CROWNE PLAZA®

CONCORD WALNUT CREEK

Catering Menus

2015

Breakfast

Served with Freshly Brewed Coffee, Decaf,
Mighty Leaf Tea, Orange Juice, & Grapefruit Juice

20 Guest Minimum
For Groups Less than 20 – Please Add $2.50 Per Guest.

Quick Start

Assorted Croissants, Danishes, Muffins
Seasonal Cubed Fruits
$18

The Crowne Continental

Assorted Croissants, Turnovers, Danishes,
Muffins, Bundt Breakfast Breads
Seasonal Cubed Fruits
Assorted Individual Yogurts
Granola & Dry Cereals
Whole, Low Fat & Skim Milk
$20

Breakfast Add-Ons

Steel Cut Irish Oatmeal
Raisins, Brown Sugar & Candied Nuts
$5.00

Bagels & Cream Cheese
$4.00

Farm Fresh Scrambled Eggs
$4.00

Applewood Smoked Bacon
$4.50

Chicken Apple Sausage
$4.50

Old Fashion Home Fried Potatoes
Red Skin Potatoes, Bell Pepper & Red Onions
$4.50

American Buffet

Assorted Croissants, Turnovers,
Danishes, Muffins, Bundt Breakfast Breads,
Seasonal Cubed Fruits, Assorted Individual Yogurts,
Granola & Dry Cereals, Whole, Low Fat & Skim Milk
Farm Fresh Scrambled Eggs with Chives
Apple Wood Smoked Bacon, Smoked Chicken Apple Sausage
Home Fried Potatoes, Red Onions, Bell Peppers
$28

CROWNE PLAZA
CONCORD WALNUT CREEK

Plated Breakfast

Served with Freshly Brewed Coffee, Decaf,
Mighty Leaf Tea & Orange Juice

20 Guest Minimum
For Groups Less than 20 – Please Add $2.50 Per Guest.

Petaluma Farms

Farm Fresh Scrambled Eggs, Home Fried Potatoes
Choice of Smoked Applewood Bacon Or Country Sausage Or Ham
Basket of Scones
$22

Cinnamon French Toast

Maple Syrup & Whipped Butter
Choice of Smoked Applewood Bacon Or Country Sausage
Basket of Scones
$18

Eggs Benedict

English Muffin, Smoked Canadian Bacon, Hollandaise Sauce
Home Fried Potatoes
Basket of Scones
$22

Breakfasts Wrap

Scramble Eggs, Chorizo, Avocado, Jack Cheese,
Sour Cream, Roasted Tomato Salsa, Potatoes
Basket of Scones
$20

*** Custom Brunch Menu Available ***
At Your Request

CROWNE PLAZA
CONCORD WALNUT CREEK

All Day Meeting Package

20 Guest Minimum
For Groups Less than 20 – Please Add $2.50 Per Guest.

$60

Quick Start

Freshly Squeezed Orange Juice & Grapefruit Juice
Assorted Croissants, Danishes, Muffins
Seasonal Cubed Fruits
Freshly Brewed Coffee, Decaf & Mighty Leaf Tea

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Mid-Morning Refresh

Soft Drinks, Bottled Water
Freshly Brewed Coffee & Mighty Leaf Tea

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Lunch Choices

(Choice of One Entree)

Tuscan

Vine Ripe Tomato Caprese
Baby Mixed Greens
Rosemary Marinated Roasted Chicken
Penne Pasta A La Pomodoro
Roasted Summer Vegetable Ratatouille
Garlic Bread

South of The Border

Cilantro Infuse Cabbage Salad
Carne Asada
Lime, Salsa, Crema Fresco, Black Beans, Rice
Flour & Corn Tortillas

Charcuterie

Thinly Sliced Ham, Turkey, Beef Pastrami, Swiss Cheese, Cheddar
Lettuce, Tomatoes, Pickles, Mustard, Mayonnaise
Assortment Of Sliced Bread
Individual Kettle Chips

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Afternoon Break

Soft Drinks, Bottled Water,
Freshly Brewed Coffee, Decaf & Mighty Leaf Tea
Choice Of:
Chocolate Brownies & Blondies
Or
Jumbo Chocolate Chip Cookies
Or
Lemon Bar & Raspberry Cheese Bar

