

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 \$150 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 21% 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 of \$13.00 per car will apply. Hosted valet parking does not apply to overnight guests.

Tastings

One complimentary tasting is provided for social events of 100 or more guests. Menu tastings are hosted for groups of 2. Menu selections must be given 4 business days in advance of the tasting. Tastings are in the First Cabin Restaurant and are provided Tuesday through Thursday at 11:00am to 1:00pm. For parties less than 100, 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, ivory, or maize overlays
Colored linens may be provided at a nominal rental fee
Votive candles with mirrors to compliment client-provided centerpieces
Wood parquet dance floor in 3' x 3' sections
Black carpeted staging in 6' x 8' sections
Draped 8' tables for registration, gift or silent auction usage

White Glove Service	\$2.00 per person
Coat Check Attendant	\$150.00 for the evening

Labor Fee of \$150 plus tax for Groups 24 Guests or Less
All Prices Subject to 21% Service & 8.75% Tax