



Hilton
SAN DIEGO RESORT & SPA

INFORMATION



ADDITIONAL CHARGES

Please contact your catering or conference service manager if you are unsure of when the following charges may apply.

Labor Fee for Server Attended Events of 60 or Under / 100 per event

Tray Passing Service (max 2 hrs.) / 50 per server

Bartender Fee (max 3 hrs.) / 175 per bartender

Bartender Fee (per hour, beyond 3 hours) / 50 per hour

Chef Attendant (max 3 hrs.) / 175 per attendant

Coat Check Attendant / 200 per function per attendant

On-Site Meeting Room Set Change / 150 per change

In-House Telephone / 50 installation fee

Dedicated Telephone / 150.00 installation fee
+ local and long distance charges

High Speed Internet T1 Access Wired / 250 per day per line per meeting room

High Speed Internet T1 Access Wireless / 250 per day per meeting room

Banner Hanging / 75 per banner up to 4 / 300 flat fee for 5 and above banners

Package Delivery / 2.5 per item per room
to meeting space and guestrooms
applies to each delivery and/or box move

Hotel Security / 45 per guard per hour
Hotel security is required on school events and events serving alcohol
when minors are attending the event.



Hilton

SAN DIEGO RESORT & SPA

ADDITIONAL INFORMATION

Please contact your catering or conference service manager if you have any questions regarding the policies and information listed below.

Guarantee

Attendance must be confirmed seven working days prior to the event. Upon request, the hotel will prepare for 3% over the guarantee for plated meals. The tables will be set up to 3% over the guarantee. If the count is increased within 72 hours, oversets will not be guaranteed.

Meal Periods For Groups 60 or Under

In efforts to provide four diamond service to all of our events large and small the hotel must meet appropriate staffing guides and schedule servers, banquet captains, and banquet managers to attend to your hot service breakfast, luncheons and dinner events. The hotel must impose a minimum \$100 labor fee for all groups of 60 or under.

Overtime

Our wait staff is scheduled for an eight-hour period for breakfast, lunch, reception and dinner, including set-up, which requires two hours before doors open and forty-five minutes for breakdown. Overtime will be \$35 per staff member per hour (or fraction thereof) and will be applied to the account.

Business Center

The Business Center is located across from the hotel lobby.

Audio-Visual

Arrangements for audio-visual can be made directly through our in-house preferred vendor PSAV, by calling 619-275-7971. A full service audio-visual brochure is available upon request. The hotel's prevailing service charge and California sales tax is added to all audio-visual services.

California No Smoking Policy

The Hilton San Diego Resort and Spa is a 100% smoke free facility. Smoking is only permitted in designated areas.

Shipping & Storage

Storage arrangements for exhibit drayage must be made with an off property exhibit company for move-in the day of exhibit and removal on the move-out day.

Small package delivery will be accepted no more than three days prior to the event date. Removal of all property is strictly the responsibility of the client. The hotel will not assume responsibility for any unattended or unsealed and unaddressed boxes left on property in function space. The fee for small package delivery to function space is \$2.50 per package/box and \$5.00 per crate. This contracted fee is charged when a bellman delivers the package to your event space, guestroom or to security for shipping out. Standard Federal Express, UPS and DHL shipping fees will apply when shipping boxes out from the security office. You must supply your account number or credit card to ship packages.

Bonfires on the Beach

Available for up to a two hour time period from sunset to 10pm you may enjoy your own bonfire under the stars.

The hotel will supply up to 10 plastic chairs, wood, flame, sand and the calmness of the Bay. This package for a 2 hour period is \$250 per 2hrs. Bonfires on the beach must end at 10pm. Does not include beach permit required for groups with more than 50 people.

San Diego Banned Drinking on Beaches

The resort is surrounded by Mission Bay Park and along Mission Bay Beach, which is a public beach. San Diego City Council formalized a ban on all alcohol on San Diego's beaches and in coastal parks. Due to this law, there may be no alcoholic beverage sold or consumed on any public beach in San Diego.