Beverage Station

Fresh Orange Juice & Grapefruit Juice
$28.00 Per Pitcher

Freshly Brewed Rainforest
Coffee / Decaf & Mighty Leaf Tea
$49.00 Per Gallon

Assorted Soft Drinks
$4.00 Each

Lemonade
$28 Per Pitcher

Aqua Panna Still Water
$4.50 Each

Sparkling Pellegrino Waters
$4.50 Each

Individual Juices
Apple, Cranberry & Papaya
$4.50 Each

Iced Tea
$29.00 Per Pitcher

Break Additions

Fresh Buttered Popcorn
$3.00 Per Guest

Assorted Freshly Baked Cookies
$40 Per Dozen

Lemon Bar & Raspberry Cheese Bar
or
Brownies & Blondies
$42 Per Dozen

Fresh Seasonal Fruit Salad
$6.00 Per Guest

Basket Of Whole Fresh Fruit
$4.00 Per Guest

Häagen Daz Ice Cream Bars
Coffee, Chocolate, Vanilla & Sorbet
$6.00 Per Guest

Hummus
Grilled Naan & Pita Chips
$8.00 Per Guest

Assorted Mini Cupcakes
$36.00 Per Dozen

Assortment Of Power Bars
$6.00 Per Guest

Trail Mix
$4.00 Per Guest

Break Package

Healthy Break
Assorted Whole Fruit, Granola Bars,
Yogurt Covered Raisins & Almonds,
Assorted Soft Drinks & Bottled Water
$14

Build Your Own Trail Mix
Candied Pecans, Cashews, Almonds, Soy
Nuts, Dried Figs, Apricots, Bananas, Apples,
Yogurt Covered Raisins, Chocolate Disks
$14

Movie Break
Cracker Jack, Red Vine, Twisted Pretzels
Peanut & Plain M&M's, Gummy Bear
Assorted Soft Drink & Water
$12

Fiesta Break
Corn Tortilla Chips, Salsa,
Guacamole, Sour Cream,
Lemonade & Ice Tea
$12

Lunch Buffets

11am – 2pm
Service for One Hour

Includes Freshly Brewed Coffee, Decaf, Mighty Leaf Tea, and Iced Tea

20 Guest Minimum
For Groups Less than 20 – Please Add $2.50 Per Guest.

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Napa Valley Deli

Salads

Baby Field Of Greens Salad
Vine Ripe Tomatoes, White Balsamic Vinaigrette
Napa Valley Coleslaw
Zesty Caraway Dressing & Fresh Cilantro
Penne Pasta Salad
Artichokes, Oven Roasted Tomato, Kalamata Olives & Basil Dressing

Meats, Cheeses, Condiments

Hobbs Roasted, Honey Smoked Turkey, Black Forest Ham, Pastrami
Swiss, White Cheddar, Pepper Jack Cheese
Vine Ripened Tomatoes, Lettuce, Red Onions, Sliced Pickles
Mayonnaise, Mustards
Assorted Sandwich Breads & Buns

Dessert

Chocolate Brownies & Blondies
$35 Per Guest

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CROWNE PLAZA
CONCORD WALNUT CREEK

Make Your Own Chef Salad

Soup

Tomato Bisque

Mains

Chopped Butter Lettuce
Smoked Turkey Breast, Applewood Smoked Bacon,
Hard Boiled Eggs, Grape Tomatoes, Shredded Cheddar Cheese
Croutons, Avocado, Blue Cheese Crumbles
Buttermilk Dressing, Roasted Garlic Red Wine Vinaigrette, Blue Cheese Dressing
Petite Dinner Rolls & Butter

Dessert

Lemon Bars & Raspberry Cheesecake Bars
$28

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Yucatan

Salad

Mango-Jicama Slaw
Lime Cilantro Dressing

Mains

Tricolor Crispy Tortilla Chips
Salsa & Guacamole
Grilled Chicken Mole
Tilapia Vera Cruz
Tomato & Green Olive Salsa Fresco
Soft Flour & Corn Tortillas
Lime, Cilantro, Chopped Onions

