



Catering Menus

1800 Powell Street
Emeryville, CA 94608
510-658-9300
Sanfranciscooaklandbaybridge.stayhgi.com

Prices are subject to 24% service charge and current sales tax.

Buffet Breakfast

The Continental Bay

Chilled Assorted Juices
Seasonal Melons and Berries
Breakfast Pastries with Sweet Butter and Preserves
Regular, Decaffeinated Coffee and Herbal Teas
\$27 per guest

The Continental Bridge

Chilled Assorted Juices
Seasonal Melons and Berries
Assorted Individual Yogurts
Assorted Cereals with Whole and 2% Milk
Croissants, Danishes and Muffins
Fresh Bagels and Cream Cheese with Sweet Butter and Preserves
Regular, Decaffeinated Coffee and Herbal Teas
\$30 per guest

The Hearty Breakfast

Chilled Assorted Juices
Seasonal Melons and Berries
Bacon, Egg and Cheese Sandwich
Egg, Potato and Cheese Burrito
Regular, Decaffeinated Coffee and Herbal Teas
\$34 per guest

(Minimum 20 guests| \$100 surcharge will be applied to groups under 20 guests)

The Breakfast Buffet

Chilled Assorted Juices
Seasonal Melons and Berries
Breakfast Pastries, Croissants, Muffins and Bagels
Sweet Butter, Cream Cheese and Preserves
Scrambled Eggs with Herbs
Bacon and Sausage Links
Oven Roasted Breakfast Potatoes
Regular and Decaffeinated Coffee and Teas
\$36 per guest

(Minimum 20 guests| \$100 surcharge will be applied to groups under 20 guests)

Breakfast Buffet Enhancements (add to any of the above breakfast options only)

Grab N Go

(Your choice of)

- Bacon, Egg and Cheese on English Muffin
 - Sausage, Egg and Cheese Croissant
 - Bacon, Egg Cheese and Breakfast Potato Burrito
- \$8 per item

Smoked Salmon

Red Onion, Tomato, Chopped Hard-Boiled Eggs and Capers
\$12 per guest

Omelet and Egg Station

Red and Yellow Onions, Mushrooms, Spinach and Roasted Bell Peppers, Tomatoes
Swiss, Cheddar and American Cheeses
Ham, Smoked Bacon, Sliced Turkey, Eggs and Egg Whites
\$16 per guest (\$150 Chef Fee)

Beverages

Freshly Brewed Coffee, Regular and Decaf
\$75 per gallon

Assorted Juices
\$15 per carafe

Red Bull® and **Monster®** Energy Drinks
\$6 each

Assorted Herbal Teas
\$60 per gallon

Lemonade or Fruit Punch
\$45 per gallon

Still and Sparkling **VOSS®** Water
Assorted Soft Drinks
\$6 each

Bakery

Bagels with Cream Cheese and Preserves
\$46 per dozen

Assorted Breakfast Pastries
\$46 per dozen

Assorted Cookies or Brownies
\$49 per dozen

Healthy

Greek Yogurt Parfait with House Made Granola and Fresh Berries
\$8 each

Assorted Seasonal Whole Fruit
\$4 each

Crudité and Herb Dip
\$9 per guest

Artisan Cheese Tray with Assorted Breads and Crisps
\$18 per guest

Individual Bags of Chips, Pretzels, Popcorn, and Nuts
\$5 each

Prices are subject to 24% service charge and current sales tax.

