



Catering Menus

General Information



Executive Chef, Desi Szonntag



Prior to joining the Airtel Plaza Hotel, Desi was the Executive Chef of Le Merigot Hotel in Santa Monica, Executive Sous Chef at Hotel Bel-Air, where he created the daily chef's table market menu, earning accolades in the pages of Saveur and Los Angeles Magazine.

Desi has more than 25 years of experience working as a chef for an impressive roster of fine dining restaurants, including Shutters on the Beach, Santa Monica; Ocean Avenue Seafood, Santa Monica, Hotel Bel Air, Tatou in Tokyo, Beverly Hills, Aspen, La Boheme, New York City and Le Cirque, New York City. In addition to his extensive experience in these renowned restaurants, Desi was named as a featured chef at the James Beard House.

Desi constantly strives to create the perfect culinary creation and enjoys researching culinary history from around the world. Desi's cooking signature is similar to his personality: sophisticated, straightforward and well balanced.

Any special desires on your menu? Allow Chef Desi to assist with your customized menu.



General Information

Audio-Visual

A complete line of audio visual aids are available for a fee. Please notify us 72 hours in advance so we may notify our own in-house audio visual supplier.

Banquet Room Set Up

Banquet seating is provided at rounds of 8 and 10. A \$300.00 change fee will be assessed should the room set-up need to be altered on the day of the event. All buffet and break pricing based on 2 hours maximum service. Should the service request extend beyond 2 hours, additional charges may apply.

Custom Menus

Custom menus are available. Please speak with our Catering Manager directly regarding this.

Damage to Hotel Property

The client agrees to pay Hotel for any and all damages arising from the occupancy and use of the Hotel facilities by the client, client's contractors, guests and any persons present at the function. Such payments shall be due upon submission of invoice by Hotel.

Decorations

Arrangements for floral centerpieces, special props and decorations may be made through the Catering Office. All decorations must comply with the Los Angeles City Fire Department's regulations. Any open flame, including votive candles lighting or videotaping with tri-pod or boom, requires a permit and must be furnished to the Hotel prior to installation. No confetti permitted. The Hotel will not permit the affixing of anything to the walls or ceiling of rooms without written approval from the Catering Manager.

Deposit

In order to confirm a function space reservation, a deposit and a signed Letter of Agreement is required. In the event of a cancellation, any deposits are non-refundable.

Electrical

Additional power is available for most banquet rooms. Charges will be based upon labor involved and actual power requirements. Electrical needs exceeding 120-volt/20-amp wall plug service must be arranged in advance and will require additional charges.

Food and Beverage

All Food and Beverage, including Alcohol, must be purchased through the hotel and served only by the Hotel. No outside food and beverage of any type is permitted to be brought into the hotel by the client or guests without special permission from the Hotel. The hotel reserves the right to charge for the service of such food and beverage at banquet menu prevailing rates. A \$15 per bottle corkage fee will apply for all bottles of wine not purchased through the hotel. Outside liquor and beer is not permitted.

Guarantees

The attendance minimum must be guaranteed three (3) business days in advance prior to your function or the number in the original contract will be used. This number will be your guarantee and is not subject to reduction. All charges will be calculated based on this number. The Hotel will set and prepare 3% over the guarantee for any parties of up to 400. For all Buffets, the Hotel will set-up and prepare for the guarantee number only.

Bartender Fee

Bartender Fee is \$125 plus service charge and tax, per bartender, per event.

Hotel Etiquette/Music and Entertainment

The Hotel reserves the right to control the volume on any form of entertainment to ensure not to disturb the hotel guests. Style servers are available at a \$100 each per 4-hour shift. Overtime rate beyond each 4-hour shift is \$37.50 for each additional hour. Labor fees are subject to Service Charge and California Sales Tax.

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General Information

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Labor Charges

A labor fee of \$100 will be added for groups less than the minimum required for the menu selected. Bartenders, carvers, station attendants and butler.

Meeting Space

The Hotel reserves the right to change room locations specified in your contract should your attendance change or as deemed necessary by Hotel.

Parking

Ample free self-parking is available for your guests on Valjean Avenue and adjacent streets. Secured Hotel parking is available on hotel property at \$10 Overnight / \$8 Event / Self- Parking / \$5 Event Hosted Parking.

Payment

Payment for the guarantee is due in full by 10:00 am five (5) business days prior to the event in the form of cashier's check, credit card or cash unless direct bill has been established to the satisfaction of the Hotel's Accounting Department. Personal checks will be accepted as a form of payment when provided a minimum of seven (7) business days prior to the function.

Price Fluctuations

Menu prices are subject to change without notice. Any price fluctuation will be confirmed in advance by our Catering Manager.

Seating

Unless otherwise requested, banquet round tables are set with minimum of 8 and a maximum of 10 guests per table. Room diagrams are available and can be provided by your Catering Manager.

Security

The hotel may require security officers for certain events. All security must be arranged through the hotel and will be charged to the organization. The hotel

strictly enforces a no weapon policy for all security functions on the property.

Hotel security can be provided for a charge of \$45 per guard per hour with a minimum 4-hour shift. For further details, contact your Catering Manager. Advance arrangements must be made for Hotel Security to assist with your needs. The hotel will not assume any responsibility for damages or loss of any merchandise left in the Hotel at any time

Service Charge and Sales Tax

All event prices are subject to a 15% taxable service charge and the prevailing California Sales Tax (currently at 9.25%) in effect on the date of the event. This will be added to all Food and Beverage, AV, Room Rental and Miscellaneous items.

Schedule of Events

General guidelines for specific times listed on letter of agreement and banquet event order(s): Meetings 7:00 am - 5:00 pm - Day | 6:00 pm - 11:00 pm Evening Social: 10:00 am - 3:00 pm - Day | 6:00 pm - Midnight

*Additional time must be scheduled in advance and may include a rental fee. A \$500.00 fee applies for every 15 minutes the program runs past the event end time. The Hotel shall not be liable for delays caused by the client, acts of God, civil disturbance, other persons, utility interruption or for any delay caused by the late release of the assigned space by a prior occupant having been given proper notice by the Hotel.

Shipping/Storage

Materials may be shipped to the hotel no earlier than two (2) days prior and the client is responsible for receiving packages at the hotel. If more than 5 boxes and/or if weight exceeds 25 lbs. per box, a handling fee of \$5 per box applies.

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Signage

In order to maintain the ambiance of the hotel, all signs must be professionally printed; no handwritten signs are permitted. The hotel prohibits signs of any kind in the lobby. However, signage is permitted in the ballroom area.

Placement is subject to approval by your manager and must meet traffic flow and safety guidelines.

Smoke/Fog Machine

No smoke and /or fog machine is permitted on property. All clients are held responsible for notifying and holding any outside vendors accountable. If a smoke and/or fog machine is brought on property as part of your event, a \$500 fine applies. If one is used during your event and results in setting off a fire alarm, a \$1,000 fine applies plus the property cost of any complaint from hotel guests, requiring the property to refund any revenue to such guests.

Telephone/T-1

Analog Dial Out Line at \$75 connection fee plus service charge, tax and prevailing rates for calls. Direct Dial (DID) Line at \$125 connection fee plus service charge, tax and prevailing rates for calls. Speaker Phone at \$150 per day plus service charge, tax and prevailing rates for calls. Please arrange special telephone and connections in advance with your Catering Manager.