



SONESTA™
HOTELS, RESORTS & CRUISES

Sonesta Emeryville
BANQUET MENU



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BREAKFAST

BREAKFAST BUFFETS

All breakfast buffets include freshly brewed la colombe coffee, tea and one juice selection: apple, cranberry, grapefruit or freshly squeezed orange juice. Buffets are maintained for 60-90 minutes. Certain packages have minimum requirements, please ask your event planner for details.

CONTINENTAL

35 per person

Assorted breakfast breads & pastries (VG) (GF) (DF)

Freshly chunked seasonal fruit (VG) (GF) (DF)

Assortment of yogurts (V) (GF)

ALL AMERICAN

45 per person

Assorted breakfast breads & pastries (VG) (GF) (DF)

Butter & jam

Freshly chunked seasonal fruit (VG) (GF) (DF)

Freshly scrambled cage-free organic eggs (V) (GF)

Seasoned breakfast potatoes (VG) (GF) (DF)

ONE BREAKFAST MEAT SELECTION FROM THE FOLLOWING:

Applewood smoked bacon (GF) (DF)

Pork sausage (GF) (DF)

Chicken apple sausage (GF) (DF)

Canadian bacon (GF) (DF)

Vegan sausage (VG) (GF) (DF)

HEALTHY START

47 per person

Egg white wrap with feta and asparagus (V) (GF)

Whole grain bread served with butter & jams (V)

Steel-cut oats with traditional toppings (VG) (GF) (DF)

Freshly chunked seasonal fruit (VG) (GF) (DF)

Açaí superfood cups (V) (GF)

Assorted yogurts (V) (GF)

Cold pressed juice (VG) (GF) (DF)

DELUXE CONTINENTAL

41 per person

Assorted breakfast breads & pastries (VG) (GF) (DF)

Selection of cold cereal cups & chilled milk or traditional steel-cut oats

Freshly chunked seasonal fruit

ONE BREAKFAST SANDWICH SELECTION FROM THE FOLLOWING:

Turkey, egg white and cheese

Canadian bacon, egg and cheese*

Sausage, egg and cheese*

ENHANCEMENTS

ASSORTED FRUIT YOGURT (V) (GF)

8 per person

FRESHLY CUT SEASONAL FRUIT (VG) (GF) (DF)

12 per person

SELECTION OF COLD CEREAL CUPS

8 per person

With chilled milk

SCRAMBLED EGGS (V) (GF)

9 per person

BISTRO BREAKFAST POTATOES (VG) (GF) (DF)

7 per person

BREAKFAST MEATS (GF) (DF)

10 per person | choice of one

Applewood smoked bacon, canadian bacon, pork sausage, chicken apple sausage or vegan sausage

BREAKFAST SANDWICHES

15 per person | choice of one

Sausage, egg & cheese*, turkey, egg white & cheese or canadian bacon, egg & cheese* (Vegetarian available upon request)

ASSORTMENT OF BREAKFAST PASTRIES OR

BAGELS (VG) (DF)

60 per dozen

Gluten-free and Vegetarian options available (V) (GF)

EVIAN WATER

6 each

ASSORTED PEPSI PRODUCTS

7 each

ICED TEA

6 each

FRESHLY BREWED LA COLOMBE COFFEE

95 per gallon

ASSORTMENT OF HOT TEAS

90 per gallon

ENERGY DRINKS | COLD PRESSED JUICE (V) (VG) (DF)

8 each

(DF) DAIRY-FREE (V) VEGETARIAN (VG) VEGAN (GF) GLUTEN-FREE

*Consuming raw or uncooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.

All prices are subject to a 25% service charge and 10.5% state sales tax. Menu pricing subject to change.





BREAKS

THEMED BREAKS

Freshly brewed coffee breaks serviced for 30-45 minutes. Certain packages have minimum requirements, please ask your event planner for details.

