



Please submit this form to:
 Misty Cena, Sr. Affiliate Account Manager
misty.cena@Marriott.com
 Phone: 714.748.2423
Due Date: February 1st, 2017

Platinum Ballroom Exhibitor Food & Beverage Order Form

Contact Information

Contact Name		Organization Name	
Position/Title		Email Address	
Phone Number		Fax Number	
On Site Contact		On Site Contact Cell Number	
Company Mailing Address			
Marriott Rewards Number			

Event Information

Event Date		Event Name	
Event Start Time		Event End Time	
Number of Attendees		Post Event Name on Reader Boards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Food and Beverage? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Booth Number/Meeting Space			

FOOD & BEVERAGE RESTRICTIONS

Due to licensing requirements and quality control issues, all food and beverage to be served on Hotel property must be supplied and prepared by the Hotel. No outside food and beverage is permitted in the Hotel Convention Rooms.

Fill in the below order form with your requirements:

Date	Start Time	End Time	Quantity	Menu
				Ice – Sold in Increments of 25 Pounds (\$100 ++)
				Water – Sold Per Gallon (\$75 ++)
				Bruschetta, Hummus and Tapenade with Pita Platter for up to 10 People (\$80++)
				Artisan Cheese Platter for up to 10 People (\$140++)
				House-Made Guacamole, Salsa, Tortilla Chips for up to 10 People (\$120++)
				Sliced Fruit, Melon, Berries for up to 10 People (\$120++)
				Season’s Best Whole Fruit (\$44++ Per Dozen)
				Assorted Cookies (\$60++ Per Dozen)
				House-Made Anaheim Muffins, Danish and Breakfast Breads (\$50++ Per Dozen)

++ Denotes 24% Taxable Service Charge and 8% Tax

Client Initials: _____



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GENERAL INFORMATION AND POLICIES AGREEMENT

All reservations and agreements are made upon, and are subject to, the rules and regulations of the Anaheim Marriott (also referred to herein as "Hotel"), and the following conditions:

SERVICE CHARGE AND TAX (++)

All prices are subject to 24% taxable service charge and applicable 8% Anaheim City Tax. Prices are subject to change.

FOOD & BEVERAGE RESTRICTIONS

Due to licensing requirements and quality control issues, all food and beverage to be served on Hotel property must be supplied and prepared by the Hotel. Any food and beverage ordered on site will be limited to items we have in-house and staffing limitations. There will be \$100 pop-up fee for food and beverage ordered within 72 hours as per Anaheim Marriott's Catering Guidelines. The Hotel reserves the right to cease service of alcoholic beverages in the event that the persons are under the state mandated age limit or are intoxicated.

PAYMENT POLICY

Upon creation of your Account in our system we will automatically send you a secure connection to complete an online Credit Card Authorization form. A credit card is required at time of order and to remain on file through duration of the event. The credit card supplied will be used for payment on all charges. 100% of the estimated amount will be applied to the card prior to the event (7 – 10 business days) as well as any balance due at the end of the event.

CANCELLATION POLICY

The following charges will be applied in the event of a cancellation:

Days Prior to the Event	Charged to the Client
7 – 15 Days Prior	50% of Food & Beverage Order
4 – 7 Days Prior	75% of Food & Beverage Order
0 – 3 Days Prior	100% of Food & Beverage Order

BILLING INFORMATION & OPTIONS

You may remit payment via company check made to the order of: Anaheim Marriott. The check must be made for 100% of the anticipated charges, estimating any consumption items as well. Your Catering Manager will provide this estimate to you. The check must be received no less than (10) TEN business days prior to your event date. Any balance left will be billed to the credit card on file.

Upon creation of your Account in our system we will automatically send you a secure connection to complete an online Credit Card Authorization. A Deposit of 100% of the estimated amount will be applied to the card 7-10 business days prior to the event and the balance at the end of the event. All charges will be applied to card prior to invoice being mailed.

Any remaining funds will be promptly returned upon the final account being reconciled.

Client Initials: _____