All Day Breaks

Chill

Haagen-Dazs Ice Cream Cups
Still and Sparkling Water
\$16 per guest

Lean

Greek Yogurt and Berry Parfaits
House made Granola
Assorted Bottled Juices
\$16 per guest

Bakery

Assorted Fresh Baked Cookies
Fudge Brownies
Whole and 2% Milk
Chocolate Milk
\$17 per guest

Levi's Stadium

Homemade tortilla chips, salsa dip,
assorted nuts, chex mix, Cracker Jacks
Assorted soft drinks
\$18 per guest

Energize

Vegetable Crudit  with Ranch and Hummus Dip
House Made Veggie Chips
Assorted Granola Bars
Energy Drinks
\$19 per guest

Plated Lunch

All Lunch Entrees Include

Choice of One Salad and One Dessert

Fresh Rolls and Sweet Butter

Freshly Brewed Coffee, Regular, Decaf and Iced Tea

SALADS

(Please select one)

Mixed Green

Dried Cranberries, Red Onion, tomatoes,
Goat Cheese, Balsamic Vinaigrette

Caesar

Parmigiano-Reggiano, House Made Parmesan
Croutons, Creamy Caesar

Romaine Salad

Cherry Tomatoes, Cucumbers, Red Onions, Blue Chz Crumbles, and Bacon Bits, with
Ranch Dressing/Blue Cheese Dressing

LUNCH ENTRÉES

(Please select up to two entrees)

Surf & Turf

3 oz Seasoned salmon, 3 oz Ribeye,
broccolini, and mashed potatoes
\$60 per guest

Stuffed Bell Pepper

Roasted Red Or Green Pepper Filled With
seasoned beef, onions, and cheese blend
\$34 per guest
(vegan option)

Rib Eye

Crispy Onion Straws, Garlic Mashed
Potatoes, Whole Baby Carrots
\$60 per guest

Roasted Chicken Breast

Fingerling potatoes, and lemon broccolini
\$48 per guest

Pan Seared Atlantic Salmon

With Citrus Beurre Blanc and Served With
Rice And Whole Baby Carrots
\$56 per guest

DESSERTS

(Please select one)

NY Cheesecake with Wild Berry Coulis

Triple Chocolate Cake with Fresh Raspberry and Crème Anglaise

Carrot Cake with Cream Cheese Frosting

We offer a choice of up to 2 entrées ~ the highest price will prevail.

If you desire a choice of 3 entrée options, a \$5 per guest charge will be applied.

(Minimum 20 guests | \$100 surcharge will be applied to groups under 20 guests)

Prices are subject to 24% service charge and current sales tax.

Lunch Buffets

All Lunch Buffets Include

Freshly Brewed Coffee, Regular, Decaf and Iced Tea

(Minimum 20 guests -\$100 surcharge will be applied to groups under 20 guests)

SOUP, SALAD, AND FLATBREAD

Soup

Minestrone or Chicken
Noodle

Flatbreads (select two)

Mushroom

Blend of Mushrooms, Mozzarella, Truffle oil

Margherita

Tomato, Fresh Mozzarella, Basil Pesto

Pepperoni

Sliced Pepperoni and Mozzarella

SALAD

Chilled Grilled Chicken Breast

Bacon Crumbles

Baby Spinach, Crisp Romaine

Tomatoes, Cucumbers,

Dried Cranberries and Red Onion

House Made Parmesan Croutons

Bleu Cheese Crumbles

Accompaniments

Balsamic Vinaigrette, Creamy Bleu Cheese and

Ranch Dressings

Sliced Baguettes

Dessert

Chef's Dessert Selection

\$45.00 per guest

WINE COUNTRY PICNIC

Salad Bar

*Mixed greens, Tomatoes, Cucumbers, Dried
Cranberries, Red Onion*

*Bacon, Parmesan Croutons, Bleu Cheese
Crumbles*

Carvery Board

Sliced Maple Honey Ham

Sliced Turkey Breast

Sliced Savory Roast Beef

Swiss, Cheddar and Provolone Cheeses

*Sliced Tomatoes, Fresh Lettuce, Sliced Red
Onions and Dill Pickles*

Assorted Condiments on the Side

Assorted Sliced Bread and Rolls

Dessert

Chef's Dessert Selection

\$50 per guest

LITTLE ITALY

Salad

Caesar Salad

*Hearts of Romaine Tossed With Shaved Parmesan
Cheese*

*House Made Parmesan Croutons and Caesar
Dressing*

Soup

Minestrone

Entrees

*Italian Sausage with roasted red peppers with
spaghetti pasta in marinara sauce*

