

# Catering Policies

## **Bars**

Hosted bars may be inspected by the client immediately preceding and following the bar operation. If no inspection is made, the client waives the right to verify consumption and agrees to accept the resort's final count. A bartender fee will apply to any party that does not reach a minimum of \$500 in bar sales.

## **Food & Beverage**

All food and beverage must be purchased through The Balboa Bay Club & Resort and consumed on premises. A service charge of 22% and applicable sales tax will be added to all food and beverage items. The service charge is subject to the current state sales tax (CA State Board of Equalization Regulation Code No. 1603). All prices are subject to change. When a choice of two entrées is requested, the higher entrée price will be the meal price.

## **Signs & Decorations**

The Balboa Bay Club & Resort will not permit the affixing of anything to the walls, floors or ceilings of the rooms with nails, staples, tape or any other substance unless the Catering Department has given prior approval and is coordinated through the Engineering Department. An additional fee may apply.

## **Packages**

If you need to send packages to The Balboa Bay Club & Resort, please advise your Catering or Conference Service Manager of the arrival date no more than three business days prior to group arrival. Please be sure to include your group name, date of function and number of boxes shipped on all labels.

## **Valet**

Valet parking is required for all private functions. A fee per car will apply per entry/exit. Hosted valet parking does not include the overnight parking fee, which is per vehicle per night.

## **Tastings**

One complimentary tasting is provided for social events of 100 or more guests. Menu selections must be given seven (7) business days in advance of the tasting. Tastings are in The First Cabin Restaurant and are provided Tuesday through Thursday at 11:00am or 1:00pm. Menu tastings are hosted for two guests, requests for additional persons will be charged at an additional per person cost. For social events less than 100 guests, a tasting can be coordinated at a discounted fee.

## **The Balboa Bay Club & Resort provides the following:**

66" round tables to accommodate 8 to 10 guests

Floor length champagne damask table skirt with white or ivory overlays

Colored linens may be provided at a nominal rental fee

Votive candles to compliment client-provided centerpieces (additional decorative candles may require permit)

Wood parquet dance floor in 3' x 3' sections (additional fee may apply for non-standard size)

Black carpeted staging in 6' x 8' sections (limited supply)

Draped 8' tables for registration, gift or silent auction usage

High or low cocktail rounds (limited supply)

## **Please discuss pricing for the following with your Catering Manager:**

White Glove Service                      24 Hour advance notice required

Coat Check Attendant                      One attendant recommended per 100 guests

Custom Printed Menus                      24 Hour advance notice required

Outdoor Heaters                              72 Hours advance notice required

2012 Catering Menus / Menus & Pricing Subject to Change

Set Up Fee of \$150 plus tax for Groups 24 Guests or Less / All Prices Subject to 22% Service & 7.75% Tax