Dessert

Mexican Wedding Cake Cookies & Tres Leches Cake
$35

Mt. Diablo

Salads

Baby Heads of Lettuce
Candied Walnuts, Point Reyes Blue Cheese
& Roasted Garlic Red Wine Vinaigrette
Roasted Beet Salad
Smoked Bacon Vinaigrette, Fresh Goat Cheese

Mains

Grilled Marinated Flat Iron
Wild Arugula, Pili-Pili Sauce
Oven Roasted Salmon
Artichoke & Roasted Bell Pepper Vinaigrette
Spinach & Ricotta Ravioli
Lemon-Basil Cream Sauce, Pine Nuts
Petite Dinner Rolls & Butter

Dessert

Raspberry Cheese Cake & Chocolate Mousse Cake
$42

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North Beach

Salad

Panzanella Salad
Toasted Tuscan Bread, Kalamata Olives,
Tomato, Cucumber, Fresh Buffalo Mozzarella & Fresh Basil
Grilled Vegetable Platter
Asparagus, Zucchini, Eggplant, Mushrooms, Onions,
Goat Cheese & Lemon Vinaigrette

Mains

Garlic Marinated Grilled Chicken
Breast Porcini Essence
Penne Pasta Pomodoro
Roasted Tomato & Fresh Basil,
Focaccia Bread

Dessert

Tiramisu & Seasonal Fruit Salad
$38

Pique Nique

Salads

Zesty Coleslaw
Garlic-Caraway Dressing
Roasted Organic Fingerling Potato Salad
Fennel, Bell Pepper, Red Onions, Grain Mustard Vinaigrette

Mains

Smoked Paprika Prawns
Rotisserie Lemon Chicken
Broiled Adobo Hanger Steak
Silver Dollar Sandwich Rolls
Condiments

Dessert

Assorted Fruit Tarts & Lemon Bars
$40

Plated Lunch

Based On Three Courses of Salad, Entrée, Dessert
with Dinner Rolls & Butter
Includes Freshly Brewed Coffee, Decaf, Mighty Leaf Tea, & Iced Tea

20 Guest Minimum
For Groups Less than 20 – Please Add $2.50 Per Guest.

Salads, Soups or Appetizer

Select One Item for The Entire Group

Baby Heads Of Lettuce
Pickled Red Onions, Cherry Tomatoes
Goat Cheese, With Aged Balsamic Vinaigrette

Classic Caesar Salad
Parmesan Toast & Creamy Garlic Dressing

Warm Tomato Bisque
With Crème Fraîche & Micro Basil

Parmigiano Gnocchi Pomodoro
Roasted Vine Ripened Tomato Coulis, Shaved Asiago & Micro Basil

Main Course Selections

Select One Item for All Guests
Served with Chef's Selection of Starch & Vegetable

Rosemary Grilled Salmon
Garlic-Lemon Butter
$32

Shrimp Carbonara
Pea Shoot, Pancetta, Garlic Cream Sauce
$34

Roasted Free-Range Breast of Chicken
Mushroom Ragout
$32

Grilled Flat Iron Steak
Caramelized Fennel & Olive
$34

Roasted Pork Loin
Green Peppercorn Sauce
$31

Braised Short Ribs
Petite Syrah Essence
$36

CROWNE PLAZA
CONCORD WALNUT CREEK

Vegetarian Selections

Grilled Asparagus Risotto
Fine Herbs, Asiago Cheese

Spinach & Ricotta Cheese Ravioli
Lemon Zest & Basil Cream Sauce

Roasted Vegetable Vol Au Vent
Roasted Tomato Sauce

Dessert

Select One Item for The Entire Group

Chocolate Mousse Cake
Strawberry Coulis

New York Cheese Cake
Blueberry Confiture

Grand Manier Cake
Blood Orange Sauce

French Apple Flan
Butterscotch Sauce

Flourless Chocolate Cake
Raspberry Coulis & Crème Chantilly

When More Than One Main Course Is Selected The Higher Priced Entrée Will Prevail

Boardroom Menu

Includes Freshly Brewed Coffee, Decaf, Mighty Leaf Tea,
& Iced Tea

20 Guests or Less

Plated Salad

Served With Dinner Rolls & Butter

Chopped Cobb Salad
Smoked Turkey Breast, Iceberg Lettuce, Tomatoes
Bacon, Hardboiled Eggs, Avocado, Buttermilk Dressing
Crumbled Blue Cheese
$25

