

# Omni Mandalay at Las Colinas – Outside Catering Packages

## PREFERRED OUTSIDE CATERERS

Outside catering will only be allowed if hotel is unable to provide requested items due to dietary or religious purposes. Most requests can be accommodated with our full-service banquet kitchen and culinary team. If outside catering is approved, the caterer must be one of the vendors from our preferred list below.

**Saffron House** - 5100 Beltline Road #728, Addison, TX 75254

Prob | (972) 239-1800 | [www.thesaffronhouse.com](http://www.thesaffronhouse.com)

**Spice in the City** - 1512 Commerce Street #101, Dallas, TX 75201

Navin | (469) 554-0348 | [www.spiceinthecitydallas.com](http://www.spiceinthecitydallas.com)

**BBQ Tonite** - 2540 Old Denton Rd. #112, Carrollton, TX 75006

Salim | (972) 466-0786 | [www.bbqtonitedallas.com](http://www.bbqtonitedallas.com)

**Shiraz Catering** - 18101 Preston Rod, # 101, Dallas, TX 75252

Ali | (214) 484-6075 | [www.shirazevents.com](http://www.shirazevents.com)

**Pasand** - 2600 North Beltline Road, Irving, TX 75062

Nagi | (972) 594-0693 | [www.pasandrestaurant.com](http://www.pasandrestaurant.com)

**India 101** - 3311 Regent Blvd., Irving, TX 75063

(972) 636-4101 | [www.india101.us](http://www.india101.us)

**BBQ King** - 3112 N Jupiter Road #307, Garland, TX 75044

Tariq | (972) 807-6910 | [www.bbqkingrestaurant.com](http://www.bbqkingrestaurant.com)

**Jimmy's Burger & Grill** - 6300 Independence Pwky, Suite C, Plano, TX 75023

Bilal | (469) 298-3611 | [www.jimmysburger.com](http://www.jimmysburger.com)

**Taj Chaat House** - 1057 W Rochelle Road, Irving, TX 75062

(214) 596-1133 | [www.tajchaathouse.com](http://www.tajchaathouse.com)

**Simcha Kosher** - *Halal and Kosher Meals* - 3230 Towerwood Drive, Dallas, TX 75234

(972) 620-7293 | [www.simchakosher.com](http://www.simchakosher.com)



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## **OUTSIDE FOOD AND BEVERAGE POLICY**

For any goods or services provided by an outside vendor, Omni Mandalay Hotel at Las Colinas requires the caterer to provide an indemnification agreement, valid Food Handler's Permit for the State of Texas, and Certificate of Insurance. Based on number of attendees, the following insurance coverage is required.

- 1-99 guests | \$1,000,000
- 100-249 guests | \$3,000,000
- 250-749 guests | \$5,000,000

The amount paid to the outside caterer for goods and services will not be applied to the hotel contracted food and beverage minimum under any circumstance. Outside beverage is not permitted.

Outside catering fees are as follows:

- \$45.00++ per person for dinner and reception
- \$40.00++ per person for dinner only
- \$10.00++ per person for reception only
- \$35.00++ for lunch or breakfast

Pricing is subject to service charge and tax currently at 25% and 8.25%.

The above amount does not include equipment needed for serving and/or cooking. This is the responsibility for the caterer to supply. Hotel will provide hot boxes to keep items warm. Customer and caterer must agree to provide the menu and equipment needs to the hotel a minimum of 14 days in advance of the event.

## **DISPOSABLE CONTAINERS**

All food containers must be rated for food service or will not be permitted on property. Disposable plates, cups or items of any kind are not allowed.

## **ARRIVAL**

A minimum arrival time of 1.5 hours prior to serving time is required. Earlier is always welcomed. Please let your Event Manager know your expected arrival time for the event.

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## **OMNI MANDALAY HOTEL AT LAS COLINAS WILL PROVIDE THE FOLLOWING:**

- Coffee, hot tea and water served table-side during meals
- Chaffing dishes and hot boxes
- Silverware, China and glassware
- Serving utensils
- Banquet team to serve, replenish and clear all tables for duration of event

## **OMNI MANDALAY HOTEL AT LAST COLINAS WILL NOT PROVIDE THE FOLLOWING:**

- Any type of containers for leftovers
- Food service containers that are disposable
- Storage and/or refrigeration for any food items provided by caterer
- Food labels are to be provided by the caterer
- Placement and replenishment of food dishes on buffets is the responsibility of the caterer

## **DETAILS**

All items required must be provided to the hotel within a minimum of fourteen (14) business days prior to the event.

- Labels are required for food items. Caterer has the option to provide. If hotel is providing labels, all information must be provided by the caterer fourteen (14) days in advance. Prior to placement, proofing of labels is required.
- All items should arrive ready to serve. Hotel will have hot boxes available to insert pans with the intention to maintain temperature. Hot boxes are not to be used to warm food upon arrival. Hotel will not provide staff, equipment and/or kitchen access to the outside caterer.
- Hotel requires a minimum of one (1) English speaking food runner per buffet. For example, four (4) buffets would require four (4) food runners. This will maintain standards and ensure food quality. Prior to the event, food runners will assist and confirm food setup and will assist with replenishing items during the event as well as any additional assistance the hotel's banquet team requires in back of house.
- Any tastings for the caterer's food will be done at an off-site location. It is the responsibility of the caterer to secure a location.
- Caterer is responsible to provide a list of individuals who will be on property the day of the event. The caterer's on-site contact will be required to provide cell phone number.
- Caterer is responsible for removing and cleaning any items provided including but not limited to; insert pans, food containers, storage items, serving utensils or any dishes used for the event and not provided by hotel.
- Caterer must have approved food safe mode of transportation with the ability to maintain temperatures for both hot and cold items.

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## **PERMITTED AREAS**

Food provided by an outside vendor is not allowed inside the designated wedding ceremony area. All service must be outside of the designated area in the foyer. Food cannot be taken from foyer and into designated ceremony area.

## **NON-PREFERRED VENDOR REQUIREMENTS**

All information below is required for your caterer of choice to be considered. Once all requested items are received, an interview will be scheduled with Omni's Director of Catering, Executive Chef and/or Director of Banquets. Interviews will not be scheduled until all requested documents are received. Interview will be on a mutually agreed upon time with Omni Mandalay Hotel at Las Colinas and the caterer.

## **NON-PREFERRED VENDOR REFERENCES**

A minimum of three (3) letters of recommendation is required. Recommendations must be from a 4-STAR or Four-Diamond U.S. hotel or similar caliber to Omni Mandalay Hotel at Las Colinas. References must currently work in the hotel's catering, banquet or culinary departments. Event referenced must have taken place in the last calendar year.

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Outside Catering									
Buffet Food Items	Hot	Cold	Vegan	Vegetarian	Contains Nuts	Contains Dairy	Contains Gluten	Serving Utensil	Chaffer Required
Reception - List in Order of Buffet Layout									
Dinner - List in Order of Buffet Layout									
Total Number of Hot Boxes Needed									
Total Number of Insert Pans Needed									
Estimated Time of Arrival									
On-Site Contact									
Cell Phone									