Accompaniments

Creamy Basil Pesto Penne Pasta

Grilled Seasonal Vegetables

Garlic Parmesan Bread

Dessert

Tiramisu

\$49.00 per guest

ZEN GARDEN

Won Ton Soup

Asian Salad

*Crispy Asian Salad with Mixed Greens with Rice Noodles, Crispy Won-Ton, Cilantro, Scallion
Toasted Sesame Seeds, Sliced Almonds and Sesame Oil*

The Wok

Stir Fry Chicken with Seasonal Vegetables

Vegetable Fried Rice

The Roll

*Spring Rolls, Potstickers Sweet & Sour
Sauce*

Dessert

*Almond Cookies & Assorted Pastries
\$47 per guest*

SOUTH OF THE BORDER

Mixed Baby Greens

*With Cucumbers, Cherry Tomatoes and Cilantro
Vinaigrette*

Entrees

Chicken and Beef Fajitas

Accompaniments

*Warm (Gluten Free) Corn and Flour Tortillas
Grilled Onions and Bell Peppers*

*Spanish Red Rice and Whole Black Beans
House Made Guacamole, Sour Cream
Fresh Salsa, Shredded Cheese Blend*

Dessert

*Tres' Leches Cake
Seasonal Agua Fresca
\$49 per guest*

MEMPHIS Q

Salads

*Cucumber, Tomato and Red Onion Salad
Creamy Cole Slaw
Twice Baked Potato Salad*

Entrees

*Pulled Pork with Carolina BBQ Sauce
Buttermilk Fried Chicken*

Accompaniments

*Garlic Mashed Potatoes
Sautéed Green Beans with Bacon and Onions
Cornbread with Sweet Butter and Honey*

Dessert

*Red Velvet Cake
\$51 per guest*

POWELL STREET

Served with Chef's Bread Basket and Creamy Sweet Butter

Salads (select one)

- *Mixed greens with Apples, Basil,
Dried Cherries, Fresh Arugula and
Balsamic Vinaigrette*

- *Fresh Mozzarella and Cherry
Tomatoes tossed in Basil Olive Oil*

Entrees (select two)

- *Beef Tenderloin with Cream Sauce*
- *Chicken Breast piccata*
- *Roasted Pork Loin with reduction*

- *Pan Seared Salmon*
- *Creamy Basil Pesto Penne Pasta*

Accompaniments (select two)

- *Fingerling
Potatoes*
- *Garlic Mashed Potatoes*

- *Seasonal rice & Vegetables*

- *Steamed Seasonal Vegetables*

Dessert (select one)

Prices are subject to 24% service charge and current sales tax.

- Cheesecake with Wild Berry Coulis
 - Triple Chocolate Cake with Fresh Raspberry and Crème Anglaise
 - Carrot Cake with Cream Cheese Frosting
 - Chocolate Red Velvet Cake
- \$58 per guest

If you desire a choice of 3 entrée options, a \$5 per guest charge will be applied.

Dock of the Bay Meeting Package - includes wireless internet access and continuous beverage services throughout the day: **Coffee, Sodas and Bottled Waters**

(Minimum 20 guests -\$100 surcharge will be applied to groups under 20 guests)

THE CONTINENTAL BAY

*Assorted Juices, Seasonal Assorted Fruits
Breakfast Pastries with Sweet Butter and Preserves
Regular, Decaffeinated Coffee and Herbal Teas*

Lunch Buffet (Select one)

SOUP AND SALAD

Soup - Soup du jour

Flatbreads (select two)