Grilled Chicken Caesar Salad
Asiago Cheese Garlic Crostini
$22

Grilled Salmon Salad
Arugula Salad, Balsamic Vinaigrette
Feta Cheese, Grape Tomato
$26

Sandwich Buffet

Includes Pasta Salad
$28

Chicken Club Sandwich
Bacon, Lettuce, Tomato, Avocado
Zesty Cranberry Jam

Ham & Cheese Sandwich
Smoked Ham, White Cheddar, Dijonnaise
Sauce, Lettuce, Tomato

Marinated Grilled Vegetable Wrap
Hummus, Mixed Greens, Balsamic Dressing
Goat Cheese

Smoked Pastrami Sandwich
Lettuce, Tomatoes, Grilled Onions
Horseradish Mayonnaise

Dessert

Select One Item

Assorted Freshly Baked Cookies
Or
Brownies & Blondies
Or
Assorted Fruit Bar & Linzer Bar

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CONCORD WALNUT CREEK

Passed Hors D'oeuvres

Hand Passed or Plattered

Chilled Hors D'oeuvres

Grilled Asparagus Salad
Black Pepper-Lemon Chantilly
$32 Per Dozen

Smoked Salmon Blini
Chive Crème Fraiche, Tabiko Caviar
$36 Per Dozen

Farmstead Goat Cheese Tart
Candies Walnut & Menbrillo
$34 Per Dozen

Tomato Bruschetta
Mozzarella, Micro Basil
$30 Per Dozen

Peppered Steak Crostini
Horseradish Aioli
$38 Per Dozen

Hot Hors D'oeuvres

Artichoke Stuffed Goat Cheese
$32 Per Dozen

Smoked Kalua Pork Empanadas
$36 Per Dozen

Chicken Yakatori
$36 Per Dozen

Italian Sausage Calzone
$34 Per Dozen

Crab Rangoon
$38 Per Dozen

Arancini Croquettes
Tomato Coulis
$34 Per Dozen

Piquillo Pepper Eggroll
Cilantro Pesto
$34 Per Dozen

We Suggest 3 Pieces Per Person For Your Cocktail Event

CROWNE PLAZA
CONCORD WALNUT CREEK

Hors D'oeuvres Displays

Price Based On 25 Guests

Cold

Chips And Salsa
Corn Tortilla Chips With
Spicy Red Salsa & Guacamole
$175

Grilled Vegetable Platter
Asparagus, Zucchini, Eggplant, Mushrooms
Artichokes, Onions, Feta Cheese,
Lemon Dressing
$200

Fresh Fruit Display
An Elaborate Display Of Fresh Seasonal Fruits
And Berries With Honey Yogurt Sauce
$180

Bruschetta Station
Hummus, Tomato Basil Salsa
Toasted Italian Bread
$225

Italian Antipasto
Selection Of Sliced Cured And Dried Meats,
Marinated Vegetables,
Cured Olives & Mustards
Local Breads & Crackers
$225

Cheese Board
Cheddar Cheese, Brie Cheese, Boursin,
Goat Cheese Bucherette, Dill Havarti &
Blue Cheese, Candied Nuts, Grapes, Berries
Served With Baguette & Crackers
$220

Chilled & Raw Seafood Display
Oysters On-The-Half-Shell Chilled Prawns & Crab
Claws, Cocktail Sauce, Mignonette & Lemons
$375

Smoked Salmon & Trout
Toast Point, Butter &
Horseradish Sour Cream
$ 350

Hot

Slider Bar
BBQ Pulled Pork, Portobello Mushroom
Slider Bun, Chopped Onions, Tomatoes,
Mayonnaise, Mustard, BBQ Sauce, Pickles,
Cole Slaw, Shredded Cheddar & Pepper Jack
$32 Per Guest
(Two Hour Service)

Mashed Potato Martini Bar
Country Yukon Gold & Whipped Yams
Scallion, Bacon, Blue Cheese Crumble,
Cheddar, Gravy, Caramelized Onions,
Crème Fraiche
$24 Per Guest
(Two Hour Service)

Roasted Garlic - Horseradish Rubbed Prime Rib
Rosemary Au Jus, Horseradish Sour Cream
$450 Each
(Serves Approximately 40)
Requires A Carver At $100 For Two Hours

