

## Catering Information & Charges

**BACKGROUND** – Our catered meals are prepared in our four-star restaurant kitchen by our professional chefs using the same fine ingredients & recipes that are the hallmark of our fine dining room.

**EXCLUSIVITY** – La Pastaia and the Hotel De Anza are the sole providers of food and beverage at catered events.

**DECORATIONS** – Centerpieces and room decorations are not included in the menu prices quoted. Our catering director will be happy to work with you to design a special look for your event and will coordinate with our florist or yours.

**DEPOSITS** – A deposit equal to the room rent plus \$20 per person for catering is needed to confirm your booking. Event rooms not secured by deposit are subject to release. Once the menu has been selected, half of the estimated total is due along with the signed contract. All deposits are non-refundable. A credit card number must be on file for all events and may be used for any additional charges that occur.

**PAYMENTS** – Unless prior Direct Billing arrangements have been established with the Hotel De Anza, payments are on a cash, check, or credit card basis. Regardless of the intended method of payment, all events must be secured by a credit card. An estimate of the cost of the event will be presented to you; one half is due upon the signing of the contract, the remainder is due one week prior to the event. Final invoice total may exceed estimate total based on actual consumption, GTD #, etc. Any balance due after the event will be payable upon submission of final bill.

**DIRECT BILLING** – Pre-established Direct Billing is due and payable upon receipt of bill after the function. All other events must be prepaid. An accounting fee of 1.5% per month is added to any unpaid balance over 30 days.

**SERVICE CHARGES** – 20% gratuity will be added to all food and beverage charges – events in the Penthouse have a 25% gratuity. Service charges are subject to all applicable sales tax.

**GUARANTEE OF ATTENDEES** – We require a guaranteed number of guests attending the function NO LATER THAN 7 working days prior to the event. This number is referred to as the GTD and is not subject to reduction. You will be charged for that minimum number even if fewer guests attend. If no guaranteed number is given, you will be charged for the original estimated attendance number. If your party increases after the GTD has been received we will attempt to accommodate them in the same room and with the same menu. A signed contract must accompany the GTD. Absence of a signed contract implies a non-scheduled event.

**CANCELLATION** – Any function cancelled less than one week prior to the event is subject to full charges.

**ROOM RENTALS** – Room rental fees do apply and vary according to the size of the room and length of use. We are happy to arrange rental of a dance floor, colored linens, specialty chairs, AV equipment or any other item to complete your event plan. The cost of any of these outside rentals is the responsibility of the guest. For any events that require special set-up, an additional labor fee may be incurred.

**ROOM MINIMUM/MAXIMUMS** – There is a minimum and maximum for number of guests in each room. If your party changes in size we reserve the right to move your group to a more appropriate space. Guest will be responsible for any additional rental fees incurred.

**DAMAGES** – The host agrees to be responsible for any damages done to the event room, to any rentals or to any part of the hotel by the host or anyone attending the host's function, including guests and independent contractors. The Hotel De Anza and La Pastaia will not accept responsibility for any damage to or loss of any merchandise or articles brought into the hotel prior to, during or after any function.

**TIME EXTENSIONS** – Any function starting more than 30 minutes late or extending beyond the allotted time will be assessed a \$200p/hour overtime charge or portion thereof. This charge also applies to events that have more than a half hour delay of the start of food service.

**BAR SETUP FEES** – A \$150 bar set up fee applies to any banquet bar. For a HOSTED bar with a minimum consumption of \$400 in bar sales the fee will be waived. All CASH bars incur the \$150 set up fee.

**FOOD MINIMUMS** – Adequate food must be ordered to allow each guest to have one of each item ordered. No split items are permitted.

**FOOD OVERAGES** – Due to insurance liability, no remaining food from contracted events will be allowed to leave the premises.

**MENU PRICING** – Due to market fluctuations, quoted or estimated food & beverage pricing may change up to one month prior to an event. Quoted or estimated prices will only be honored if a signed food and beverage contract is on file prior to the price increase.

**SIGNATURE**

**DATE**

I understand the above policies and agree to comply with them as stated.

