

Wedding Information

Congratulations on your engagement! The Holiday Inn on the Bay is honored to have been chosen as host for your wedding celebration. We can assure you that each member of our staff is looking forward to serving you and your guests and making your wedding an unforgettable event.

Food & Beverage Minimums

Food and Beverage Minimums will vary according to the number of guests. All Food and Beverage Minimums are subject to 18% Taxable Service Charge and 7.75% Sales Tax.

Confirmation of Space

Event space may be confirmed on a definite basis as early as twelve (12) months in advance. All dates are subject to approval from our Director of Catering and will become definite upon receipt of deposit and signed Catering agreement.

Deposit Schedule

Deposits are based on the number of guests; the hotel space reserved and is non-refundable. Your first deposit will be due along with the signed Catering Agreement 10 days after you have received the contract. This initial deposit is \$1000.00; a second deposit is required 30 days prior to the event date and is based upon 50% of the estimated food and beverage costs, site rental fees, service charge and applicable taxes. The estimated final balance for your event, based on actual food and beverage selections and all related costs, is due 3 business days prior to your event.

Guarantee

A final confirmation or "guarantee" of your expected number of guests is required by 10:00 AM three (3) business days prior to your event. All multiple entrée menus require confirmation or "guarantee" five working days prior to your event. This guarantee may not be reduced. We will make an allowance to set 5% above your guarantee. A minimum of 20 people is required or a labor charge of \$150 will be assessed.

Wedding Coordinator

To ensure a flawless event, you will find it essential to hire a professional wedding coordinator; the Events Service office has several referrals for Professional Wedding Planners. While our experienced Event Service Team is expert in planning every aspect of your food and beverage, room arrangements and hotel detail, they can not replace the personal touch of your Wedding Coordinator. Who is instrumental in bringing together all of the details of your vision - from your walk down the aisle to your last dance.

Overnight Guestroom Accommodations

Please note that contracting with the hotel for a special event does not guarantee room availability.

Please contact the reservations department at 1-800-877-8920 or check our website <http://www.holiday-inn.com/sandiego-onthebay> on availability for your preferred dates.

Rehearsals

*Rehearsal times may be booked ten days prior to your event.
Location and times are subject to space and availability.*

Wedding Menus

All of our culinary creations are expertly prepared by our award winning; "2006 Chef of the Year"; to ensure gourmet quality meals that you would not believe possible in a banquet settings. Our experience Banquet staff has established an outstanding reputation for service and attention to the special individual needs of our wedding parties. Our goal is to exceed your expectations by ensuring we anticipate every detail.

Request for Multiple Entrees

It is possible for your guest to be given a choice of entrée in advance.

The following stipulations apply:

- * If there is a price difference between the entrees, the highest priced entrée will prevail for all entrees.*
- * All side orders will be the same, vegetable, starch, appetizers*
- * Guarantee of attendance with the breakdown for each entrée is required five (5) business days prior to the event.*
- * A form of entrée identification is required at the guest table, e.g. marked place card, colored ticket or coded nametag.*
 - * A minimum of twenty (20) entrees*
 - From each menu choice must be served.*
- * Groups with forty (40) or fewer guests may have a choice of entrée at the event with the following stipulations:*
 - * A minimum of two courses must be served prior to the entrée.*

- * All additional courses must be the same for all guests.*
- * If there is a price difference between the entrees, the highest priced entrée will prevail for all entrees.*
- * An additional \$10 per person charge will apply.*

Food and Beverage

No food or beverage of any kind will be permitted to be brought into the hotel by the patron or any of his/her guests without the written approval of the Director of Catering. The hotel reserves the right to charge for any such food or beverage brought into the Hotel.

Buffets

Buffets are continually replenished for 1-½ hours of service, based upon your guaranteed attendance.

Decorations/Linens

Floor length linens and hurricane globe with tapered candle placed on a 10-inch mirror per table are complimentary. We are happy to assist with the rental of specialty linens, chair covers, floral arrangements, special decorations or themed décor.

Entertainment

We will be happy to provide referrals for your musical or other entertainment needs.

Audio Visual Services

Complete in-house audio visual equipment and services including decorative lighting and electrical needs are available at additional fees. Please consult your Event Services Manager for assistance.

Contractual Terms and Conditions

All contractual information is clearly outlined in the terms and conditions section of our contract and banquet event orders.

Labor Charges

A \$200.00 bartender charge will be applicable if bar sales do not exceed \$5.00 per person based on a minimum of fifty guest (50). Carvers and station attendants are available at \$150.00 each.

Parking

*Self-parking for local attendees is \$6.00 and overnight guests are \$20.00 per night.
Valet parking is \$24.00.*

Function Rooms

If attendance increases or decreases we reserve the right to move the function, with notification, to a room suitable for the new attendance figure.

Security

*The hotel will **NOT** assume responsibility for damage or loss of any merchandise or articles left in the hotel prior to, during, or following the function. Arrangements for security should be made prior to the planned event. The catering department can furnish referrals.*

Contact Information

For personal attention, please contact:

Sandy Maurin – (619) 358-6016 Email Sandy.Maurin@ihg.com

OR

Judy Anderson - (619) 358-6018 Email: Judy.Anderson@ihg.com