



CYPRESS HOTEL  
&  
PARK PLACE CATERING  
WEDDING CEREMONY

CYPRESS - A KIMPTON HOTEL & PARK PLACE RESTAURANT

[WWW.THECYPRESSHOTEL.COM](http://WWW.THECYPRESSHOTEL.COM)

10050 S. DE ANZA BLVD. CUPERTINO, CA 95014

CATERING (408) 342-4823

# CYPRESS WEDDING CEREMONY

(BASED ON 150 GUESTS)



## PACKAGE INCLUDES:

**BALLROOM, PAVILION OR PLAZA FOUNTAIN CEREMONY**

**WHITE FOLDING CHAIRS**

**SOUND SYSTEM**

**(2) SPEAKERS, LAVALIERE & STANDING MICROPHONE**

**UNITY CANDLE TABLE, DRAPED & SKIRTED**

**GIFT/PROGRAM TABLE, DRAPED & SKIRTED**

**WHITE COLONNADE ARCH WITH FOUR WHITE COLUMNS**

**(2) PEDESTALS WITH FRESH FLORAL ARRANGEMENTS**

**BURGUNDY AISLE RUNNER**

**EXCEEDING 150 GUESTS WILL INCUR A CHARGE \$5.00 PER PERSON**

**\$2,000.00 PLUS SALES TAX**

Ceremony Only Bookings - Requires at least a Cocktail Reception  
with \$3,000.00++ Food & Beverage Minimum

*”The ceremony and cocktail reception turned out beautifully...”*

J.L. – Cypress Bride

## CATERING AND BANQUET POLICIES

Thank you for your interest in Park Place Restaurant Catering and Cypress – A Kimpton Hotel Banquet services. We are confident our catering and banquet team will make your event a successful and memorable one.

Please take the time to review our policies and procedures. These are in place to ensure your event runs as smooth as possible.

### FOOD AND BEVERAGE

Please note food & beverage minimums quoted do not include service fees or sales tax. This information is also included in your catering sales agreement. Park Place Restaurant and Cypress is the sole provider of all food and beverages. Wine only may be provided at a corkage fee of \$15.00 per bottle. 10.5% gratuity, 9.5% administrative fee, and 8.25% sales tax per 750 ML bottle will apply. Removal of food and beverages from the hotel is prohibited. Children's meals are available upon request for ages 12 and under. All prices are subject to change due to market fluctuations. Confirmed prices will be quoted thirty (30) days prior to the function.

We will need a final menu selection at least four weeks prior to your event. All food and beverage must be purchased through Park Place Restaurant.

Food tastings can be conducted at the request of the contact or client. We recommend to schedule tastings at least 3 months prior to your event date. Please contact your catering representative for scheduling and guidelines regarding food tastings.

Final menu entrée selection on all plated banquet menu items is limited to three choices. If more than 1 entrée is offered, the client is responsible for providing entrée selection indicators for each guest.

Please note that hot buffet selections require a minimum guarantee of 20 guests, regardless of the number of Guests served.

A private Bar can be provided for groups of 25 or more for duration of 5 hours. A fee of \$150 per bartender will apply. This fee can be waived if a \$500 hosted bar minimum is met. Additional bar service is available at an overtime rate of \$75.00 per hour.

Please advise your catering representative of any food allergies prior to the event. Special meals for dietary, health, or religious reasons may be arranged with the Catering Department. The exact number of special meals must be specified with the guaranteed attendance.

After the conclusion of the function, the non-consumed food becomes the property of the Catering Department. Due to health code leftover food or beverage may not be packaged or removed from the function area.

### ROOM RENTAL

Food & beverage minimum will apply for all banquet space reserved. Rates are determined by the length of the event, the estimated attendance, day of the week and season.

### DECORATIONS, MUSIC, AND ENTERTAINMENT

Our catering staff will be happy to assist with the arrangements for your music and entertainment requirements, as well as advise on appropriate floral and theme decorations. Due to the detail in décor, we do require nothing is affixed to the walls, floors or ceilings with nails, staples, tape, etc.

## **GUARANTEES**

Guaranteed attendance is due ten (10) business days prior to any event. If the guarantee is not provided by the designated day and time, the estimated attendance on the Banquet Event Order will apply. After guaranteed attendance is received, we can only accept an increase in the number of expected attendees. However, should your number of attendee's decrease we will charge for your guaranteed number of guests. You will be charged for the Final Count or the Guaranteed Number, whichever is greater.

## **CANCELLATIONS**

Cancellations must be made only with the Catering Office between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday. Please check your Banquet Event Contract for cancellation charges. Should your confirmed reservation be canceled at any time prior to your event, any deposit will be applied towards your cancellation and is non-refundable.

## **AUDIO-VISUAL**

Please notify your conference coordinator or catering manager of any audio-visual needs. A complete line of audio/visual equipment is available through our in house provider SWANK AV. To ensure availability of equipment, all orders must be received (5) business days prior to each function. Please contact Oscar Cortez, Director of Audio Visuals at (408) 342-4814.

## **PACKAGE AND DELIVERY HANDLING**

Please ensure proper labeling of all delivery items. Clearly mark the name of the group, group contact person, catering and convention service manager name and date of event. Delivery times should be coordinated with the catering manager and a handling fee will occur. Handling fee is \$2.00 per box per day. Prices subject to change based on size and weight.

## **DEPOSITS, PAYMENTS, BILLING & SERVICE CHARGES**

All Banquet prices are subject to a 10.5% gratuity, 9.5% administrative fee for a total fee of 20% and 8.25% state sales tax.

Please note that the standard room fee for all Banquet Rooms is priced on a sliding scale, based on food and beverage estimates. Daytime is considered 8am to 5pm; Evening is considered 6pm to 11pm. Additional time is charged \$250 per hour.

Cypress – A Kimpton Hotel /Park Place – Cupertino does require a valid Credit Card on file for all groups and events. Social functions require a deposit based on your food and Beverage minimum. This deposit is non-refundable and is applied to the total charges for your event. Deposit guarantee for all social events is equivalent to 50% of the contracted food and beverage minimum.

All Final Payments are due (5) business days prior to the group event. If payment is being handled by a check, then payment must be received (10) business days prior. Final Payment will reflect estimated charges based on final count or food and beverage minimum, which ever is higher

## **PARK PLACE RESTAURANT BAR REQUEST POLICY**

A \$400 Bar Fee will be charged to groups requesting that the restaurant bar hours be extended beyond 12 midnight. Cut off time will be 2am. That fee covers staffing and house charges. Since the bar has to remain open to other hotel guests, additional Food & Beverage minimums will be waived. When multiple requests for the same date occur, all participating groups will be required to pay the Bar Fee separately, and proper staffing will be provided by management. A separate credit card must be secured at least (3) weeks in advance to make arrangements. All noise restrictions for use of the patio bordering the park and neighboring residential development must be adhered to by participating private parties.