



Room Rental Rates & Contract

	<u>Ballroom</u>	<u>Lounge</u>
<u>Monday – Thursday:</u> <i>(40 Guest Minimum)</i>		
<u>Lunch</u> <i>(4 hours)</i>	\$250.00	\$200.00
<u>Dinner</u> <i>(5 Hours)</i>	\$350.00	\$300.00
<i>Each Additional Hour: \$150.00</i>		
<u>Friday:</u> <i>(80 Guest Minimum)</i>		
<u>Lunch</u> <i>(4 Hours)</i>	\$350.00	\$300.00
<u>Dinner</u>	\$1,000.00	\$600.00
<i>Each Additional Hour: \$150.00</i>		

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(Initial)

Ballroom

Lounge

Saturday:

(100 Guest Minimum)

Daytime

(10:00 am – 4:00 pm)

\$1,600.00

\$600.00

Evening

(6:00 pm – 12:00 am)

\$1,600.00

\$600.00

Sunday:

(80 Guest Minimum)

6 Hours

\$600.00

\$400.00

Each Additional Hour: \$250.00

December Minimums

Friday: 100-person minimum - same as above

Saturday: 150-person minimum - same as above

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Tent Rental Rates

Our New Garden Tent Pavilion seats up to 125 at Rounds, and up to 250 for a Ceremony. With our new tent, the Grandview Pavilion's TOTAL capacity accommodates 392 guests with the dance floor available, and 440 guests when the dance floor is used for dining! Rental for the tent is \$350 for Monday through Wednesday events, \$600 for Thursday events, and \$1600 for Friday, Saturday and Sunday. For ceremonies only the rental is \$800. If you are renting the tent for a ceremony, the tent will not be reset in a different layout after the ceremony. If your guest count is over 150 guests and you are hosting both the ceremony and reception at the Grandview Pavilion, additional chairs will need to be rented at the clients expense for the ceremony. The Grandview Pavilion will not move the chairs from the ceremony to the reception to avoid this charge.

The Garden Tent Pavilion is a fabulous balance between hosting an event both inside and out. This unbelievable location will have your guests in awe as they make their way down the stone path and through the grand entrance.

The fully landscaped outer perimeter of the Garden Tent Pavilion includes large Italian Cyprus and beautiful flowering foliage. The indoor sides of the facility are full of lush gardens brimming with flowers and fountains. And atop it all, a dramatic three-peaked tent ceiling accented with striking chandeliers and up lighting. This venue is truly one of a kind. On those chillier nights when your guests may need a little more protection from the elements, French window adorned siding is attached and full heating is provided.

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Policies & Procedures

Deposits & Payments

To guarantee an event, Grandview Pavilion must receive a signed Policy & Procedure form and retain a deposit.

***100% of the total rental rate is due upon booking your event.** The balance of the total estimated charges are due 30 days prior to your event. Final payment is due 10 days prior to your event. **All payments and deposits are non-refundable and non-transferable, and are applied to your final bill.** For payment, we only accept cash, cashier's check, business checks, Visa, Master Card, and American Express. We do not accept personal or business checks. **Please write your event number on all payments.** If payments have not been secured within the specified timeframe, The Grandview Pavilion reserves the right to cancel the event and retain the deposit and any other payments made. All sales are subject to an 18% service charge and 9.75% sales tax. The service charge is to offset the wages of all service personnel, bartenders, chefs & office personnel and is not a gratuity. If you wish you may arrange gratuity for service personal with the catering director prior to your event or with the dining room manager the date of your event. A credit card number (with photocopy of front & back of card) must be kept on file to cover any incidental charges or additions. If there is a balance after your event and we cannot reach you, we will be charging the balance to the credit card we have on file.*

During your event, you will be held responsible for any damage that has been caused to the Pavilion by you or your guests as well as any other people associated with your party (photographer etc.).

Cancellation Policy

If you cancel your event within 30 days of the contracted event date, you are still obligated to pay the total estimated charges of your event. If you need to move your event date and you give us written notice at least 30 days or more prior to the date, at the catering director's discretion, you may reschedule it for an available Grandview Pavilion date. In such a case, you will be required to match your deposit amount. Should your notice of cancellation be within 30 days prior to your original scheduled date, we will not accommodate your cancellation request and you shall be liable for all costs associated with the contract agreement.

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Decoration Policy

The client and any applicable vendor will have two hours prior to their event start time to decorate, and/or accept deliveries such as flowers or a cake. Under no circumstances will the client or vendors be able to set up the day prior to the event or have any additional time other than the two hours prior to the start time of the event. Nothing can be taped, pinned stapled or attached to the walls, ceiling or tent in anyway. Decorations must be freestanding and approved by the Grandview Pavilion a head of time. No confetti or tall tapered candles are allowed. If in doubt, please contact us to make sure what you have planned is allowed. It is the client's responsibility to place any decorative items such as centerpieces or favors. The Grandview Pavilion staff is responsible for the catering set up only and not the client's decorations or accessories. The Grandview Pavilion does offer a selection of alternative chairs, chair covers and linens in addition to what is included for an additional charge. If the client is having another company provide the chair covers they are solely responsible for the set up and take down of the chair covers and has two hours prior to the start time of the event to provide the set up. Chair covers must be removed and vacated from the venue immediately following your event. All decorations or supplies that the client has brought into the Grandview Pavilion must be taken out with the client immediately following the event. Chair covers will not be moved from the ceremony chairs to the reception chairs. If the client would like both the ceremony and reception chairs covered they will need to order chair covers for both areas.

