

OCEAN VIEW RESORT

Party Packages 2024

At the Best Western Plus Ocean View Resort we provide all the essential services to make your Party a Success. Our resort sits on the ocean front along the historic promenade. Just 4 short blocks downtown with 107 guestrooms, many facing the ocean, your party guests will be provided with a special group rate.

Baby Shower

Birthday Party

Quinceañera

Bar Mitzva

Anniversary Party

Class Reunion



www.oceanviewresort.com

VENUE SPACE

The Lewis & Clark Ballroom is our largest room at 2,800 square feet and features a 250 square foot foyer. The room boasts vaulted ceilings with chandeliers, and abundant natural lighting from tall picture windows. Our ballroom can setup up to 170 guests with space for a bar or presenter.

The Seaside Sandpiper has a cozier more intimate feel at 1,540 square feet and features a 100 square foot foyer. The room is on our lower level and is perfect for smaller receptions of 30 guests with a max of 80 guests with space for a bar or presenter.

LEWIS AND CLARK BALLROOM



SEASIDE SANDIPER



	Oct-Apr Weekday	Oct-Apr Weekend	May-Sep Weekday	May-Sep Weekend
Lewis & Clark Ballroom	\$600	\$750	\$1,000	\$1,350
Seaside Sandpiper	\$300	\$375	\$525	\$700

- Custom group lodging rates.
- Banquet staff for up to 4 hours of event service time.
- 1 hour prior and after for client setup/teardown of decorations.
- Table linen, and napkins.
- China, glassware, and flatware for food and beverage services.
- Setup and teardown of round dining tables, gift, and entry table.
- 24-hour cake storage available (must be boxed and labelled).

On-Site Caterer

Water, and iced tea service included.
 Buffet options that range from \$29-\$45.
 Appetizer and Banquet Bar available.
***See current catering menus.**

Off-Site Caterer Fee | \$20 per person

Water, and iced tea service included.
 Chafers, inserts, bowls, trays, spoons, and tongs for
 Caterer. Hotel staff setup, service, and clean up.
***See page 6 for agreement information.**

Add \$15 per person for Holidays or Special Event Dates.
Package and Add-Ons do not include 19% service charge.

PARTY ADD-ONS

LCD Projector	\$75.00
Portable Screen	\$35.00
JBL PA Speaker with Mic	\$150.00
Risers (4'x8' sections) – 5 sections available	\$50 per Section
Dance Floor	\$300.00
ION Portable Bluetooth Speaker	\$100.00

BONFIRE ON THE BEACH



Get everyone together and unwind after the reception. Don't worry about finding the perfect spot or fussing with the flames. Our hotel will have some beach chairs available to take out to the beach (max 15) and our staff will have the fire set up when you arrive. The bonfire is based on two hours and timeframe must land within the 8:00am to 11:00pm city requirements. The package cost becomes nonrefundable once booked. The permit fee is included in the package price.

Up to 30 Attendees \$250.00

Each Additional Attendee \$3.00 per

Bonfire on the Beach package and Add-Ons do not include 19% service charge.

CATERING INFORMATION

Your event includes certain Food & Beverage Services and Requirements.

Beach & City Permit Deadline: The Group must provide the Hotel the estimated count, date, and time no less than 45 days prior to the event. The cost of the package becomes nonrefundable once booked.

Catering Food & Beverage Minimum: The hotel relies upon the Group providing a minimum in Banquet food and beverage revenue (“Minimum Food and Beverage Revenue”). Should the Group fall below this amount the Group will be responsible for the difference between the Food and Beverage Minimum and the actual charges. For purposes of calculating the Food and Beverage Minimum, the service charges, gratuities, any taxes, or audio-visual charges are NOT considered part of the Food and Beverage Minimum.

Catered Food and Beverage Policies: All food and beverage and its service within the hotel must be provided by the Hotel and serviced by Hotel personnel. Food and Beverage may not be brought into the Hotel from the outside. Food and Beverage purchased through the Hotel may not be removed the Hotel.

Signage and Banners: Signs and banners are only permitted in the hotel lobby with advanced approval. To maintain appearances, the attachment of these items to function walls, floors, ceilings or curtains is also prohibited.

Service Charges: All Food, Beverage, Audio-Visual and Set-up Charges will include a 19% service charge as an add-on. The Service Charge is for the use of a private room with a dedicated staff.

Meeting Space: The Hotel sales team member will work with your group on all set-ups prior to the event. We ask that you approve, in writing the final set-up for your Group events. If the set-up is changed on arrival or after the function space has already been set-up additional charges will apply.

The hotel has an adequate, but limited supply of tables, chairs, china, glass, silverware, buffet ware and other standard catering items. There is no additional charge for the use of the hotel’s chairs, tables, and buffet equipment inventory however; any requirements in excess of the hotel’s available inventory will be priced at cost plus 25%.

Please advise Sales Coordinator of your entertainment plans as soon as possible.

Alcohol Service: Organization understands that, if alcoholic beverages are to be served on the Hotel premises (or elsewhere under the Hotel’s alcoholic beverage license), the Hotel’s alcoholic beverage license requires such beverages be dispensed only by its employees and bartenders. The Hotel’s alcoholic beverage license requires the Hotel to (a) request proper identification of any person of questionable age and refuse alcoholic beverage service if the person is either underage or proper identification cannot be produced, and (b) refuse alcoholic beverage service to any person who, in the Hotel’s sole judgment, appears intoxicated. The Hotel encourages the adoption by banquet groups of a designated driver program, whereby one or more persons accept the responsibility of not consuming alcoholic beverages and providing transportation of others in the party. The Hotel will be happy to assist anyone upon request in making alternative transportation arrangements and/or overnight accommodations during the course of Organization’s function.