Mushroom

Blend of Mushrooms, Mozzarella, Truffle oil

Margherita

Tomato, Fresh Mozzarella, Basil Pesto

Pepperoni

Sliced Pepperoni and Mozzarella

Lettuces and Toppings

Chilled Grilled Skirt Steak

Chilled Grilled Chicken Breast

Bacon Crumbles

Baby Spinach, Crisp Romaine

Tomatoes, Cucumbers, Garbanzo Beans,

Dried Cranberries and Red Onion

House Made Parmesan Croutons

Bleu Cheese Crumbles and Sharp White Cheddar

Accompaniments

Balsamic Vinaigrette, Creamy Bleu Cheese and Ranch

Dressings

Sliced Baguettes

Dessert

Chef's Dessert Selection

WINE COUNTRY PICNIC

Salad Bar

*Baby Spinach, Crisp Romaine, Tomatoes,
Cucumbers, Dried Cranberries, Red Onion
Bacon, Parmesan Croutons, Bleu Cheese
Crumbles*

Carvery Board

Sliced Maple Honey Ham

Sliced Turkey Breast

Sliced Savory Roast Beef

*Swiss, Cheddar and Provolone Cheeses
Sliced Tomatoes, Fresh Lettuce, Sliced Red
Onions and Dill Pickles*

Assorted Condiments on the Side

Assorted Sliced Bread and Rolls

Dessert

Chef's Dessert Selection

PM Breaks (Select one)

Chill

*Haagen-Dazs Ice Cream Cups
Still and Sparkling **Voss**® Water*

Lean

*Greek Yogurt and Berry Parfaits
House made Granola
Assorted Bottled Juices*

\$115 per guest

Prices are subject to 24% service charge and current sales tax.

Top of the Bay Meeting Package - includes meeting room rental, wireless internet access and continuous beverage services throughout the day: Coffee, Sodas and Bottled Waters

(Minimum 20 guests -\$100 surcharge will be applied to groups under 20 guests)

THE BREAKFAST BUFFET

Chilled Assorted Juices
Seasonal Melons and Berries

Pastries, Croissants, Muffins and Bagels
Sweet Butter, Cream Cheese and Preserves

Scrambled Eggs with Herbs
Bacon and Sausage Links
Oven Roasted Breakfast Potatoes
Regular and Decaffeinated Coffee and Teas

Lunch Buffet (Select one)

SOUTH OF THE BORDER

Mixed Baby Greens

With Cucumbers, Cherry Tomatoes and
Balsamic Vinaigrette

Entrees

Chicken and Beef Fajitas

Accompaniments

Warm (Gluten Free) Corn and Flour Tortillas
Grilled Onions and Bell Peppers
Spanish Red Rice and Whole Black Beans
House Made Guacamole, Sour Cream
Fresh Salsa, Shredded Cheese Blend

Dessert

Tres' Leches Cake
Seasonal Agua Fresca

LITTLE ITALY

Caesar Salad

Hearts of Romaine Tossed With Shaved Parmesan
Cheese

House Made Parmesan Croutons and Caesar
Dressing

Flatbread

Margherita

Tomato, Fresh Mozzarella, Basil Pesto

Entrees

Italian Sausage with Roasted Red Peppers with
Marinara & Spaghetti

Accompaniments

Creamy Basil Pesto Penne Pasta
Grilled Seasonal Vegetables
Garlic Parmesan Bread

Dessert

Tiramisu

PM Breaks (Select one)

Levi's Stadium

Homemade corn tortilla chips, with
queso dip, chex mix,
assorted nuts, and
cracker jacks

Energize

Vegetable Crudité with Ranch and Hummus Dip
House Made Veggie Chips
Assorted Granola Bars
Red Bull® and **Monster®** Energy Drinks

\$130 per guest

Prices are subject to 24% service charge and current sales tax.

