



DOUBLETREE
BY HILTON™
LOS ANGELES DOWNTOWN

Outside Catering Package



In Downtown Los Angeles

Whether you envision a breezy garden affair or a sleek city soiree, the DoubleTree By Hilton™ Los Angeles Downtown offers unique wedding facilities and the professionals to help you create the perfect romantic day.

DoubleTree By Hilton™ Los Angeles Downtown
120 S. Los Angeles Street, Los Angeles, CA 90012
Phone: 213.629.1200 Fax: 213.253.9269
www.LosAngelesDowntown.DoubleTree.com

Wedding Ceremonies

Nestled away on the third floor is our half-acre, historic Tokyo garden. Replete with cascading waterfalls, pebble-lined ponds and a wooden bridge, the dual-level garden offers a variety of beautiful ceremony and reception backdrops. Your friends and family will be whisked by elevator to this urban anomaly, an outdoor haven that celebrates the serenity of its pastoral design while reveling in its city surroundings.

Particularly appealing is the upper lawn, landscaped with bamboo stands and mature trees. Here, a Zen-like, meandering waterway contrasts cleverly with skyline views of some of L.A.'s most recognizable landmarks.

Kyoto Garden

\$2500.00 (\$3,351.75 All Inclusive)

Hotel will provide linen, tables, chairs, arch, and sound system.

Pricing subject to 15% service charge, 8% Facilities Fee and applicable sales tax (currently 8.75%).
Sales tax subject to change without notification.

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Wedding Receptions

(Outside Catering)

Rental fee provides for the following equipment and service: cocktail reception tables, portable bars, 66" banquet tables, chairs, dance floor, head table or sweetheart table, cake table, gift tables, place card table, white or ivory floor linens and napkins, Maitre D', banquet servers and bartender(s).

Golden Ballroom

Saturday \$12,000.00 Minimum (\$16,088.40 All Inclusive)

Friday or Sunday – Friday \$10,000.00 Minimum (\$13,407.00 All Inclusive)

Seats up to 250 guests. Offers a dramatic 15' ceiling featuring modern red chandeliers. The space includes a large foyer with stylish lounge furniture.

Thousand Cranes Ballroom

Saturday \$10,000.00 Minimum (\$13,407.00 All Inclusive)

Friday or Sunday – Friday \$8,000.00 Minimum (\$10,725.60 All Inclusive)

Seats up to 180 guests. Floor to ceiling glass windows with panoramic views of the cascading waterfall and traditional Japanese garden invite a calming, romantic atmosphere.

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Emerald Package

\$60.00 per person

(\$80.44 All Inclusive)

Four Hour Premium Brands Host Bar

Vodka: Absolut, Skyy

Gin: Tanqueray, Bombay Sapphire

Rum: Captain Morgan

Whiskey/Bourbon: Markers Mark, Jack Daniels, Crown Royal, Jameson

Scotch: Johnnie Walker Black, Chivas Regal

Tequila: Sauza Hornitos

Cognac: Hennessy V.S.

Canyon Road Wines

Domestic and Imported Bottled Beers

Soft Drinks and Mineral Waters

Champagne Toast

Wycliff Brüt, Sparkling California Wine and Martinelli's Sparkling Cider

Freshly Brewed Coffee, Decaffeinated Coffee and Herbal Tea Service

Complimentary Suite on your Wedding Night

Ask your Catering Sales Manager for information about hosting additional bar hours and upgrades.

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Professional Wedding Coordinator Service

At the Kyoto Grand Hotel and Gardens we feel it is imperative for our couples to have day of service by a Professional Wedding Coordinator, therefore it is a requirement. The following gives examples of what services your Catering Professional will provide verses the Professional Wedding Coordinator.