Honey Brine Roasted Turkey Breast
Turkey Gravy & Dijon Mustard
$180 Each
(Serves Approximately 25)
Requires A Carver at $100 For Two Hours

CROWNE PLAZA
CONCORD WALNUT CREEK

Dessert Station

Choice of Three Items
$18.00 Per Guest

Tiramisu

Mini French Pastries

Assorted Macaroons

Fresh Fruit Tart

Chocolate Truffles

Raspberry Cheese Cake

Ricotta Cheese Cake

Chocolate Mousse Cake

Grand Marnier Cakes

Mango Mousse Cake

CROWNE PLAZA
CONCORD WALNUT CREEK

Dinner Buffet

Service For One & One-half Hours

20 Guest Minimum
For Groups Less than 20 – Please Add $2.50 Per Guest.

Includes Freshly Brewed Coffee, Decaf, and Mighty Leaf Tea
Dinner Rolls & Butter

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Mediterranean

Salad

Frisèe, Radicchio & Endive
Candied Pecans & Fresh Apples
Point Reyes Blue Cheese Dressing
Minted Citrus Couscous
Cucumber, Fresh Mint & Parsley
White & Green Grilled Asparagus
Tarragon Crème Fraiche

Mains

Pan Seared Sea Bass Filet
Avocado, Orange & Grapefruit Salsa
Marinated Grilled Chicken
Sage & Porcini Cream Sauce
Mashed Yukon Gold Potatoes
Sour Cream & Chives

Dessert

Chocolate Mousse Cake
Strawberry Shortcake
$55

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CONCORD WALNUT CREEK

Tuscany

Soup & Salad

Zuppa
Roasted Tomato, Italian Sausage, Dinosaur Kale
Mixed Baby Heads Of Lettuce
Tomatoes, Cucumbers, Sangiovese Vinaigrette
Roasted Fresh Beets
Extra Virgin Olive Oil, Lemon Gremolata

Mains

Grilled Tri-Tip
Caramelized Onions, Gorgonzola, Balsamic Syrup
Pan Seared Salmon
Kalamata Olive, Capers & Roasted Tomato Ragout
Roasted Baby Potatoes
Roasted Garlic Rosemary Butter
Grilled Mediterranean Vegetable Ratatouille
Eggplant, Garlic, Zucchini, & Tomato

Desserts

Ricotta Cheesecake
Flourless Chocolate Torte
$49

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Stag's Leap Barbecue

Salad

Napa Valley Coleslaw
Zesty Garlic Dressing & Fresh Cilantro
Roasted Organic Fingerling Potato Salad
Fennel, Bell Pepper, Red Onions
Grilled Vegetable Platter
Asparagus, Zucchini, Eggplant, Mushrooms
Artichokes, Onions, Feta Cheese & Lemon Dressing

Mains

Rosemary Grilled Chicken
Charred Bell Peppers Salad
Grilled Sonoma Country Sausages
Sweet Italian, Merguez, Smoked Chicken Apple, & Bratwurst
with Grain & Dijon Mustard
Garlic Navy Beans
Smoked Lardons, Onion, & Fresh Herbs
Grain Mustard- Tarragon Vinaigrette

Desserts

Assorted Fruit Tarts
$46

Plated Dinner

Based On Three Courses of Salad, Entrée, Dessert
Includes Freshly Brewed Coffee, Decaf, & Mighty Leaf Tea,
Dinner Rolls & Butter

20 Guest Minimum
For Groups Less than 20 – Please Add $2.50 Per Guest.

Salads

Select One Item

Baby Heads Of Lettuce
Candied Pecans, Sundried Cranberry
Champagne Vinaigrette

Caesar Salad
Parmesan Toast & Creamy Garlic Dressing

Iceberg Wedge
Buttermilk Dressing, Grape Tomato,
Pickled Red Onions

Wild Arugula Salad
Feta Cheese, Diced Figs, Toasted Pine Nuts
Balsamic Vinaigrette