Beverage/Bar Stations may not be hosted for more than five hours in length. Each Bar includes one (1) bartender. Additional Bartenders may be hired for \$75/hour. (Groups of 100 or more include a complimentary second Bartender). A minimum of \$200/hour in sales is required. The Hotel will consider other wine and beer options other than those offered. Please consult your Catering Manager.

Catering Menus: Due to market fluctuations, prices cannot be confirmed until 90 days prior to your function, at which time current menu prices will be provided. Menu items are subject to change based upon availability. The Group will provide the Hotel with menu selections at least thirty (30) days prior to the event. We will make every effort to fulfill special dietary requests. We ask that they be submitted with the menu selections.

Attendance guarantees for individual functions are required five (5) business days prior to each function. If the number of guaranteed attendees increases after this time, the Group will be charged for the actual number and an additional \$5 per person above the original guarantee.

The request to utilize meal tickets for plated meals must be arranged in advance through the Sales Coordinator. Must be a minimum of 20 guests, two entrée choices are permitted for plated meals. However, the higher of the two prices will be charged for both entrees.

All Buffets will have a maximum 60-minute service period and a 25-person minimum. Based on the size of the Group some extensions may be granted based on additional charges. Please consult your Catering Manager.

Event Planners: The Hotel often works with Event Planners and recognizes that the Event Planner is hired by the Client as its representative. At all times the direction of the Event Planner is considered the direction of the Client and as such, any costs or charges incurred will be the responsibility of the Client.

Further, the Hotel does not provide Wedding Planner services. The Hotel, as the wedding and/or reception venue is not able to act in the capacity the Wedding Planner.

Shipments and Storage: If it is necessary to ship materials to the Hotel prior to the Group arrival (such as literature or equipment), arrangements must be made with your Catering Manager prior to the shipment. Due to limited storage space, we request that shipments arrive no sooner than 72 hours prior to the scheduled event date. Storage and handling charges of \$5 per package, per day will be imposed for shipments arriving more than 72 hours before the event, as well as shipments that are not removed within 48 hours following the event. For further details, contact the Sales & Catering Office

Other Charges: The Hotel is capable of providing most or all of your audio/visual needs, linens, skirting, microphones and other equipment in order to make your event memorable. Please inquire with the Sales Coordinator as to these charges and availability of equipment.

OUTSIDE CATERING INFORMATION

Outside Catering Agreement: The following is a list of rules and regulations for outside catering using the Best Western Plus Ocean View Resort. All reservations and agreements are made upon, and are subject to the following conditions:

1. A Release of Liability signed by the client must be on file 30 days prior to the event. Hotel to display signage during the event indicating the Caterer that provided the food.
2. The Caterer must have a certificate of insurance, a valid business license, and liability insurance for any vehicles used in conjunction with Caterer's services.
3. The Caterer agrees to prepare and store all food as per Health Department Guidelines (i.e. food cannot be placed on the floor nor prepared on the floor at any time).
4. Outside Caterer are restricted from providing any, and all alcohol beverages.
5. A list of equipment that is needed and a description of the menu items must be sent to the Hotel no later than two weeks prior to the scheduled event. Any items the Caterer brings to the Hotel and all hotel equipment borrowed from the Hotel must be checked in and out by the Hotel. It is the responsibility of the Caterer to make sure that all borrowed equipment is returned to the Hotel. Any missing equipment will be charged to the client.
6. The Hotel will supply all chaffers, inserts, bowls, trays, spoons, and tongs. If equipment is required that the Hotel does not have, the Caterer will be responsible.
7. The caterer must arrive two (2) hours prior to the event start time to meet with the banquet captain to confirm setup and flow. Labor fees may be charged if this requirement is not met. It is the responsibility of the caterer to prepare and tray all the food items. Use of the Kitchen is prohibited unless permitted by the Hotel. The Caterer should be prepared to bring in their own equipment if needed. The Caterer will display and present food in a professional manner. The Caterer must be completely ready with food 30 minutes prior to the event. The Caterer should be prepared to serve 5% over the guarantee's count. The Hotel is not responsible for boxing or storing any additional food items not consumed. The representative for the Caterer must remain on site for the entire duration of the food function.

AREA VENDORS AND RESOURCES

Event Coordinator

Synergy Events

Brandon Dau
715.308.4780
brandon@synergieventsllc.com

Photographer

Don Frank Photography

PO Box 2641
Gearhart Oregon 97138
503.738.5118
donfrankphotography.com

Morrissey Video Production

P O Box 333
Seaside, OR 97138
503.440.2138

Willow Wisp Photography

Warrenton, OR 97146
503.840.2383

MA Photography

www.maphotography.info
541.971.1511

Florist

The Natural Nook Florist Shop

738 Pacific Way
Gearhart, Oregon 97138
503.738.5332
<http://seasidenaturalnook.com>

202 Tiff LLC

503.791.2151
tiffany_2151@hotmail.com

Disk Jockey

Keith's DJ TRAXX

503.791.5169
DJ and Band "UNLEASHED"

DJ Eric Saucedo

503.440.7264

DJ Helix

971.303.1266
glennhodes923@gmail.com

Synergy Events | Brandon Dau

715.308.4780
brandon@synergieventsllc.com

Bakery

Gathered Bakeshop & Market

Sarah
gatheredastoria@gmail.com
<https://www.gatheredastoria.com/>

Cannon Beach Bakery

240 N. Hemlock-PO Box 879
Cannon Beach, OR
503.436.0399