

cherish



Outside Catering Wedding Menus • 2009

REGENCY CATERERS by HYATT

17900 Jamboree Road • Irvine • California • 92614
949 225-6644 • regencycaterer.com

REGENCY
CATERERS
BY HYATT

Regency Caterers would be pleased to service your special day. To help you in the early planning stages we would like to offer the following outside catering wedding package. The price of \$38 per Guest includes the following...

your wedding package includes

- permission for food to be provided by a Catering Company or Restaurant on the list provided by Regency Caterers by Hyatt. An Indemnity/Waiver form must be signed by the Caterer and the Event Planner.
- starbucks coffee, tea, decaffeinated coffee included with dinner
- champagne toast
- complimentary cake cutting
- guest tables, chairs, white linens, silver table stands & numbers, flatware, china & glassware.
- draped tables for gifts, guest book, and cake, dance floor & stage for your dj or band
- 24" mirror rounds for each table
- votive and sambonet candles on each table

- special guestroom rates for family and friends at the Hyatt Regency Irvine
- complimentary shuttle from John Wayne Airport to the Hyatt Regency Irvine for guests staying at the hotel
- complimentary honeymoon suite for the bride and groom the night of the wedding



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general information & policies

The Entire Staff congratulates you on your Engagement!

WEDDING SERVICES MANAGER RESPONSIBILITY

Regency Caterers delights in taking care of all details, allowing you to enjoy your family and friends for this occasion. To ensure your personalized touch, we provide detailed consultations prior to the event. Your decisions and plans, and your Wedding Services Manager's attention to every detail, will create a memorable celebration on your Special Day.

CONFIRMATION OF SPACE, DEPOSITS & PAYMENTS

An initial non-refundable \$2,500.00 deposit is required to confirm your date. Full payment of your estimated charges and a tentative headcount will be due 10 days prior to your event. The final guarantee of attendance will be due 3 business days prior to your event. Payments are accepted in the form of cash, cashier's check, money order or credit card.



ALCOHOLIC BEVERAGES

If alcoholic beverages are to be served, Regency Caterers alone may provide beverages. Our alcoholic beverage license requires us to (1) request proper identification (photo ID) of any person of questionable age service if the person is either underage or proper identification cannot be produced and (2) refuse alcoholic beverage service to any person who, in our management's judgment, appears intoxicated. Service must conclude by 1:00 AM or by the time requested by the venue.

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■ DECORATIONS & LINENS

Complimentary selection of white or black table linen along with a selection of napkin colors are provided. Regency Caterers off-white classic china and silverware are also included. Specialty table linens, chairs, chair covers and upgraded flatware and china are available for an additional charge. Ice Carvings are available in various designs. All decorations incorporating candles must meet with the approval of the local Fire Department.

■ COAT CHECK

Coat Check facilities are available at a charge of \$150.00 per attendant.

■ GUARANTEE

Your wedding service manager will determine with you a minimum revenue guarantee at the time of signing a formal agreement. This will be considered your minimum financial responsibility, and is not subject to reduction. Your actual final guarantee of attendance must be received 3 business days prior to event day. We will be prepared to serve 3% over this figure.

■ GUEST ACCOMMODATIONS

Special rates will be offered, at the Hyatt Regency Irvine based on availability, to any guest attending your wedding. Check in time is 3:00 PM and check out is 12:00 noon. If you wish to reserve a block of rooms, please discuss this with your Wedding Services Manager. All rooms and rates are subject to availability.

■ SEATING

Seating will be either 60" or 72" Round Table Seating (8-12) Guests at each table. Special seating diagrams with numbered table are available if there is to be assigned seating. Other seating variations are available upon request.

■ SECURITY

Regency Caterers will not assume responsibility for the Damage or loss of any merchandise or articles left on the premises prior to or following the ceremony or reception.

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❖ MUSIC

Recommendations for orchestras, ensembles, bands and entertainment are available through your Wedding Services Manager. Some sites have restricted access and therefore may incur additional charges.

❖ TIME

Client agrees to a contracted event time. In the event that the event goes is occupied past the contracted time, the client agrees to pay \$500.00 per hour.

❖ ADDITIONAL CHARGES

A taxable 22% service charge and 8.75% sales tax is added to all food and beverage.

(California State Board of Equalization Regulation No. 1603)

Regency Caterers will require the caterers to utilize at least one stewarding Hyatt employee @ \$250.00, based on 8 hours, should the caterer require more than six hours additional charges will apply. The caterer will be responsible for all buffet stations and plate ups. Should the caterer required additional service, chefs and stewards are available with advance notice at \$100.00 per hour per employee.

Minimum Truck Fee	\$450.00
Set Up Fee	\$350.00
Oven/Stove Fee	\$350.00 each
Ceremony Fee	\$600.00

Based on both ceremony and reception.

❖ ENGINEERING NEEDS

If an engineer is needed the charge is \$55.00 per hour.

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wedding ceremony information

■ CHANGING ROOMS

(1) changing room for the Bride and her Attendants at the Hyatt Regency Irvine Hotel. Changing rooms at other venues are available per venue availability and pricing.

■ GUEST BOOK & GIFT TABLE

covered in white or black linen

■ WHITE PADDED FOLDING CHAIRS

■ ITEMS NOT INCLUDED

Officiant, Music, Decoration, Runner and Ceremony Coordinator



estimated canopy rental

Includes set-up, removal & lighting in canopy

100 Guests or Less	1,500.00 - 3,000.00*
200 Guests or Less	2,500.00 - 6,000.00*
400 Guests or Less	4,000.00 - 7,000.00*

* 8.75% Tax will be added to the above items

Regency Caterers looks forward to working with you to make this day a special one to remember!



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outside caterers guidelines

The following is a list of guidelines for outside caterers working with Regency Caterers:



■ CERTIFICATE OF INSURANCE

The caterer must send a certificate of insurance (\$2,000,000.00) and must be on file at least 2 weeks prior to the event along with a description of the menu and all menu items.

■ EQUIPMENT NEEDS

A list of equipment that is needed must be sent to the hotel no later than two weeks prior to the event.

■ OUTSIDE CATERER'S RESPONSIBILITY

It is the responsibility of the caterer to clean any area they are using including the kitchen areas or a cleaning fee may apply.

It is the responsibility of the caterer to make sure that all borrowed equipment is returned to the hotel steward, any missing equipment will be charged to the client.

All food must be ready to be placed in chafers ½ hour prior to the reception and dinnertime.

The caterer must go over all the details of the menu with the Banquet Captain.

The Caterer should arrive early for prepping and have enough back up food for the event.

Should additional stewards be required for plate up, the requirement is one steward for every 100 guests.

the hyatt regency irvine
recommends the following
caterers:



indian food

CLAY OVEN

(949) 552-2851

MANOHAR'S DELHI PALACE

(626) 964-0343

SHEHNAI

(714) 283-0060

CHAKRA

(949) 854-0009

asian food

FURIWA RESTAURANT

(714) 534-3996

JADE PALACE

(714) 434-2854

SEAFOOD WORLD

(714) 775-8828

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caterers:

persian food
BAHADOR CATERING INC.
(818) 609-7135

MITRA PUR MOEZZI
(714) 544-1400

PERSIA INC.
(949) 474-7777



afghan food
KHYBER RESTAURANT
(619) 571-3749

KABUL WEST RESTAURANT
(858) 622-9500

kosher
GOURMENT CATERERS
(949) 293-4688

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