Main Course Selections

Select One Item
Served with Chef's Selection Of Starch & Vegetable

Roasted Chicken Breast
Lemon Thyme Jus
$40

Roasted Garlic Loin Of Pork
Madeira Sauce
$40

Rosemary Marinated Sea Bass
Pomegranate Beurre Blanc
$48

Grilled Flat Iron Steak
Black Truffle Jus
$45

Braised Lamb Osso Bucco
Roasted Tomato Essence
$52

Seared King Salmon
Lime-Cilantro Butter
$42

Grilled New York Steak
Green Peppercorn Sauce
$49

Cabernet Drunken Duck Breast
Duck Magret Valrhona Peppercorn Sauce
$46

Grilled Beef Tenderloin
Organic Mushroom Ragout
$51

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CONCORD WALNUT CREEK

Vegetarian Selections

Red Lentil & Portobello Mushroom Roulade
Wild Arugula & Bell Pepper Vinaigrette

Potato-Parmesan Gnocchi Pomodoro
Roasted Tomatoe, & Fresh Basil

Roasted Vegetable Ratatouille Lattice

Plated Dessert

Select One Item

Tiramisu
Espresso Ladyfingers, Mascarpone

New York Cheese Cake
Blackberry-Zinfandel Confiture

Lemon Mousse Cake
Wild Blueberry Compote

Balsamic Macerated Wild Berries Shortcake
Vanilla Whipped Cream

Grand Marnier Cake
Blood Orange Sauce

Flourless Chocolate Cake
Raspberry Coulis & Crème Chantilly

When More Than One Main Course is Selected The Higher Priced Entrée Will Prevail

Cocktails

Bartender Fee of $100 per bar

Well

$8

Vodka ~ Smirnoff
Gin ~ Seagram's
Rum ~ Bacardi Light
Tequila ~ Sauza Gold
Whiskey ~ Seagram 7
Bourbon ~ Jim Beam
Scotch ~ Famous Grouse
Brandy ~ Korbel

Call Brands

$10

Vodka ~ Absolute
Gin ~ Beefeater
Rum ~ Meyers Dark
Tequila ~ Cuervo Gold
Whiskey ~ Jack Daniel's
Bourbon ~ Maker's Mark
Scotch ~ Chivas Regal
Cognac ~ Hennessey VS
Cordials ~ Baileys, Kalua

Top Shelf

$12

Vodka ~ Grey Goose
Gin ~ Bombay Sapphire
Rum ~ Pyrat XO
Tequila ~ Patron Silver and Reposado
Whiskey ~ Gentleman Jack
Whiskey ~ Crown Royal
Bourbon ~ Knob Creek
Scotch ~ Johnny Walker Black
Cognac ~ Remy Martin VSOP
Cordials ~ Grand Marnier, Amaretto

Domestic Beer

$4.50

Budweiser, Bud Light

Imported/Craft Beer

(Choice of Two)

$5.50

Corona, Heineken
Sierra Nevada Pale Ale
Sam Adams Boston Lager
Blue Moon, Fat Tire

Wines By the Bottle

White:

Sycamore Lane: Chardonnay $28
Angeline Reserve: Sauvignon Blanc $30
La Crema: Chardonnay $41
Rodney Strong: Chardonnay: $48

Red:

Sycamore Lane: Cabernet $28
Joel Gott 815: Cabernet $28
Angeline Reserve: Merlot $35
Joel Gott: Pinot Noir $45
Seghesio: Zinfandel $37
Alexander: Valley Syrah $46

Blush/Rose:

Kenwood Yulupa Brut $28
Sycamore Lane: White Zinfandel $28
St. Supery: Rose $32
Roederer Estate Brut $44

All Bars Have Soft Drinks, Juices & Mineral Waters
Above Prices Are For Hosted Bars & Include Tax & Service Charge. Cash Bars, Add $1.00 Per Drink
Prices Subject To Change Without Notice

Beverage Packages

Bartender Fee of $100 per bar

Soft Drink, Mineral Water and Lemonade

One Hour $6
Two Hours $9
Three Hours $11
Four Hours $13

Beer, Wine & Soft Drink

One Hour $12
Two Hours $15
Three Hours $18
Four Hours $21

Call Brands

One Hour $20
Two Hours $24
Three Hours $30
Four Hours $35

Well Brands

One Hour $16
Two Hours $20
Three Hours $25
Four Hours $28

Top Shelf

One Hour $22
Two Hours $26
Three Hours $32
Four Hours $38

All Bars Have Soft Drinks, Juices & Mineral Waters

All Hosted Package Prices Are Per Guest and do not include Service Charge or Tax.