PICK-ME-UP

20 per person

House-made trail mix with an assortment of nuts, dried fruit and chocolates   

Assortment of sparkling flavored waters

COOKIE MONSTER

20 per person

Assortment of fresh baked cookies

Selection of milk, flavored sparkling water or lemonade

HUMMUS & VEGETABLES

22 per person

Two types of hummus, pita and freshly cut crudités   

Assorted sparkling waters

JUNK FOOD BREAK

24 per person

Assorted chips and popcorn, cookies, candy bars or gummy snacks

Assorted pepsi products and bottled water

AFTERNOON COOL DOWN

20 per person

Assortment of ice cream bars, ice cream cups and frozen fruit bars

Bottled water and assorted sparkling waters

GOURMET NAPA VALLEY

27 per person

Assortment of cured meats, cheeses, dried fruit and nuts

Available upon request   

BEVERAGE: CHOOSE (1) OPTION:

Flavored sparkling water \$8 per person   

House red or white wine \$12 per glass   

BEVERAGES

EVIAN STILL/SPARKLING BOTTLED WATER 500ML
6 each

ASSORTED PEPSI PRODUCTS
7 each

ENERGY DRINKS
8 each

COLD PRESSED JUICE
8 each (V) (VG) (GF) (DF)

JUICE
90 per gallon

Orange, Apple, Cranberry

FRESHLY BREWED LA COLOMBE COFFEE
95 per gallon

Regular or decaf

LA COLOMBE HOT TEA
90 per gallon

FULL DAY BEVERAGE PACKAGE
40 per person (6 hours of continuous service)

Freshly brewed regular & decaf la colombe coffee, an assortment of hot teas, individual cans of pepsi soft drinks & bottled water

COFFEE AND COMFORT PACKAGE
30 per person (6 hours of continuous service)

Freshly brewed regular & decaf la colombe coffee and an assortment of hot teas

HYDRATION AND SOME...
20 per person (6 hours of continuous service)

Individual cans of pepsi soft drinks and bottles of water

(DF) DAIRY-FREE (V) VEGETARIAN (VG) VEGAN (GF) GLUTEN-FREE

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LUNCH

LUNCH BUFFETS

Buffets are maintained for 60-90 minutes. Certain packages have minimum requirements, please ask your event planner for details.

BAY VIEW DELI

52 per person

Bay street salad - mixed greens, carrots, cherry tomatoes, english cucumber, cheese and house dressing (V) (GF)

Orzo pasta salad - olives, feta, sun-dried tomatoes (V) (GF)

One freshly made sandwich selection

Assortment of bagged chips (VG) (GF) (DF)

Fudge brownies or fresh baked cookies

SANDWICH SELECTIONS | ONE SANDWICH TYPE PER 25 PEOPLE

Classic blt

Emeryville chicken club

Roast beef and horseradish

Turkey & cheddar

Vegan wrap (VG) (GF) (DF)

CHINATOWN

60 per person

Asian green salad - assortment of mixed greens, carrot, edamame, peppers, green onion, wonton crisps, ginger dressing (VG) (DF)

One entrée selection

Vegetable fried rice

One dessert selection

ENTRÉE SELECTIONS

Mandarin chicken (DF)

King pao chicken (GF) (DF)

Shrimp with garlic sauce add 8 per person (GF) (DF)

Beef broccoli add 6 per person (GF) (DF)

Vegan option available (VG)

DESSERT SELECTIONS

Traditional tea cookies (V)

Asian macaroons (V) (DF)

Mango mousse cake (V)

LITTLE ITALY

60 per person

Caesar salad - shredded parmesan & garlic croutons, creamy caesar dressing (V)

Chicken marsala with wine sauce and mushrooms (GF)

Pasta aglio e olio (V)

House marinara or parmesan alfredo (V)

Seasonal vegetables (VG) (GF) (DF)

Breadsticks (VG)

Italian cannolis or tiramisu (V)

TACO FIESTA

60 per person

Santa fe salad - romaine, cheddar, black beans, jicama, tortilla strips, chili ranch dressing (GF)

Sour cream, cheese, salsas, onions and cilantro (V) (GF)

Mexican rice

Freshly stewed pinto beans

Cinnamon churro

PROTEIN SELECTIONS | CHOICE OF TWO

Ancho chili marinated baja chicken breast (GF) (DF)

Carnitas (GF) (DF)

Chicken tinga (GF) (DF)

Cilantro lime al pastor (marinated pork) (GF) (DF)

Shrimp add 8 per person (GF) (DF)

Carne asada add 8 per person* (GF) (DF)

Sautéed mushrooms (VG)

LUNCH BUFFETS

Buffets are maintained for 60-90 minutes. Certain packages have minimum requirements, please ask your event planner for details.