# breakfast

includes freshly squeezed orange juice, fresh-brewed coffee & assorted tea  
special menus available upon request  
minimum 10 guests

## **classic continental**

\$14

assorted pastries, muffins, & bagels, seasonal sliced fresh fruit and berries, preserves & whipped cream cheese

## **healthy choice**

\$16

low fat granola w/t raisins, assorted cereals & fruit yogurt, sliced fresh fruit & berries, assorted bagels with low fat whipped cream cheese, breakfast bars

## **express breakfast**

\$18

assorted pastries & muffins, fresh fruit display, scrambled eggs, bacon and sausages and home style potatoes

## **quiche special**

\$19

fresh fruit display, assorted pastries & muffins, seasonal vegetable & cheese quiche, home style potatoes and breakfast ham

## **benedict buffet**

\$23

assorted pastries, muffins and fresh fruit, home style potatoes, vegetarian Benedict with tomato and spinach and classic eggs Benedict

## **additions**

\$3 per person (10 person minimum)

## **french toast**

served with powdered sugar & maple syrup

## **belgian waffles**

served with butter & maple syrup

## **pancakes**

served with sautéed apples

20% gratuity and applicable sales tax added to all pricing

# a la carte break menu

<b>coffee</b> ~ fresh brewed regular & decaffeinated coffee ( <i>groups of 10 or larger</i> )	\$50.00 half day \$80.00 full day
<b>tea</b> ~ hot water with assorted teas ( <i>groups of 10 or larger</i> )	\$35.00 half day \$75.00 full day
<b>iced tea</b> ~ with lemon	\$15.00 pitcher
<b>mineral water</b>	\$3.00 each
<b>assorted soda</b> ~ coke, diet coke, sprite	\$3.00 each
<b>fruit juice</b> ~ fresh orange & grapefruit	\$20.00 pitcher
<b>fruit juice</b> ~ canned apple, cranberry, pineapple & tomato	\$3.00 each
<b>sparkling cider</b>	\$12.00 per bottle
<b>snapple beverages</b>	\$4.00 each
<b>hot chocolate</b>	\$15.00 pot
<b>muffins</b> ~ freshly baked cranberry nut, bran, banana, blueberry	\$22.00 dozen
<b>croissants</b>	\$26.00 dozen
<b>pastries</b> ~ assorted fresh pastries	\$24.00 dozen
<b>bagels</b> ~ assorted with cream cheese	\$25.00 dozen
<b>yogurt</b> ~ assorted	\$3.00 each
<b>fresh fruit</b> ~ sliced	\$4.00 per person
<b>fresh fruit</b> ~ whole	\$2.00 per piece
<b>cookies</b> ~ assorted	\$22.00 dozen
<b>brownies</b> ~ fresh baked	\$24.00 dozen
<b>tortilla chips &amp; salsa</b> ( <i>with guacamole, add: \$4.75 per person</i> )	\$3.00 person
<b>potato chips, pretzels or popcorn</b> ( <i>basket serves 8 people</i> )	\$13.00 each
<b>trail mix</b> ~ bowl that serves 10 people	\$18.00 each
<b>snack bars</b> ~ Assorted	\$3.00 each

All prices subject to 20 % gratuity & applicable sales tax

## 2 course plated luncheon

includes entrée, dessert, house made focaccia, and coffee/tea  
served 11am to 2pm only  
not available for Christmas or weddings, regardless of the time of service  
can be served in La Pastaia  
Entrée counts are due 72 hours prior to event

### entree

select up to 3 items

sandwich of grilled chicken breast pesto aioli and tomatoes on focaccia bread	\$22.00++
Caprese sandwich of fresh Mozzarella, basil, tomatoes on focaccia bread	\$22.00++
sandwich of smoked salmon, sweet onion, fontina cheese and caper aioli on focaccia bread	\$22.00++
sandwich of Italian style meats, eggplant, roasted peppers, mozzarella cheese and aioli	\$22.00++
<b>Caesar</b> grilled chicken, romaine lettuce, anchovy-egg dressing, Parmesan, croutons	\$23.00++
salad of grilled salmon, marinated vegetables, hard cooked egg and olive vinaigrette	\$26.00++
rigatoni with sautéed seasonal vegetables white wine, extra virgin olive oil	\$23.00++
spaghetti with Di Napoli tomatoes, basil, garlic, and extra virgin olive oil	\$22.00++
ricotta ravioli w/veal, pork, beef Bolognese; shaved Parmigiano-Reggiano	\$25.00++
penne pasta, grilled chicken, seasonal vegetables, herbs, white wine and cream	\$24.00++
grilled chicken breast   polenta   seasonal greens	\$28.00++
poached salmon   Parmesan risotto   seasonal vegetable	\$30.00++
slow cooked lamb shank   braised vegetables   soft polenta	\$34.00++