Please Note: Your Catering Representative can consult with you on specific brands. Please inquire on availability & price.

CROWNE PLAZA
CONCORD WALNUT CREEK

Policies and Procedures

Deposit: A non-refundable deposit is required in order to secure your catering event as a definite commitment and will be applied towards your final bill at full value.

Cancellation: In the event of cancellation for any reason, all deposits and payments are non-refundable; a cancellation fee may also apply. The hotel reserves the right to negotiate a reasonable re-booking window, and will consider all circumstances on natural disaster or act of god.
All cancellations must be submitted in writing to the Catering Office.

Guarantees: The attendance must be specified 3 Business days in advance. Otherwise, the expected attendance listed on the contract will become the guarantee. Sunday and Monday guarantees must be received by noon the preceding Thursday. The Hotel will be prepared to serve 5% above the guarantee.

Prices and Labor Fees: All prices are guaranteed for 90 days prior to the function. Any function booked beyond 90 days may be subject to price changes without notice, based on prevailing market costs. Prices quoted do not include current service charge and sales tax. Tax is computed on the total food, beverage and service charges. All food and beverage prices are subject to 22% service charge and current local sales tax (8.5%).
All Buffets Minimum 20 guests, or add $2.50 per guest.

Space Rental Hours:
Breakfast: 6:00AM - 10:00AM Lunch: 11:00AM - 2:00PM Dinner: 5:00PM - 9:00PM. Receptions are sold starting at 12:00PM - 8:00PM. Maximums on events are 3 hour for Breakfast events, 4 hour for Lunch & Receptions and 6 hour maximum for Dinners. Events are designated by meal period and space rental times. Any event wanting to extend the space rental time or extend past midnight will be subject to a $500 labor fee and needs to be approved through the Catering Representative. Space booking windows: 6:00AM - 12:00PM, 12:00PM - 6:00PM, 6:00PM - 12:00AM. A minimum of 1 hour is required to turn event space.

Food and Beverage: The Hotel reserves the right to inspect and manage all private parties, meetings, receptions, held on the Hotel premises. All food and beverage must be purchased through the Hotel unless corkage has been arranged through the Catering Department. ($15.00 per bottle) Client is responsible for delivery of any wine to designated receiving department no more than three days prior to event. Product will be counted on delivery and corkage will be billed accordingly in advance of event, uncorked wine must be removed upon conclusion of event.
All Federal, State and Local Laws with regard to food and beverage purchases and consumption are strictly adhered to and enforced.
Hotel management will not allow consumption of alcoholic beverages not purchased from the hotel; client will be responsible for all attendees, up to and including terminating contract and event.
Bars, for your safety, are managed within the requirements of local ABC laws, individual guests and events may be cut off and or closed at any time with no notice, last call will be made a minimum of one hour prior to the scheduled end of an event. All bars are subject to a $100.00 Bartender Fee. Hotel suggests 1 Bartender per 100 guests, Hotel Restaurant Bar will not be utilized for events of 40 guests or more.
Hotel allows you to bring your cake in for Special Events and with prior knowledge of your Catering Representative. Cake Cutting is provided at $3.00 per guest.
Banquet Event Orders will be sent to the client for approval and must be returned with signature no later than 3 business days prior to event.
The Hotel prohibits the removal of food from the Hotel premises.

Children: 12 and under may utilize our children's menu and pricing. Banquet buffets for children under 5 years old are free, 5 to 12 years old are half price of the banquet price.
Plated meals are the current menu price, regardless of age.

Split Menu: When providing a split entrée selection (limited to 2), the higher priced entrée will prevail as the overall entrée cost. Please inquire with your Catering Representative.

Room Assignment: Function rooms are assigned based on the number of guests expected. If final guaranteed attendance decreases or increases, hotel reserves the right to change event space to a room suitable for revised number of attendees, with written consent by both parties.

Room Set-Up Charge: All space will incur a minimum set-up fee, based on needs of the client and may or may not be included in the rental cost. The Hotel will assist in directing the best room and set up for your event, a diagram will be provided for comprehensive set up. If, on the day of the event, the engager changes the set up specified on the approved catering contract/diagram, a minimum $75.00 labor charge will be assessed.