CLASSIC LUNCH

60 per person

Mixed green salad - carrot, radish, cucumber, tomatoes, house vinaigrette (VG) (GF) (DF)

Assortment of dinner rolls

VEGETABLE SELECTIONS | CHOICE OF TWO

Grilled asparagus (VG) (GF) (DF)

Sautéed broccoli (VG) (GF) (DF)

Buttery sweet corn (seasonal) (V) (GF)

Mixed vegetables (VG) (GF) (DF)

STARCH SELECTIONS | CHOICE OF TWO

Skin-on mashed potatoes (V) (GF)

Roasted red potatoes (VG) (GF) (DF)

Mediterranean couscous (VG) (DF)

Creamy polenta (V)

Vegetable rice (VG) (GF) (DF)

PROTEIN SELECTIONS | CHOICE OF ONE

Grilled chicken with au jus (GF) (DF)

Traditional pot roast sliced (GF)

Roasted turkey breast (GF)

Pork tenderloin (GF) (DF)

Grilled flank steak add 8 per person* (GF) (DF)

Pan roasted salmon add 8 per person* (GF)

Vegan option available (VG)

DESSERT SELECTIONS | CHOICE OF ONE

Classic chocolate cake (V)

Carrot cake with cream cheese frosting (V)

Tres leches cake (V)

Warm chocolate chip cookies (V)



BOXED LUNCH

Perfect for groups of 20 people or less, no added fee.

BISTRO CHOICE

50 per person

Includes one sandwich type per 25 people, fruit salad, chips, baked cookie & bottled water

SANDWICH SELECTIONS

Chicken Italiano - lemon and garlic marinated grilled chicken breast, smoked mozzarella, applewood smoked bacon aioli with caramelized onions

Club wrap - roast turkey, honey ham, monterey jack, crispy applewood smoked bacon, tomatoes, roasted red peppers, spring mix, grilled vegetables, herb mayo

Mozzarella fresca - fresh mozzarella, plump tomatoes, fresh basil leaves and romaine hearts with a sun-dried tomato dressing [Ⓥ]

Roasted beef and blue - roasted top round with blue cheese crumbles, watercress with a sweet onion jam*





RECEPTION

DISPLAYS

Minimum 25 people.

CHARCUTERIE

27 per person

Assortment of cured meats, olives, roasted vegetables and breads

CRUDITÉ VG GF DF

16 per person

Assortment of garden vegetables with trio of dips

FROMAGE V GF

23 per person

Assortment of california cheeses with cracker breads

FRUIT VG GF DF

16 per person

Assortment of seasonal fruits



HORS D'OEUVRES

Minimum 50 pieces for each selection.

CRISPY SPRING ROLL ^(V)

9 each

SAUSAGE EN CROÛTE

10 each

MINI BEEF WELLINGTON*

11 each

WONTON WRAPPED SHRIMP ^(DF)

10 each

KOREAN MEATBALL ^(GF) ^(DF)

10 each

CHIPOTLE CHICKEN QUESADILLA

10 each

CHICKEN SATAY SKEWER

10 each

Grilled chicken with peanut sauce

ITALIAN ANTIPASTO SKEWER

11 each

Cured meat with cheese and olives

MANGO & PROSCIUTTO SKEWER

10 each

ROASTED VEGETABLE SKEWER ^(V)

9 each

Assorted roasted seasonal vegetables

CAPRESE SKEWER ^(VG) ^(GF) ^(DF)

9 each

Mozzarella pearls, basil, heirloom tomato & balsamic vinaigrette

NY BEEF, ASPARAGUS & HORSERADISH CROSTINI

11 each

PROSCIUTTO, ASPARAGUS & CHIVE CREAM CHEESE CROSTINI ^(V)

9 each

GOAT CHEESE WITH FRESH HERBS CROSTINI ^(V)

9 each

PEAR, CANDIED WALNUT AND GORGONZOLA CROSTINI ^(V)

9 each

SHRIMP & ROASTED RED PEPPER CROSTINI ^(DF)

10 each

SUN-DRIED TOMATO MOUSSE, FRESH MOZZARELLA AND BASIL CROSTINI ^(V)

9 each



DINNER

DINNER BUFFET

Buffets are maintained for 60-90 minutes. Certain packages have minimum requirements, please ask your event planner for details. Custom menus are available-please speak with your event or sales planner for details.

CREATE-YOUR-OWN DINNER BUFFET

Please speak with your event manager if you would like to add additional proteins or modifications.

