ale and O'Douls

Craft beers: Sweet Water 420 (local) Blue Moon

Import beers include: Heineken, Corona and Amstel Lite

*An Additional 3% City Liquor Tax will be charged on Mixed Drinks Prices are per person. A customary 25% taxable service charge and sales tax will be added to the prices*

### An Additional Touch...

#### Additional Hours

Based upon availability, additional hours can be extended for \$3.50 per person guaranteed. This cost will cover additional room rental and time for the Banquet Captain and Staff (excluding Bartender)

#### Ceremony Set-up

Theatre Style Seating  
Staging For the Mandap  
\$1,500.00

#### Ice Cream during the Ceremony

\$75 per gallon  
Ice cream may be self served; however, to be served by the hotel, we require one attendant per 100 people  
\$75.00 per attendant  
Service only \$2.50 per person

#### Salad Bowl

(100 person minimum)  
With assorted toppings and 2 dressings  
\$5.00 per person

#### Specialty Linens

Assorted Colors of chair covers, sashes, overlays, napkins and tablecloths.  
Price Will Vary Depending on Desired Fabric & Quantity  
White or ivory chair covers with Sash installed \$5.00 each

#### Chivari Chairs

Gold or Silver, installed \$6.00 each

#### Ice Carving

Custom Design \$350 and up

#### Chocolate Fountain

(100 person minimum)  
Choice of Milk, Dark or White Chocolate Fondue  
Served with Strawberries, Pineapple, Marshmallows, Pound Cake, Pretzel Rods, and Graham Crackers  
\$12.00 per person

**A customary 25% taxable service charge and sales tax will be added to the prices**