Decoration: The Hotel will not permit the affixing of anything to walls, floor or ceiling of rooms with tacks, staples, tape or any other substance that might leave a mark. Candles are permitted, but client must provide their own holder or base and flame must be contained or fall below edge of glass. Hotel will provide complimentary centerpieces, currently a mirror and hurricane glass with LED candles or LED votive candles.
Any signs provided by our guests must be of professional quality and have management approval prior to placement.
Use of birdseed, rice or confetti is not permitted.

Music and Entertainment: Hotel Management reserves the right to modify volume levels of your group should it affect other hotel guests or groups up to and including closing an event down if modification does not meet hotel expectations. A decibel meter will be used to determine appropriate sound levels and violations of policy. Excess of 80 decibels in the Atrium will not be permitted at any time. All events held in Atrium have a 10:00PM moratorium on amplified sound of any kind on Friday & Saturday nights and 9:00PM Sunday through Thursday nights. No event in Atrium space extends past 11:00PM.

FOG and/or SMOKE MACHINES ARE NOT PERMITTED.

Audio/Visual: The Hotel is in contract with a well trained and comprehensive Audio Visual Company; all AV equipment needs will be managed and coordinated by AVMS. Please communicate with your Catering Representative for contact information and pricing.

Linen: Our Standard Hotel linen is White, Black and Ivory. A variety of additional napkin colors are available at no additional charge. For any other custom colors or for floor length linen, please ask your Catering Representative for color selections and pricing, we aspire to create the vision of your event and have many vendors/options to choose from.

Trade Shows: A limited number of 6'x30" and 8'x30" tables are available for Trade or Vendor Shows. Each table will have 2 Chairs and one table cloth. Please check with your Catering Representative for information and pricing if you require skirting, floor length linen or more than 10 tables.

All outside Vendors: It is the policy of this Hotel to discourage Hotel patrons from purchasing food from sources other than the Hotel. Improper handling of food may lead to food poisoning and other health hazards. However, the hotel recognizes that for religious, or other special reasons a Hotel patron may have it be necessary to permit such purchase, preparation and service. In the event that a patron insists on purchasing, preparing and serving food by other than hotel employees, the Hotel may allow such service only if patron and caterer acknowledge to accept the responsibility and abide by the terms set in the Outside Catering Procedures and provide a copy of valid business license and Indemnity insurance policy of one million dollars ($1,000,000.00)

Shipping and Receiving: When shipping boxes or materials in advance of your meeting, please list the name of your group, the function date and your Hotel Contact on each box of the shipment. Advance notice of shipments should be given to your Catering Representative. This will ensure the proper storage and placement of your materials in the meeting rooms. The hotel cannot accept C.O.D. shipments. Due to limited storage space, materials should arrive not more than 3 business days prior to your meeting and only packages less than 75 pounds will be accepted by the hotel. All other packages must be stored and handled by a drayage company. A shipping request must be filled out for return shipment of materials or arrangements for pick-up of materials must be made by the customer prior to departure. Deliveries of more than 5 boxes for any one group will incur a handling fee of $5.00 per package per move (for standard size boxes). Oversize boxes/cartons are charged at $10.00 per box per move. Please note the hotel has a ground level receiving dock and does not provide fork lifts for pallet deliveries. Pallet deliveries will be charged at $50 dollars per pallet. Client is required to pre-negotiate rate and rent space for secured storage of any pallets.

Damage and Loss: The Hotel will not assume any responsibility for the damage or loss of any articles left in the Hotel prior to, during, or after your function. The Client agrees to be responsible for any damages done to the premises during the period of time the meeting/banquet rooms are under their control or under the control of any independent contractors hired by the client.

Security: For your safety as well as the safety of other guests, the hotel may require at any time that bonded security personnel be arranged by the hotel and paid for by the client. Circumstances include but are not limited to: When valuable exhibits, props, merchandise or electronic equipment are displayed or held overnight in the hotel, or if hotel determines there is a potential risk of hotel or event guest safety liability. Should the Hotel or the Client be required to enforce the terms of these policies and procedures, reasonable costs (including attorney's fees) are recoverable.