Boxed Lunches

All Boxed Lunches include:

*Fresh Baked Cookie
Kettle Chips
Crisp Apple
Assorted Soda or Bottled Water*

Bayview Bird

Smoked Turkey Breast, Swiss cheese
Sliced, Fresh Tomatoes, Crisp Lettuce on Whole Wheat Bread
\$38 each

Ham on Rye

Sliced Black Forest Ham, Sliced Cheddar Cheese
Sliced, Fresh Tomatoes, Crisp Lettuce on Marble Rye Bread
\$38 each

Berkeley Hills Beef

Roast Beef with Crispy Onions, Fresh Arugula
Chipotle Dressing on Multigrain Roll
\$38 each

Golden Gate Wrap

Grilled Chicken Caesar Salad Wrap
\$38 each

Plated Dinner

*All Dinner Entrees Include a Choice of One Salad and One Dessert
Fresh Rolls and Sweet Butter
Freshly Brewed Coffee, Regular, Decaf and Hot or Iced Tea*

SALADS (select one)

Baby Spinach with Beets

Tomatoes, Nuts, Goat Cheese and Balsamic Vinaigrette

Iceberg Wedge

With Cucumber, Red Onion, Tomato, Bacon Crumbles and Blue Cheese Dressing

Caprese

Tomatoes, Fresh Mozzarella, Fresh Basil and EVOO Dressing

ENTRÉES (select up to two entrees)

Roasted Pork Loin

Peach Confit, Sautéed Broccolini, Yukon Gold Mashed Potatoes with Reduction
\$62 per guest

Herb Roasted Chicken

Airline-cut Chicken Roasted with Fresh Thyme Served with Seasonal Vegetables and Rice
\$60.00 per guest

Ribeye Steak

With Natural au Jus, Seasonal Vegetables and Fingerling Potatoes
\$70.00 per guest

Pan Seared Salmon

Served with Rice and Seasonal Vegetables
\$62.00 per guest

Pan Seared Filet Mignon

With Steamed Asparagus and Roasted Potatoes
\$100 per guest

DESSERTS (select one)

Cheesecake with Wild Berry Coulis

Triple Chocolate Cake with Fresh Raspberry and Crème Anglaise

Cream Cheese Carrot Cake

Red Velvet Cake

We offer a choice of up to 2 entrées ~ the highest price will prevail.

If you desire a choice of 3 entrée options, a \$5 per guest charge will be applied.

Final number of entrée selections must be provided to the hotel no later than three (3) days prior to event date.

Place card menu indicators must be provided to hotel with final number.

(Minimum 15 guests | \$100 surcharge will be applied to groups under 15 guests)

Prices are subject to 24% service charge and current sales tax.

Dinner Buffets

All Dinner Buffets Include Freshly Brewed Coffee, Regular, Decaf and Hot or Iced Tea

SOUTH OF THE BORDER

Mixed Baby Greens
With Cucumbers, Cherry Tomatoes and Cilantro
Vinaigrette

ENTREES

Grilled Fajitas

Chicken
Steak

Add Grilled Shrimp -\$6/guest

ACCOMPANIMENTS

Warm Corn and Flour Tortillas
Grilled Onions and Bell Peppers
Spanish Rice and Whole Black Beans
House Made Guacamole, Sour Cream
Fresh Salsa, Shredded Cheese

DESSERT

Tres' Leches Cake
Seasonal Agua Fresca
\$69 per guest

POWELL STREET

Chef's Bread Basket and Creamy Sweet Butter

SALADS (please select up to two)

- Mixed Green with Apples, Basil, Dried Cherries, Fresh Arugula and Balsamic Vinaigrette
- Fresh Mozzarella and Cherry Tomatoes tossed in Basil Olive Oil
- Fresh Fruit and Domestic Cheese Display

ENTREES (please select up to two)

- Beef Tenderloin with Cream Sauce
- Chicken Breast over Honey Braised Natural Jus
- Roasted Pork Loin with Reduction
- Pan Seared Salmon
- Creamy Basil Pesto Penne Pasta

If you desire a choice of 3 entrée options, a \$5 per guest charge will be applied.