Custom menus are available, please speak with your event manager for details.

SALAD | SELECT TWO

Caesar salad - parmesan & croutons with creamy caesar dressing (V)

Bay street salad - carrot, cherry tomatoes, english cucumber, cheese and house dressing (V) (DF)

California cobb - blue cheese, avocado, tomato, applewood smoked bacon

Asian green salad - carrot, edamame, peppers, green onion, wonton crisps, ginger dressing (V) (DF)

Santa fe - cheddar, black beans, jicama, tortilla strips chili ranch dressing (V) (DF)

VEGETABLE | SELECT TWO

Grilled asparagus (VG) (GF) (DF)

Roasted broccoli (VG) (GF) (DF)

Fresh green beans (VG) (GF) (DF)

Buttery sweet corn (seasonal) (V) (GF)

Grilled vegetable assortment (VG) (GF) (DF)

STARCH OR GRAIN | SELECT TWO

Basmati rice pilaf (VG) (GF) (DF)

Cheesy potato au gratin (V) (GF)

Creamy mashed potatoes (V) (GF)

Israeli couscous (VG) (DF)

Oven roasted potatoes (VG) (GF) (DF)

DESSERT | SELECT ONE

Italian tiramisu (V)

Cheesecake with berry coulis (V) (GF)

Assorted freshly baked cookies (V)

Chocolate decadence (V) (GF)

The best carrot cake (V)

SLICED BEEF SIRLOIN WITH RED WINE REDUCTION* (GF)

81 per person

HERB ROASTED CHICKEN BREAST WITH CHICKEN JUS (GF)

76 per person

APPLE CIDER BRAISED PORK TENDERLOIN (GF) (DF)

78 per person

PAN SEARED SEA BASS WITH LEMON CAPER SAUCE (GF)

86 per person

ROASTED CAULIFLOWER STEAK (VG) (GF) (DF)

70 per person

(DF) DAIRY-FREE (V) VEGETARIAN (VG) VEGAN (GF) GLUTEN-FREE

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All prices are subject to a 25% service charge and 10.5% state sales tax. Menu pricing subject to change.



BARS & BEVERAGE

BAR PACKAGES

One bartender required for every 100 guests at \$100 per bartender for 1 hours of service, \$70 each additional hour. Each bar package includes soft drinks and Evian water.

HOUSE

Selection of spirits: Mr. Boston Vodka, Mr. Boston Gin, Mr. Boston Rum, Mr. Boston Whiskey, Montezuma Silver Tequila, DeKuyper Triple Sec

Selection of beer: Budweiser, Bud Light, Michelob Ultra, Sierra Nevada Pale Ale, Heineken 0.0

Selection of wine: Wycliff Sparkling Brut, Bulletin Place Chardonnay, Sauvignon Blanc, Merlot and Cabernet Sauvignon

SIGNATURE

Selection of spirits: Svedka Vodka, New Amsterdam Gin, Jack Daniel's, Rittenhouse Rye, DeKuyper Cordials, Martini & Rossi Vermouth

Selection of beer: Budweiser, Bud Light, Michelob Ultra, Sierra Nevada Pale Ale, Heineken 0.0

Selection of wine: La Marca Prosecco, William Hill Estate Chardonnay, Sauvignon Blanc, Merlot and Cabernet Sauvignon

PREMIUM

Selection of spirits: Tito's Handmade Vodka, Sipsmith Gin, Bacardí Rum, Maker's Mark Bourbon, Knob Creek Rye, Patrón Silver Tequila, DeKuyper Cordials, Martini & Rossi Vermouth

Selection of beer: Budweiser, Bud Light, Michelob Ultra, Sierra Nevada Pale Ale, Heineken 0.0

Selection of wine: J Vineyards Cuvée Sparkling, Louis Latour Chardonnay, Spy Valley Satellite Sauvignon Blanc, Cline Seven Ranchlands Pinot Noir and Cabernet Sauvignon

HOUSE BAR

One Hour	27 per person
Two Hours	42 per person
Three Hours	58 per person
Four Hours	74 per person
Five Hours	90 per person

SIGNATURE BAR

One Hour	32 per person
Two Hours	48 per person
Three Hours	64 per person
Four Hours	80 per person
Five Hours	96 per person

PREMIUM BAR

One Hour	37 per person
Two Hours	53 per person
Three Hours	69 per person
Four Hours	85 per person
Five Hours	101 per person

BEVERAGES

One bartender required for every 100 guests at \$100 per bartender for 1 hours of service, \$70 each additional hour.