Entertainment & Audio Visual Support

You are allowed to bring in any outside DJ service or live band as long as they comply with our entertainment requirements. If you intend on bringing in any outside DJ service or live band, they are required to have a \$1,000,000 liability insurance policy on file with us, listing Grand Edibles, Inc. as additionally insured on that policy. If entertainment contract and insurance has not been received 30 days prior to your event, said company or entertainer will not be allowed to perform at your function. The built in DJ booth, dance floor lighting, built in screens and projectors at the Grandview Pavilion are owned and operated by a subcontractor "A Perfect Impression". Said equipment is only to be used by A Perfect Impression and if the client is contracting with an outside DJ company they must bring in all of their own equipment including speakers. If you would like to utilize the built in screens, projectors and/or DJ service, please contact A Perfect Impression directly to arrange a contract: 510-887-8100. You must contact A Perfect Impression for the use of this equipment prior to your event and will not be able to use said equipment on the day of the event unless you have contracted with them. The Grandview Pavilion is not affiliated with A Perfect Impression and will not be held responsible for performance or equipment they own. Outside DJs have 45 minutes after the client event end time to breakdown their equipment and exit the premise otherwise over time charges will apply.

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Guarantee of Attendance

Your minimum guest count is due 10 days in advance. Guest counts may increase but not decrease up to two days prior to your event. This is the minimum number of guests you will be charged for on your final bill. You will be charged for the additional guests that attend your event, that were not included in your guarantee count.

Menu Selections

Menu and beverage selections must be made 30 days prior to your event. The Grandview Pavilion does not allow any outside catering of any type other than wedding cakes. Food and beverage pricing in per guest and must be ordered for every guest in attendance. For example, the client cannot host an event for 150 guests and only provide and pay for food and beverages for 100 guests. Food pricing is subject to change without notice. The Grandview Pavilion does not offer tastings and no exceptions will be made.

Sit Down Lunches and Dinners

For sit down lunches or dinners, a maximum of 3 entree selections may be offered to your guests. If a client is offering more than 1 entree selection, the selections must be placed in the invitation to the guests where they will indicate to the client ahead of time which entree they would like. The client is responsible for letting the catering department know how many of each entree they will need no later than 2 days prior to their event. In the case that a client does not include multiple entree selection in the invitation a head of time, they must only offer one entree selection to everyone or change the menu to a buffet. Only one type starter soup or salad is to be chosen by the client for every guest. Children's meals are an option for children up to 12 years of age. The client must choose the same child's meal for every child. The client is responsible for the entree indicator cards that indicate to our staff which entree each guest is having. The entree indicator card must be placed in front of each guest and must specify the name of the entree and NOT be color-coded.

If the event has the number of guests in attendance that the client has paid for, no left over food will be backed up. If the event has a lower guest attendance than what the client has paid for, than the left over food will be packed up for the client.

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Food Minimums (Excludes beverage, tax & service charge)

<i>Breakfast</i>	<i>\$10.00 per guest</i>
<i>Lunch</i>	<i>\$17.95 per guest</i>
<i>Dinner</i>	<i>\$25.00 per guest</i>
<i>Hors d'Oeuvres Reception</i>	<i>\$19.50 per guest</i>
<i>Wedding Reception: \$50 per person between food and beverage for Saturdays. \$42 per person between food and beverage for Fridays & Sundays</i>	

Beverage Policy

In compliance with California liquor laws, Grandview Pavilion is the only authorized licensee able to sell and serve liquor, beer and wine on the premises. No outside beverages will be allowed.

Grandview Pavilion reserves the right to refuse service to anyone we feel to be intoxicated. Drinking games are not allowed. Guests of questionable age will be expected to provide I.D. Minors will not be served. Client assumes all responsibility, if guests of legal drinking age provide liquor to minors at your event. If the client's guests are seen "sneaking" in outside beverages or drinking in the parking lot they will be asked to leave.

All beverage packages are served from the bar only. Table wines are additional and not included in the beverage packages. The Grandview Pavilion wait staff will not pass or serve beverages ordered from the bar; the client or guests must physically go to the bar for their beverage.

Beverage Service

If the client chooses to host a cash bar, the bar sales must reach a minimum of \$400 to avoid the bartender charge of \$125.