ACCOMPANIMENTS (please select up to two)

- Roasted Potatoes
- Garlic Mashed Potatoes
- Rice Pilaf
- Steamed Seasonal Vegetables

DESSERT (please select up to two)

- Cheesecake with Wild Berry Coulis
- Triple Chocolate Cake with Fresh Raspberry and Crème Anglaise
- Carrot Cake with Cream Cheese Frosting
- Chocolate Red Velvet Cake
\$80 per guest

THE BAY BBQ

SALADS

Romaine Lettuce with Cucumbers, Cherry Tomatoes, Pickled Red Onion and Garlic Croutons
Creamy Cole Slaw

ENTREES

St. Louis BBQ Ribs
Buttermilk Fried Chicken

ACCOMPANIMENTS

Garlic Mashed Potatoes
Green Beans with Bacon and Sautéed Onions
Cornbread and Creamy Sweet Butter and Honey

DESSERT

Apple Pie
\$70 per guest

(Minimum 20 guests | \$100 surcharge will be applied to groups under 20 guests)

Prices are subject to 24% service charge and current sales tax.

Passed Hors d'oeuvres

CHILLED

Jumbo Prawns with Traditional Cocktail Sauce

Mozzarella and Tomato Bruschetta

Shrimp Ceviche Mini Tostadas

WARM

Cheeseburger Slider

Coconut Shrimp with Mango Salsa

Pulled Pork Slider

Chicken Skewers & Peppers

Mini Grilled Cheese

*Tomato, Fresh Mozzarella and Basil Pesto
Flatbread*

Vegetable Spring Rolls with Ginger Soy Sauce

Crab Cake with Cream Sauce

Beef or Chicken Empanadas

*Grilled Gruyere and White Cheddar Cheese
Triangles*

Crab Stuffed Mushrooms

Pork Gyoza with Ginger Soy Sauce

Szechuan Beef Satay with Peanut Sauce

Asiago Arancini with Garlic Aioli

4 Selections \$36 per guest

5 Selections \$44 per guest

6 Selections \$52 per guest

***Passed appetizers and based on one hour of service
Each Chilled or Warm item is based on a 2 pieces per person***

Prices are subject to 24% service charge and current sales tax.

Displayed Reception

Crudité

Array of Crisp Vegetables
Assorted Dressings
\$14 per guest

Fresh Fruit Display

Array of Seasonal Fresh Fruit and Berries
\$12 per guest

Imported and Domestic Cheese

With Fresh Berries, Artisan Breads and Assorted Crisp Crackers
\$29 per guest

Antipasti

Prosciutto di Parma, Hard Salami and Sopresata
Provolone Cheese, Artichokes, Roasted Peppers and Kalamata Olives
Crostoni
\$36 per guest

Mediterranean

Variety of Olives, House-made Hummus and Baba Ghanoush
Crostoni and Pita Crisps
\$18 per guest

Slider Trio (Selection of Three)

BBQ Pulled Pork with Coleslaw
Crispy Chicken Strip with Dill Pickle
Beef Burger with Fresh Mozzarella and Grilled Onions
Turkey Burger with Tomato Bruschetta and Pimento Cheese Spread

\$22 per guest

Quesadilla Station (Selection of Three)

Choice of Whole Wheat or Flour Tortillas

Ingredient choices:

Three Cheese Blend	Carnitas
Grilled Shredded Chicken	Grilled Asparagus and Grilled Vegetables
Carne Asada	

\$19 per guest

Grilled Shrimp (\$6 per guest)

(Minimum 20 guests -\$100 surcharge will be applied to groups under 20 guests)

Prices are subject to 24% service charge and current sales tax.

