

# ***Congratulations on your engagement!***

*And thank you for considering the Hilton Concord.*



*Whether you are planning a Wedding, Reception, Rehearsal Dinner or other social gathering, you'll find our 19,000 square feet of function space the perfect setting for groups up to 700. Our ballroom and the Outdoor Fountain Courtyard is the perfect backdrop for your special day.*

*No matter what type of event you're planning, let our professional, experienced social event staff assist you in organizing the perfect event that will be remembered long after your guests depart.*

TM



**Hilton  Concord**

*1970 Diamond Boulevard  
Concord, CA 94520  
925.827.2000 Phone  
925-827-2113 Fax*

## *Wedding Package Includes*



*Hurricane Lamp, Beveled Mirror & Candle  
For Centerpiece*

*Linen, Glassware, Silverware and China*

*Dance Floor, Riser, Head Table & Cake Table*

*Fruit Punch Reception*

*White Glove Service for Reception*

*Butler Style Hors d'Oeuvres <sup>TM</sup>*

*Champagne Toast*

*Ceremonial Cutting and Service of your Wedding Cake*

*Wedding Night Bridal Suite*

*Special Hotel Room Rate for your Guests*

*Complimentary Guest Parking*

**Hilton  Concord**

# ***Wedding Package General Information***

## ***Menu Selection & Guarantee***

*Menu selection must be submitted to Catering at least or no later than two weeks in advance, otherwise items cannot be guaranteed. The meal guarantee is required 72 hours in advance of your event. Once received, the guarantee may not be reduced. If guarantee is not received the original estimate provided will be used as the guarantee. We prepare food for 3% above the guarantee.*

## ***Deposits***

*An initial deposit of one-third of the event is required to confirm your wedding date at the time of contract signing. A second deposit of one-third is due ninety days in advance of the event date. The final estimated balance is due two weeks prior to event date. Any additional balances are due on conclusion of your function. A credit card authorization is required to guarantee the balance due.*

## ***Banquet Space***

*Banquet rooms are available for time stated on contract. Time frames available are Luncheon Service 10:00 am – 4:00 pm and Dinner Service from 5:00 pm – 11:00 pm. The first hour on the time frame begins with a reception in the Foyer. Evening events exceeding six hour time limit are subject to overtime charges of \$ per hour. Seating will be round tables that seat ten guests unless requested otherwise. Special seating diagram with numbered tables are available if there is assigned seating.*

## ***Decorations***

*The hotel will not permit the affixing of anything to the walls, floors or ceiling of the rooms unless written approval is given by the Catering Department.*

## ***Security***

*The hotel shall not assume the responsibility for the damage, loss of merchandise or articles left on our premises before, during or after your event.*

## ***Vendor Referrals***

*A list of preferred vendors for wedding services will be provided by the Hotel.*