Cash Bar Prices

<i>Soft Drinks & Waters</i>	<i>\$1.50</i>
<i>Fruit Juices</i>	<i>\$2.00</i>
<i>Domestic Beer</i>	<i>\$3.00</i>
<i>Imported Beer</i>	<i>\$4.00</i>
<i>Well Brands</i>	<i>\$5.00</i>
<i>Premium Brands</i>	<i>\$5.00 - \$8.00</i>
<i>House Wines</i>	<i>\$5.00</i>
<i>Sparkling Cider (Bottle)</i>	<i>\$8.00</i>

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Hosted Beverage Packages

Hosted Beverage Package #1 (3 Hours) \$15.00 p.p.

Unlimited Domestic Beer

House Chardonnay, Merlot,

Cabernet Sauvignon, White Zinfandel

Champagne, Soft Drinks, Coffee & Tea

Well Drinks offered on a Cash Basis

Each Additional Hour \$3.00 p.p.

Hosted Beverage Package #2 (3 Hours) \$18.00 p.p.

Unlimited Domestic & Import Beer

House & Premium Chardonnay, Merlot,

Cabernet Sauvignon, White Zinfandel

Champagne, Soft Drinks, Coffee & Tea

Well Drinks offered on a Cash Basis

Each Additional Hour \$4.00 p.p.

Hosted Beverage Package #3 (3 Hours) \$20.00 p.p.

Unlimited Well Mixed Drinks, Import & Domestic Beer,

House & Premium Chardonnay, Merlot,

Cabernet Sauvignon, White Zinfandel,

Champagne, Soft Drinks, Coffee & Tea

Each Additional Hour \$5.00 p.p.

Hosted Beverage Package #4 (3 Hours) \$30.00 p.p.

Domestic, Import & Micro Brew Beers

Unlimited Premium Brands of Mixed Drinks,

Premium Chardonnay, Merlot, Cabernet Sauvignon,

Champagne, Soft Drinks, Coffee & Tea

Each Additional Hour \$8.00 p.p.

Hosted Non-Alcoholic Beverage Package (3 Hours) \$8.00 p.p.

Unlimited Soft Drinks, Lemon-Cranberry Fruit punch,

Fruit Juices, Sparkling Apple Cider, Lemonade, Coffee & Tea

Each Additional Hour \$2.00 p.p.

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All Events Include the Following:

- *Ample, free parking in our huge, convenient, well-lit parking lot*
- *Exterior accent lighting, landscaping, and fountains*
- *Deluxe, custom built copper chairs with designer fabrics*
- *60" round tables (seat 8)*
- *Head tables in two sizes*
- *Built-in sound system for background music or public address only not intended for dance music or to take the place of DJ*
- *Wireless Microphones*
- *Cherry wood dance floor with custom lighting (in Ballroom only)*
- *White or ivory table cloths, a selection of colored napkins, standard off white china, flat wear, glassware. The Grandview Pavilion contracts linen service from independent contracted companies. In the event that said company discontinues a color of napkin or tablecloth, it is out of The Grandview Pavilion's control and another available color will have to be selected by the client.*

If your event has children attending, please state the name of the person supervising and being held responsible for them the night of the event:

Lost & Found

You have 7 days to recover any left or lost items from your event. Grandview Pavilion will not be held responsible for your lost, left or stolen items.

Additional Information

Grandview Pavilion reserves the right to shut down your event at any time if we deem it to be out of hand. Under no circumstances does the Grandview Pavilion host events at which any types of tickets are sold or a cover charge is accepted unless approved in writing by the catering director. Grandview Pavilion exclusively hosts private events.

Grandview Pavilion does not host teenage events of any type. If your event is booked under false pretences and turns out to be an event in which Grandview Pavilion does not host, including a teenage event or an event where tickets were sold that was not approved in writing by the catering director, the event will be immediately shut down and no refund of any type will be given. If the police are called for any reason other than a medical emergency at your event there will be an additional \$500 fee.

Grandview Pavilion will not be held responsible for situations or circumstances beyond control of management preventing or interfering with performance. Examples include but

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are not limited to: natural disaster, extended power outages, government emergencies, etc.

Grandview Pavilion reserved the right to relocate the client's event to a more appropriate space or room at The Grandview Pavilion should it be deemed necessary.

Grandview Pavilion requires that only one person be designated to contact The Grandview Pavilion for any and all questions and/or arrangements associated with your event. This will avoid any confusion and/or miss information given to The Grandview Pavilion.

It is the client's responsibility to contact The Grandview Pavilion by all given deadlines. This includes cancellation deadlines. If the Grandview Pavilion has not heard from the client by the deadlines and/or cannot reach the client after several attempts, a certified letter will be sent to the client's last known address. This letter will indicate a date in which The Grandview Pavilion must hear from the client. Otherwise, the event will be cancelled and all deposits and payments held.

This is to be signed at time of booking. Please fax or mail in with deposit.
Fax: (510) 865-1106

I Have Read, Understand, and Agree to the Above Policies and Procedures

Date of Function: _____

Name of Function: _____

Signature of Client: _____

Print Name: _____

18% Service Charge & 9.75% Sales Tax will be added to your total bill
Visit our website at www.grandviewpavilion.com
Phone (510) 865-5322 Fax (510) 865-1106