

**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 in Gold or Silver with an ivory chair pad (ceremony chairs are an additional \$7.00), 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.
- ◆ Skirted 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.

\$45.00 per person

We proudly recommend our valued catering partners:

Bombay Café Indian Bistro, Ricky Ahluwalia (404) 320-0229 www.cafebombayatlanta.com

Tadka Restaurant, 11105 State Bridge Road, Alpharetta, GA 30022, (770) 622-1445 www.tadkarestaurant.com

Palace Restaurant & Banquet Hall, 6131 Peachtree Parkway, Norcross GA 30092, (770) 840-7770

info@thepalaceatl.com

A customary 24% taxable service charge and 6% sales tax will be added to all prices

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 **25 minutes** from Hartsfield International Airport.

Accommodations

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 521 guest rooms and 12 suites. All guest rooms are newly renovated, spacious and overlook a stunning 14-story sun drenched atrium. You and your guests will enjoy newly appointed guestrooms.

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.

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 our Event Technology Department. 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.

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.

A customary 24% taxable service charge and 6% sales tax will be added to all prices

**FOOD PREPARATION WAIVER AND INDEMNIFICATION AGREEMENT
RENAISSANCE 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: _____

HOSTED PACKAGE BARS

Unlimited Consumption Per Person

PREMIUM BAR

Premium Cocktails	\$7.00 each
Premium Selection of Wines	\$7.50 each
Domestic Beer	\$5.75 each
Premium Beer	\$6.00 each
Soft Drinks	\$4.00 each
Mineral Waters	\$4.00 each
Assorted Martini's	\$9.00 each
Frozen Drinks	\$9.00 each
Cordials	\$10.00 ea.

TOP-SHELF BAR

Top-Shelf Cocktails	\$7.50 each
Top-Shelf Selection of Wines	\$8.00 each
Domestic Beer	\$5.75 each
Premium Beer	\$6.00 each
Soft Drinks	\$4.00 each
Mineral Waters	\$4.00 each
Champagne Punch	\$62.00 per gallon
Non-Alcoholic Punch	\$40.00 per gallon

	1 st Hour	Each Additional Hour
Premium	\$17	\$6
Top Shelf	\$19	\$7
Leading Edge	\$20	\$8

BEVERAGE BRANDS

Premium Brands Include

Jim Beam White Label Bourbon, Gordon's Vodka, Cruzan Rum, CC Whiskey, Grant's Family Reserve Scotch, Gordon's Gin, Jose Cuervo Especial Gold Tequila, Korbel Brandy

Top-Shelf Brands Include

Absolute 80 Vodka, Bacardi Superior Rum, Captain Morgan Original Spiced Rum, Tanqueray Gin, Johnny Walker Red Label Scotch, Makers Mark Bourbon, Jack Daniels Tennessee Whiskey, Canadian Club Whiskey, 1800 Silver Tequila, Korbel Brandy

LEADING EDGE BRANDS TO INCLUDE

Grey Goose Vodka, Crown Royal, Bombay Gin, Captain Morgan Spiced Rum, Gentleman Jack Bourbon, Johnny Walker Black, Patron Silver Tequila, Remy Martin VSOP
Clos du Bois Chardonnay – Meridian, Santa Barbara County
Clos du Bois Merlot – Meridian, California
Clos du Bois Cabernet Sauvignon – Meridian, California

Domestic Beers Include

Budweiser, Miller Lite, Red Brick Ale and O'Doul's

Premium Beers Include

Heineken, Corona, and Samuel Adams

Premium Selection of Wines by the Glass

Chardonnay- BV Century Cellars
White Zinfandel- Beringer, California
Merlot- BV Century Cellars
Cabernet Sauvignon- BV Century Cellars

Top-Shelf Selection of Wines by the Glass

Chardonnay- Stone Cellars by Beringer
Pinot Grigio - Stone Cellars by Beringer
Merlot- Stone Cellars by Beringer

BARTENDING FEES

A \$125 fee will be charged for each Bartender for a Period of up to Four Hours

Each additional hour is \$30 per Bartender

An Additional 3% City Liquor Tax will be charged on Mixed Drinks

Renaissance Waverly Hotel recommends One Bartender for every 75 guests.

Alcohol is subject to an additional 3% state liquor tax.

CONSUMPTION BAR

	Premium	Top Shelf	Leading Edge
Cocktails	\$6.50	\$7.50	\$8.50
Wines by the Glass	\$7.00	\$8.00	\$9.00
Beer (Imported)	\$5.50		
Beer (Domestic)	\$6.00		
Bottled Fruit Juices	\$4.00		
Assorted martini's	\$9.00 each	Champagne punch	\$62.00 per gallon
Frozen drinks	\$9.00 each	Non-alcoholic punch	\$40.00 per gallon
Champagne or sparkling cider toast	\$3.50 per person		

CASH BAR*

Cash Bar Pricing Includes Service Charge and Applicable Taxes

	Premium	Top Shelf	Leading Edge
Cocktails	\$6.50	\$7.50	\$8.50
Wines by the Glass	\$7.00	\$8.00	\$9.00
Beer (Domestic)	\$5.50	\$6.50	\$6.50
Beer (Imported)	\$6.00		
Mineral Waters	\$3.50	\$3.50	\$3.50
Soft Drinks	\$3.50	\$3.50	\$3.50
Bottled Juices	\$4.50		

BARTENDING FEES

A \$100 fee will be charged for each Bartender for a Period of up to Three Hours
Each additional hour is \$30 per Bartender

Renaissance Waverly Hotel recommends One Bartender for every 75 guests.
Alcohol is subject to an additional 3% state liquor tax

ADDITIONAL EVENTS

Buffet lunch, same day and same room set as dinner reception, \$25.00 per person
Buffet lunch with 2 hour service of Coffee, Hot Tea and Soft Drinks, same day and same room set as dinner reception,
\$30.00 per person

A customary 24% taxable service charge and 6% sales tax will be added to all prices Alcohol is subject to a 3% state liquor tax

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 Bride & Groom
\$3.00 per person

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

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

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

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.

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