Cash bar pricing includes tax.

HOST BAR

Spirits

House	12 per drink
Signature	14 per drink
Premium	16 per drink

Wine by the Glass

House	12 per glass
Signature	14 per glass
Premium	16 per glass

Beer

Imported	10 per bottle
Domestic	9 per bottle
Craft	11 per bottle

Non-Alcoholic

Evian Water	7 each
Soft Drinks	7 each

CASH BAR

Spirits

House	13 per drink
Signature	15 per drink
Premium	17 per drink

Wine by the Glass

House	13 per glass
Signature	15 per glass
Premium	17 per glass

Beer

Imported	11 per bottle
Domestic	10 per bottle
Craft	12 per bottle

Non-Alcoholic

Evian Water	8 each
Soft Drinks	8 each

SPECIALTY BARS

READY TO DRINK COCKTAILS

14 each

Hand crafted cocktails from cutwater spirits, individually canned for the perfect size & no bartender needed.

Selection of gin & tonic, vodka soda, bloody mary, paloma, spicy margarita or margarita

ART OF THE BAR CART

A throwback to the golden days of cocktails and conversation.

Host a sonesta bar cart for your event!

From kickoff cheers, to a closing toast, the bar cart is a great way to bring a unique twist to your event.

A TOAST OR CHEERS

TO START OR END YOUR MEETING

27 per person

Choice of sparkling wine, wine or beer

ONE HOUR OF A PRIVATE BAR CART FOR YOUR MEETING

39 per person

Includes two custom cocktails and beer and wine for one hour.
Bartender included.





INFORMATION

AUDIO VISUAL PACKAGES

Sonesta emeryville has partnered with sna audio and visual. Your sna manager can provide a complete list of audio-visual aids available and arrange rental. Current prices are subject to change without notice. The hotel cannot be responsible for audio-visual equipment brought into the hotel by guests. Use of any audio-visual/production companies other than sna audio and visual is prohibited without consent. Where consent is authorized, a certificate of insurance will be required, and an outside audio-visual liaison fee will be charged to the group. In compliance with city regulations, all A/V and room rental charges are categorized and listed as a facility fee.

HYBRID CONNECTIVITY PACKAGE

\$1,500
85" 4k led monitor
Computer system
Snaeph hybrid solution software

85" 4K MONITOR PACKAGE

\$800
Recommended option for all group sessions in our meeting spaces.
85" 4k led monitor

AUDIO PACKAGE

\$525
Two full range powered speakers on stands
One wireless microphone kit (lavalier or handheld)
8-channel digital audio mixer, audio patch

LARGE FORMAT PROJECTION PACKAGE

\$1,350
Available in our ballrooms
8,000 lumen laser projector
Fast fold screen sized to room

STAGE LIGHTING PACKAGE

\$1,000
Four ellipsoidal stage lights
One dimmer pack
One control board

MEETING SPACE INTERNET SERVICES

Wireless connection for attendees – see sonesta sales manager for pricing
Wired internet connections for web-based presentations/live streaming - \$250 (daily)
Custom ssid and password - \$800 (weekly)

EVENT SPACE ENHANCEMENTS

Wireless slide advancer - \$75
Wireless lavalier or handheld microphone - \$310
Podium microphone package - \$250
55" lcd confidence monitor - \$500
Wireless led uplighting instrument - \$75
10' drape panel sections - \$170
Adhesive flipchart with markers - \$85
Pc laptop - \$225
Polycom speaker phone - \$250
Color laser printer - \$450
Power strip or extension cord - \$20

EVENT TECHNICIANS

Event operators and show support
\$100 per hour, per technician
Specialty technicians for a more complex event will be quoted
Overtime/holiday rates apply
A 25% service charge is added for setup and removal of equipment

ADDITIONAL SERVICES

To help ensure a seamless event experience for you and your guests, sna audio and visual also offers the following services which can be quoted upon request for an additional daily fee:
Public ip addresses
Private vlans
Landing pages
Vanity ssid's

PLEASE NOTE

For larger or more complex requirements, appropriate set-up, strike, and/or operator labor may apply. Any equipment or technician canceled within 72 hours of event start time will be billed at full price. Overnight/holiday labor will be subject to premium charges. All labor requirements are subject to overtime charges related to the State of CA labor codes. All labor services are subject to CA tax. If you do not see an item that is necessary to make your event a success, please call for a professional consultation.

