



Banquet And Catering Policies

Food And Beverage Service

The Hilton East Brunswick is responsible for the quality and freshness of the food served to our guest. All food served at the hotel must be prepared by our culinary staff. Food may not be taken off the premises after it has been prepared and served. The sale and service of alcoholic beverages is the responsibility of the hotel. It is a policy, therefore, that alcoholic beverage cannot be brought into hotel from the outside.

Administrative Fees

All catering and banquet charges are subject to the customary administrative fees and sales tax.

Function Room Assignment

Room assignments are made according to the guaranteed minimum number of people anticipated. Because these attendance figures may vary from expected attendance, we reserve the right to change room reservations to best accommodate either increasing or decreasing attendance figures.

Entrée Selection

In the event that your group requires a split menu, entrée selections are limited to a maximum of 2 selections. There is an additional charge for this service. The hotel requires place cards or tickets identifying the particular entrée selected by each guest and final entrée guarantee at least 1 week prior to event. If the hotel needs to produce more than initial amount guarantee for a specific entrée, the client is responsible for paying for those additional meals.

Guaranteed

A guarantee attendance figure is required for all meal functions 3 business days prior to the function date and is not subject to reduction. If the catering office is not advised by this time, the estimated figure will automatically become a guarantee. We will be prepared to serve 5% over the guarantee number for groups below 200 people and 3% for groups of 200 and above.

Menu Pricing

Pricing is subject to a proportionate price increase to meet increased cost of food, beverage, labor, etc. Price cannot be guaranteed until 60 days prior to the time that the particular function takes place.

Audio Visual Equipment

We will be pleased to arrange for any audio visual equipment and/or internet services for your event. A surcharge will be assessed for any audio visual equipment that is brought into the hotel from an outside source. This charge is based on our current audio visual equipment prices. When audio visual items are authorized to be brought in, the surcharge will be at the discretion of Hilton East Brunswick sales.

Billing

An acceptable form of payment must be agreed upon during the initial booking arrangements. Acceptable forms include advance deposit (prepayment), direct billing (subject to approval) or completed credit card authorization form.

Security

The hotel does not assume responsibility for damage or loss of any merchandise or articles left on premises prior to, during or following any event. Arrangements for security to monitor equipment or merchandise may be made through your catering contact prior to the event.

Decorations

Your catering contact will be happy to assist you with arranging freshly cut flowers, centerpieces, ice carvings, themed décor, etc. The hotel will not permit the affixing of anything to walls, floors, ceilings, or equipment with nails, staples, tape or any other substance or device.

Package Handling

All arriving packages must have the following information: Name of the group, Date of the event/function, Catering or sales managers name, Name of the On-site contact and the number of packages must appear on each package. Fees apply as outlined in your sales/catering contract. Boxes will not be accepted prior to three business days before the function.

Sample menus , as of 7/31/07. Menu offerings subject to change without notice.