



hotel nikko san francisco

refreshment service

beverage

{minimum of 10 orders}

	price
Freshly Brewed French Roast Coffee, Decaffeinated Coffee & Traditional, Herbal & Japanese Teas	\$5.50 per guest/\$110.00 per gallon
Iced Tea	\$5.00 per guest
Hot Chocolate	\$5.50 per guest
Voss Spring Water	\$6.50 per bottle
Freshly Squeezed Orange and Grapefruit Juice	\$8.50 per guest
Assorted Individual Fruit Juices	\$7.50 per bottle
Flavored Mineral Waters	\$5.00 each
Assorted Soft Drinks	\$5.00 each
Bottled Water	\$5.00 each

bakeries / fruit

{minimum of 10 orders}

Danish, Muffins, and Fruit Breads	\$5.50 per guest
Scones, Butter and Jams	\$6.50 per guest
Bagels with Plain Cream Cheese	\$72.00 per dozen
Bagels with Smoked Salmon and Cream Cheese , Capers, Onions and Tomatoes	\$17.50 per guest
Assorted Yogurts with Granola	\$7.50 per guest
Sliced Fresh Fruits and Berries	\$12.50 per guest
Whole Fresh Fruit	\$3.75 each
Freshly Baked Jumbo Cookies	\$5.50 per guest
Individual Yogurt	\$5.50 each

all prices subject to 21% service charge & 9.5% tax

Effective on January 1, 2009



hotel nikko san francisco

individual refreshments

Granola Bars	\$5.25 per each
Candy Bars	\$5.50 per each
Power Bars	\$5.75 per each
Dove Ice Cream Bars	\$6.50 per each
Gourmet Popcorn	\$6.50 per each
Trail Mix	\$5.50 per each
Cracker Jacks	\$5.75 per each
Assorted Nuts	\$20.50 per pound
Cashews	\$24.00 per pound
Potato Chips	\$19.00 per pound
Pretzels	\$19.00 per pound
Tortilla Chips	\$19.00 per pound
Dips (one selection):	\$17.00 per pint
Sour Cream & Chive	
Pesto Mayonnaise	
Salsa	
Guacamole	
Paprika Onion Mayonnaise	

all prices subject to 21% service charge & 9.5% tax

Effective on January 1, 2009



hotel nikko san francisco

afternoon breaks

{no substitutions, please}

the mendocino

Whole Fresh Fruits
Freshly Baked Jumbo Cookies
Flavored Mineral Waters
Assorted Soft Drinks
Freshly Brewed Coffee and Decaffeinated Coffee
Traditional, Herbal and Japanese Teas

\$19.50

the intermission

Gourmet Flavored Popcorn
Select Candy Bars
Assorted Soft Drinks
Freshly Brewed Coffee and Decaffeinated Coffee
Traditional, Herbal and Japanese Teas

\$21.00

the tamalpais

Individual Bags of Trail Mix
Assorted Granola Bars
Whole Fresh Fruit
Assorted Soft Drinks
Freshly Brewed Coffee and Decaffeinated Coffee
Traditional, Herbal and Japanese Teas

\$23.00

all prices subject to 21% service charge & 9.5% tax

Effective on January 1, 2009



hotel nikko san francisco

afternoon breaks

the fitness break

Naked Fruit Juices and Smoothies
NutriGrain Granola Bars
Whole Fresh Fruit
Mineral Waters

\$23.00

the 7th inning break

Individual Bags of Kettle Chips
Vegetable Garden and Blue Cheese Dip
Warm Pretzels served with Mustard
Individual Bags of Cracker Jacks
Assorted Sodas and Mineral Waters

\$26.00

napa valley break

Chef's Selection of Cheeses
Grapes and Nuts
Marinated Mushrooms
Herb – Garlic Olives
Mineral Waters