EVENTS AND CATERING INFORMATION

Thank you for selecting Sonesta for your upcoming event. We are thrilled to offer you exceptional hospitality, cuisine, and service. Our culinary team prides itself on crafting nutritious and balanced options tailored to promote a positive lifestyle. As always, we are delighted to create a custom menu tailored to your unique tastes and preferences. To ensure the success of your event, we kindly request your familiarity with the following details.

MEAL GUARANTEES

To ensure availability all setup and menu selections are due thirty (14) days to the date of arrival. A final meal guarantee is required 7 business days prior to your function and is not subject to reduction. We are pleased to set 5% over the guarantee for functions. If the final guarantee is not advised by this time, the hotel will bill based on the last available estimate or actual attendance, whichever is greater.

OUTSIDE FOOD AND BEVERAGE POLICY

The State of California issues the licenses for the sale and services of alcoholic beverages. The hotel is responsible for the administration of these regulations. It is the hotel's policy that all alcoholic beverages must be provided by the hotel. Additionally, the hotel does not allow food to be brought onto the property, whether purchased or catered from outside sources, except for cakes which need to be pre-arranged. All food and beverage must be served by hotel staff and consumed on property. Any unauthorized outside food and beverage is subject to removal and/or corkage fees by the hotel.

SPECIAL CATERING SERVICES

Our Catering & Convention Service Managers are available to assist you in planning any special themed parties or special events to take place in the hotel. Please contact your manager for a preferred vendor list.

PICKUP AND DROPOFF POINT

For groups arriving on buses, mini coaches, coaches or large vehicles, please coordinate pick up and drop off points with your meeting planner.

SERVICE CHARGES

A 25% service charge is added to all food & beverage charges. A portion of this combined charge is a gratuity and will be fully distributed to servers, and where applicable, bussers and/or bartenders assigned to the event. A 25% facility fee is added to all room rental and audio-visual rental. Current 10.5% state sales tax is added to the total. If you are a tax-exempt organization, please provide us with a copy of a valid California Tax Exempt Certificate.

In compliance with city regulations, all A/V and room rental charges are categorized and listed as a facility fee.

LABOR CHARGES

Bartenders are available at a charge of \$100 for the first hour and \$70 per hour after.

Chefs and culinary attendants are required for some menu items and are charged at \$175 each.

Banquet attendants are available for a reception where minimum food has been ordered. The cost of one waiter for each 50 guests will be applied as follows: \$70 per hour.

Cake Cutting Fees are required for outside cakes brought into the hotel and are charged at \$5 per person. Buffet Functions with less than 25 guests will incur a \$70 per hour labor charge.

DAMAGES

Group/catering clients are responsible for all damage, loss, or theft, which occur during the period of time the function's guests, independent contractors or other agents are on site.

Promotional Material: Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors, furniture or other parts of the building. Any special measures taken in connection with affixing promotional material to hotel property, for the protection of equipment or furniture, will be at the customer's expense and only with the hotel's prior approval.

INFORMATION

SECURITY

The hotel may require security officers for certain events. Security officer fee is \$75 per hour, four (4) hour minimum applies.

Should security be required, contracting for these services by the hotel will be necessary at least thirty (30) days prior to arrival. Fees for services will be provided at time of request.

Permission to provide organization's own security must be obtained at least thirty (30) days prior to the event and will not be unreasonably withheld or delayed. The hotel may require that such vendor, if approved, provide the hotel proof of adequate insurance coverage naming hotel as an additional insured.

SHIPMENTS

Due to storage limitations, the hotel can only accept your shipment within three (3) days of your group arrival. Up to five (5) boxes may be sent and held at no charge. For additional boxes the following charges apply: \$10 per box and \$150 per pallet. If your group requires extensive storage space, or if boxes arrive more than three (3) days prior to your arrival, the hotel reserves the right to assess an additional storage charge. Please inform your Convention Services Manager of the total number of boxes being shipped.

To ensure proper handling of your materials, shipping labels must include the following:

Sonesta Emeryville Oakland
5555 Shellmound Street
Emeryville, CA 94608

Attention: Catering/Convention Service Manager's Name
Hold For: Guest Name/Convention Name/ Conference Dates
Vendor Name (if applicable)