Carving Stations (add to any Lunch or Dinner Buffet only)

Slow Roasted Turkey

*Cranberry Sauce
Warm Dinner Rolls
\$35 per guest*

Honey Glazed Ham

*Whole Grain Mustard
Warm Sweet Rolls
\$33 per guest*

Slow Roasted Rib Eye Roast

*Horseradish Crème
Au Jus
Warm Dinner Rolls
\$50 per guest*

Roasted Beef Tenderloin

*Horseradish Crème Fraiche
Warm Dinner Rolls
\$42 per guest*

(A carver fee of \$150 is required for each carving station)

(Minimum 20 guests - \$100 surcharge will be applied to groups under 20 guests)

Bar Service

WELL BRANDS

ONE HOUR \$20 per guest
\$14 per person for each additional Hour

PREMIUM BRANDS

ONE HOUR \$24 per guest
\$18 per person for each additional Hour

LUXURY BRANDS

ONE HOUR \$26 per guest
\$20 per person for each additional Hour

BEER AND WINE

Selection of Champagne, House Red and White Wines
Imported and Domestic Beer, Mineral Waters, Soft Drinks

ONE HOUR \$18 per guest
\$12 per person for each additional Hour

HOSTED (on consumption)

Well Brands	\$8 each
Premium Brands	\$10 each
Luxury Brands	\$12 each
House Wine by the Glass	\$9 each
Imported Beer	\$8 each
Domestic Beer	\$7 each
Sparkling Water	\$5 each
Soft Drinks	\$5 each

CASH (on consumption-price includes tax)

Well Brands	\$10 each
Premium Brands	\$12 each
Luxury Brands	\$16 each
House Wine by the Glass	\$9 each
Imported Beer	\$9 each
Domestic Beer	\$8 each
Sparkling Water	\$5 each
Soft Drinks	\$6 each

**One Bartender will be required per every 100 guests.
Bartender fee for first three (3) hours -\$200 per bartender. Additional hours \$50 per hour.**

Kids Menu

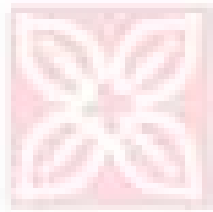
Available for children 4-10 years old
(select up to two entrees)

Children's Cheeseburger
French Fries & Sliced Apples

Chicken Tenders
French Fries and Fruit Cup
BBQ or Ranch Dipping Sauces

Macaroni & Cheese
Fruit Cup

Child Meals Include Punch or 2% Milk
And a Freshly Baked Cookie
\$25.00 per Child



Hilton
Garden Inn

Catering Guidelines and Information

The hotel reserves the right to inspect and control all private parties, meetings, receptions, etc. held on the hotel premises.

Audio Visual Requests: The Hotel has partnered with PSAV, a third party a/v provider, to enhance our guest's experience versus handling a/v needs in-house with our existing staff. PSAV's level of professionalism is unparalleled in the Audio Visual industry given their continual training on new products and services. Their equipment inventory is constantly being updated to ensure our clients have access to the most cutting edge products available. Please contact the PSAV representative at 510.285.1775.

Food and Beverages: All food and beverage must be purchased through the hotel unless special arrangements have been made through the Catering Department. Selected menus are due 30 days prior start dates. All Federal, State and Local laws with regard to food and beverage purchases and consumption are strictly adhered to and enforced. The hotel prohibits the removal of food from the hotel premises.

Corkage: Only Hotel approved bottled wine may be provided by Client. Approvals must be in writing prior to event. All bottles must be handled by Hotel staff for opening purposes.

Guarantees: The attendance must be specified 3 business days in advance. Otherwise, the expected attendance listed on the contract will become the guarantee. Sunday & Monday guarantees must be received by noon the preceding Monday. The hotel will be prepared to serve 5% above the guarantee.

Price Guarantee: All prices are guaranteed for 90 days prior to the function. Any function booked beyond 90 days may be subject to price changes without notice, based on the current market. Note: the quoted do not include current service charges & sales tax. Tax is computed on the total food, beverage and service charges.

Service Charge and Tax: All functions categories including service fees are subject to applicable service charges and current sales tax as specified on the contract.