Your DoubleTree By Hilton™ Los Angeles Downtown Catering Manager will:

- ❖ Provide a personalized tour of the DoubleTree By Hilton™ Los Angeles Downtown, to include our Wedding Showroom.
- ❖ Recommend Special Event Professionals to provide Wedding Coordination, Music, Flowers, Photography, Officiate and other Wedding Services.
- ❖ Detail your Banquet Event Order and Wedding Resume outlining all of your events specifics and ensure that it is communicated flawlessly to the Operational team of the Hotel.
- ❖ Create an “Estimate of Charges” outlining your financial commitments and deposit schedule.
- ❖ Create a floor plan of you function space, in order for you to provide seating arrangements.
- ❖ Arrange and attend your Menu Tasting.
- ❖ Establish your Guest Room Block, Personally oversee the details of the Bride and Groom’s room reservations. (if applicable)
- ❖ Oversee the Ceremony and Reception set-ups, food preparation and other Hotel operations.
- ❖ Be the on-site liaison between the Wedding Coordinator and Hotel Operations staff.
- ❖ Ensure a seamless transition to the Hotel’s Banquet Captain once the Grand Entrance has occurred.
- ❖ Review your banquet checks for accuracy, prior to the completion of the final bill.

Your Professional Wedding Coordinator will:

- ❖ Assist with Etiquette and Protocol for Ceremony, and Reception.
- ❖ Create a “Time Line” for your Wedding day, including the Ceremony and Reception.
- ❖ Work with you to organize and coordinate your Ceremony Rehearsal. Remind Bridal Party of all pertinent” Call Times”, and “Don’t Forgets”, on the day of the Wedding.
- ❖ Confirm call times and details with all Vendors several days prior to the day of the Wedding.
- ❖ Be the liaison with your family, bridal party, band/DJ, florist, photographer and other vendors to create seamless operation.
- ❖ Assist you, with your gown, and any additional needs of the Bridal Party.
- ❖ Ensure the Ladies have their Corsages and Bouquets, etc and assist with the pinning of men’s Boutonnieres.
- ❖ Set-up Ceremony Programs, place cards, guest favors, guest book, champagne flutes, and any other personal items.
- ❖ Line up and queue the Bridal Party and Musicians at the time of the Wedding Ceremony.
- ❖ Collect any personal items you at the conclusion of the Reception.

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Planning Your Wedding – The Details

Outside Catering and Beverage Policies

Clients agrees to assume entire responsibility and hereby agree to protect, indemnify, defend and save the DoubleTree By Hilton™ Los Angeles Downtown and their employees and agents, harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by The Outside Caterer's installations, removal, maintenance, occupancy or use of the hotel premises as a part thereof, excluding any such liability caused by the sole negligence of the DoubleTree By Hilton™ Los Angeles Downtown and their employees or agents. The Outside Caterer shall obtain and keep in force during the term of the installation and use of the hotel premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance insuring and specifically referring to contractual liability set forth in the foregoing paragraph hereof, in the amount of no less than \$1,000,000 Combined Single Limit for personal injury and property damage. The sale and service of alcoholic beverages are regulated by the state. As a licensee, this hotel is responsible for the administration of the regulations. It is a policy, therefore, that alcoholic beverages cannot be brought into the hotel from the outside.

Service Charge

All catering and banquet charges are subject to applicable 15% service charge, 8% facilities fee and 9.00% state sales tax. Sales tax subject to change without notification.

Guarantees

A guaranteed 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 the guarantee. We will be prepared to serve 5% over the guaranteed number for groups over 100 guests.

Audio Visual Equipment

We will be pleased to arrange for any audio-visual requirements for your event. The hotel applies a 15% service charge and 8% facilities fee on audio visual which is taxable according to California sales tax law.

Deposits

A 25% deposit is due upon signing of contract to confirm your reservation. A second deposit is due 90 days prior to the event and final payment is due 10 days prior to the event. Hotel does not accept personal checks within 30 days of events.

Security

The hotel does not assume responsibility for damage or loss of any merchandise or articles left on premise prior to, during or following any event. Arrangements for security to monitor equipment or merchandise may be made through your catering manager prior to the event at \$50.00 per hour, per guard for a minimum of 4 hours.

Decorations

All decorations must meet the Los Angeles City Fire Department's regulations. Any open flame requires a permit and must be furnished to the Hotel prior to the event. Ask your catering manager for more information and pricing on equipment such as chivari chairs, chair covers, upgraded linens, umbrellas, heaters, Japanese gold screens, shoji screens and pianos.

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