\$26.50

all prices subject to 21% service charge & 9.5% tax

Effective on January 1, 2009



hotel nikko san francisco

catering general information

guarantees

The final banquet attendance count must be given to the catering manager by 11:00 am, three business days prior to your event. This number is the guarantee and cannot be reduced. In the event that a guarantee is not provided three business days prior to your event, the estimated guest count on the function agreement will be the guaranteed number. Final charges are based on the guaranteed banquet attendance number, or the actual number of guests, whichever is greater. If more than one main entrée choice is to be served during your event, the exact count of each choice is due with the guarantee. Should the guarantee increase within 72 hours, there will be an additional charge of \$15.00 plus 9.5% sales tax and 21% service charge per added entrée.

overset

For any group of 50 people or greater, we will overset the room by 5%, but not to exceed one table of 10 guests.

agreement, deposits and payments

A non-refundable deposit and a signed contract will hold your reservation on a definite basis if returned by the specific date. Full payment of estimated charges, by check or credit card, is due no later than seven business days prior to the event unless direct billing has been established with the hotel. Direct billing is not extended to groups with less than \$5,000 total revenue.

cancellations

All deposits are non-refundable. Please refer to contract for cancellations terms and conditions.

overtime

An overtime charge of \$75.00 per server per hour, or any fraction thereof, will be charged for events exceeding the contracted times.

service charge & sales tax

A 21% service charge and 9.5% state sales tax will be added to all food, beverage and audio/visual charges. California law states that the service charge, set up fees, bartender charges, and labor fees are subject to sales tax. All set up fees, for meeting without food and beverage, are subject to a 14% occupancy tax.

bartender fees

A bartender fee of \$75.00 per hour (minimum of 2 hours) plus 9.5% sales tax will apply for the set up and staffing of all bars. Hotel Nikko San Francisco recommends one bartender per every 100 guests.

labor fees

A labor fee of \$100.00 plus 9.5% sales tax will apply to all hot breakfasts and luncheons with 25 guests or under. A labor fee of \$150.00 plus 9.5% sales tax will apply to all dinners with 25 guests or under. A labor fee of \$150.00 (for the first 2 hours) plus 9.5% sales tax will apply to all food station attendants, tray passers, carvers, and coat check attendants, and \$75.00 plus 9.5% tax per hour thereafter.

all prices subject to 21% service charge & 9.5% tax

Effective on January 1, 2009



catering general information (continued)

corkage

Hotel Nikko San Francisco agrees to allow outside wine to be served during your event for the corkage fee of \$25.00 plus 9.5% sales tax per 750ml bottle.

decoration and banners

Please consult with your catering manager regarding a wide range of decorative options. The catering manager must approve all decorations prior to arrival. Items may not be attached to any stationary surface with nails, staples, tape or any other substance. Should a banner need to be hung, a labor fee will apply.

electrical charges

Hotel Nikko San Francisco can accommodate event electrical needs; however, there may be charges for additional electrical requirements beyond the standard capacity. Please consult with your catering manager for details.

audio and visual

Hotel Nikko San Francisco has proudly selected Swank Audio Visuals as our full service onsite audio visual service provider. In order to help ensure a positive meeting experience, please advise Swank Audio Visuals of your requirements. Contact Richard Lavarias, Director, at 415-394-1111, ext. 398 for information.

package delivery and handling

Please ensure proper labeling of all delivery items; clearly mark the name of the group, group contact guest, catering and convention service manager's names and **date of event**. All deliveries must come through the hotel's security desk/loading dock. Delivery times are Monday through Saturday, 7:00am to 11:00pm, unless otherwise specified. A box-handling fee will apply.

parking

Convenient valet parking is located in our Porte Cochere at \$10.00 plus tax per hour (maximum of \$45.00 plus tax per 24-hour period), which is subject to change. A wide variety of public garages in the area also offer parking for the day of your event. Please consult with your catering manager for details.

all prices subject to 21% service charge & 9.5% tax

Effective on January 1, 2009