Deposit: A non-refundable deposit of 20% of your food and beverage minimum is required in order to secure your catering event as a definite commitment and will be applied toward your final bill at full value.

Cancellation: In the event of cancellation for any reason, all deposits and payments are non-refundable. A cancellation fee may also apply. All cancellations must be submitted in writing to the Catering Office.

Room Assignment: Function rooms are assigned based on the number of persons expected. If actual attendance decreases or increases, we reserve the right to change groups to a room suitable for that number of attendees.

Room Set-Up Charge: If, on the day of the event, the engager changes the room set up specified on the catering contract, a minimum \$200.00 labor charge will be assessed.

Parking: Parking is \$2.00 per hour. Parking is limited and is not guaranteed to any guests attending any function on the hotel premises. The catering department will be glad to work with any group for a discounted parking group rate.

Decorations: The hotel will not permit the affixing of anything to walls, windows, floor or ceiling of rooms with tacks, staples, tape or any other substance. Any signs provided by our guests must be of professional quality and have management approval prior to placement. Use of birdseed, rice or confetti is not permitted.

Prices are subject to 24% service charge and current sales tax.

Music and Entertainment: The hotel reserves the right to have full control of volume levels of your group in the event the noise affects the other hotel guests or groups. Music is to end 15 minutes prior end time, no later than 11:45 P.M. FOG and/or SMOKE MACHINES ARE NOT PERMITTED.

Engineering, Electrical: Special Engineering requirements must be specified to our catering department at least three weeks prior to the function. Charges will be based on the labor involved and power drain.

Linens: Standard white, ivory, and black linens are included in the room rental/set-up fee. Specialty linens and chair covers are available for an additional fee, please ask your catering manager about options.

Damage and Loss: The hotel will not assume any responsibility for the damage or loss of any articles left in the hotel prior to, during, or after your function. The client agrees to be responsible for any damages done to the premises during the period of time the meeting/banquet rooms are under their control or under the control of any independent contractors hired by the client.

Security: For your safety as well as the safety of other guests, at any point the hotel may recommend and/or mandate security personnel at the expense of the client. The arrangements for bonded security personnel will be made by the hotel. Examples of when security is mandatory or recommended: social events with hosted or cash bar, fraternity/sorority socials, or events with valuable merchandise or props are displayed and/or held overnight in the hotel.

Insurance & Indemnification: Guests shall indemnify and hold Hilton Garden Inn, San Francisco/ Oakland Bay Bridge and its affiliates harmless from any and all claims, suits, losses, damages and expenses on account of injury to any party in connection with the function or resulting from damage or destruction of any hotel property by guest or any attendee of the function on the hotel's premises.

Shipping and Receiving: The Hilton Garden Inn San Francisco/Oakland Bay Bridge can accept packages for your meeting no more than five (5) business days prior to your first meeting date. If you need to ship packages outside of this time frame, please make arrangements with your Catering or Convention Services Manager prior to shipping. All packages for your program must be labeled as follows:

***ATTN: SALES DEPARTMENT - RE: (EVENT AND EVENT DATE)
Hilton Garden Inn San Francisco/Oakland Bay Bridge
1800 Powell Street, Emeryville, CA 94608***

Up to two (2) packages can be accepted at no charge. Additional packages will be charged to each registered hotel guest* or your master account as follows:

- Under 5 pounds: \$5.00 per box, per day
- 5 – 49 pounds: \$25.00 per box, per day
- 50 – 99 pounds: \$40.00 per box, per day
- 100 pounds or more: Negotiable - Pallets will not be accepted without prior approval.

*Packages cannot be accepted or shipped for non-registered guests.

If you need packages shipped out at the conclusion of your meeting, please advise your on-site Banquet Captain. The same charges outlined above will be charged for the storage of these packages. These charges do not include the cost of shipping. The charges will be billed to each registered hotel guest or your master account.