



Gaithersburg Outside Catering Package

You provide the caterer & we provide the services below :

- 5 foot Round Tables with 10 Chairs per Table
- House Table Linen / Napkins and House Centerpieces
- Dance Floor
- Stage
- All Glassware, Flatware and China
- Up to Two-24 foot Decorated Buffet Tables
- Chafing Dishes with Sternos for your Buffet
- One Banquet Supervisor to Oversee your Event
- For Your Caterer - Use of Two (2) Hot Boxes and Small Work/Prep Area
- Beverage Station Area for your Caterer- Glasses and Cups Provided- Caterer provides non-alcoholic beverages only
- Up to Four (4) Waiters to Set Tables and Bus Tables
- One (1) Complimentary Overnight Hotel Stay
- Upon Availability – Discounted Guest Room Rates

\$2500.00 (up to 60 Guests) for a Five (5) Hour Event

\$3500.00 (61 to 120 Guests) for a Five (5) Hour Event

\$3800.00 (121 to 250 Guests) for a Five (5) Hour Event

\$4200.00 (251 to 300 Guests) for a Five (5) Hour Event***

*** Guest count 251 or more includes extended ballroom space for buffet service***

All Banquet Functions will be charged a 22% service charge and 6% sales tax

Banquet Set Up time is 2 hours before the event time; additional set up time or extended event time needed will be charge per hour based on availability.

Holiday Inn Gaithersburg

2 Montgomery Village Avenue Gaithersburg, Maryland 20879

Contact Pebbles Kolle ~ Direct Line 240-238-1108

Hotel Phone (301)948-8900 Fax (301)926-6056 www.higaithersburg.com



The Caterer must be fully licensed and insured, with copies of these certificates given to hotel as least 2 weeks prior to the event date.

The caterer must bring in ample, fully cooked food in their own chafing dish inserts. The caterer cannot use any of the hotel's equipment or supplies.

The caterer must provide their own serving bowls and serving utensils. All alcohol service must be provided by and served by the Holiday Inn Gaithersburg.

****Fees will apply for any additional set up time required above the hotel's standard set up time****

*****Fees will be applied if banquet rooms or caterer space require extra clean up after the event*****

Beverage Service for your Guests ...

Non- Alcoholic

Coffee, Tea, Ice tea, and Assorted Soda's
\$3.00 per person

Consumption Bar-

For all beverages consumed during the event.
You will be billed at the end of the event for the amount of beverages your guests have consumed
Starting at a minimum of \$200 non-refundable deposit

Cash Bar

Guests pay for their own drinks
\$100.00 Bartender Fee (per bartender for 4 hours)
1 bartender per 150 guests

Host Bar

Deluxe Brand Cocktails
Deluxe Wines ~ Chardonnay, Merlot, White Zinfandel and Cabernet Sauvignon
Domestic Beer and Imported Beers
Assorted Sodas, Juices and Mixers

One (1) Hour ~ \$14.00 per person Two (2) Hours ~ \$20.00 per person

Three (3) Hours ~ \$26.00 per person Four (4) Hours ~ \$30.00 per person

All alcohol packages are charges a 22% service charge and 9% Maryland State Alcohol Tax

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