### desserts

select one ~ all guests must have same dessert or dolci misti

Italian style cheesecake

chocolate-almond torte

**tiramisu** - ladyfingers, Marsala, espresso, and mascarpone custard

pear and frangipane tart

**dolci misti** - an assortment of decadent desserts ~ add \$6.00 per person++

All prices subject to 20 % gratuity & applicable sales tax

# buffets

minimum 10 guests

## panini buffet

\$28.00 per person++

### salads (choose 1)

cesare - romaine lettuce, anchovy-egg dressing, Parmigiano, croutons, roasted garlic  
salad of mixed greens, Gorgonzola cheese, toasted walnuts and vinaigrette  
baby spinach, basil, tomatoes, pine nuts and balsamic dressing

### sandwiches (choose 3)

sandwich of grilled chicken breast pesto aioli and tomatoes on focaccia bread  
Caprese sandwich of fresh Mozzarella, basil, tomatoes on focaccia bread  
sandwich of smoked salmon, sweet onion, fontina cheese and caper aioli on focaccia bread  
sandwich of Italian style meats, eggplant, roasted peppers, mozzarella cheese and aioli on focaccia bread  
chicken salad sandwich with dried cranberries, almonds, scallions, rosemary aioli

chef's dessert offering

## pasta buffet

\$33.00 per person++

### salads (choose 2)

cesare - romaine lettuce, anchovy-egg dressing, Parmigiano, croutons, roasted garlic  
salad of mixed greens, Gorgonzola cheese, toasted walnuts and vinaigrette  
baby spinach, basil, tomatoes, pine nuts and balsamic dressing

### pasta (select 2)

risotto with mushrooms, thyme and marsala  
pasta with basil pesto, pine nuts, Parmesan  
pasta with Di Napoli tomatoes, basil, garlic, extra virgin olive oil  
ricotta and spinach tortelloni with a Marsala cream sauce  
pasta with rich, slow cooked tomato-meat sauce  
lasagna layered with ricotta and rich tomato-meat sauce

chef's dessert offering

## San Jose buffet

\$45.00 per person++

### salads (choose 2)

cesare - romaine lettuce, anchovy-egg dressing, Parmigiano, croutons, roasted garlic  
salad of mixed greens, Gorgonzola cheese, toasted walnuts and vinaigrette  
baby spinach, basil, tomatoes, pine nuts and balsamic dressing

### pasta (select 2)

risotto with mushrooms, thyme and marsala  
pasta with basil pesto, pine nuts, Parmesan  
pasta with Di Napoli tomatoes, basil, garlic, extra virgin olive oil  
ricotta and spinach tortelloni with a Marsala cream sauce  
pasta with rich, slow cooked tomato-meat sauce  
lasagna layered with ricotta and rich tomato-meat sauce

### entrées (select 2)

grilled chicken breast, roasted garlic, sweet onion, rosemary, wine, cream  
poached salmon with lemon beurre blanc  
sliced sirloin of beef with horseradish sauce

chef's dessert offering

All prices subject to 20 % gratuity & applicable sales tax

# audio visual equipment

\$40.00	Flipchart with Markers
\$30.00	Whiteboard with Markers
\$30.00	7 ft. Screen
\$40.00	8 ft. Screen
\$170.00	TV / VCR / DVD
\$65.00	Overhead Projector – Hi Intensity 4000 lumens
\$450.00	LCD Projector
\$45.00	Slide Projector with Wire Remote
\$140.00	Lavalier Lapel Microphone
\$85.00	Handheld Microphone
\$40.00	Podium
\$140.00	Liberty Portable Sound System (75 watts)
\$135.00	Polycom Speaker Phone
\$55.00	Outside Phone Line Connection
\$150.00	T-1 Line Connection
\$15.00	Power Package (Extension cord with power strip)
\$80.00	CD Player (5 Disc)

If there is something you need that is not on the list, please ask the Catering Manager for further assistance.  
All prices are per day.