

## ***Guidelines for Banquet Room Rentals***

Room rentals may be waived if the minimum requirements are met. We must receive a signed contract by the date indicated at the bottom of the page under "Billing Information".

During certain times of the year the Pavilion and Valley Rooms are open for regular dining and will be subject to availability.

3 Hours is HALF DAY. 6 Hours is ALL DAY. Any additional time will have an hourly rate to be discussed with Sales & Catering Director.

You will have access to your room for set-up or decorating 30 minutes prior to your event start time. If additional time is needed please make special arrangements with the Banquet/Catering Director.

Any event booked tentatively by telephone will remain tentative until the responsible person signs a banquet contract or submits the required deposit. Tentative holds are automatically released two weeks after booking without notice.

A final attendance count is required three working days prior to the date of the event; otherwise the original estimate will be considered the guaranteed number of guests. The guaranteed number is not subject to reduction, but Pea Soup Andersen's will be prepared to seat and serve 5% above the guarantee. You will be charged for your confirmed number or actual attendance whichever is greater.

Your menu selections and room set-up requirements should be given to the Sales and Catering Director at least one week prior to the function date. This is to assure the availability of all items chosen.

A deposit is due in advance and the remaining balance is due at the conclusion of the function unless credit has been established with our accounting department, if credit is approved all accounts are due and payable within (5) days after the function. Deposits (when applicable) are refundable within terms. Cancellations must be made 30 days prior to the event or a cancellation fee will be applied to your account.

California Alcohol and Beverage Commission regulations require all liquor, beer, and wine be supplied by the restaurant and consumed on the premises. You may provide your own wine with a corkage fee added on for each bottle. When serving alcoholic beverages the minimum age for drinking will be observed. Any function with 50 or more people that alcoholic beverages will be served at is subject to an hourly security fee which is determined at the time of booking. If you have a bartender at your event, bar revenues must exceed \$250.00 or a \$65.00 bartending fee will apply. Security will be required for banquets held in the Buffet Bar when alcohol is being served. Pea Soup Andersen's will hire the security guards and there will be an additional fee.

All food and beverage prices are subject to an 18% service charge. California State sales tax will be charged on all food, beverage and service charges.

These guidelines are meant to give you a general outline, but we can customize your banquet to fit your needs.