

Marina City Club

Banquet Menu and Service Guidelines

MENUS

Marina City Club welcomes discussing alternative menus in order to provide you with a personalized event. Lunch and Dinner entrées include Chef's selection of Seasonal vegetables, Fresh Rolls, Sweet Butter and Coffee Service.

PRICING

A 21% service charge and an 8.25% California state tax will be added to all Food and Beverage, audio visual equipment and room rentals. County tax of 3.5% on food and 10% on all beverages will be applied. Prices are current and subject to change.

FOOD AND BEVERAGE

Marina City Club does not permit any food or beverage to be brought into the restaurant or banquet areas. Hosted bars will be staffed with one bartender per one hundred (100) guests. For beverage revenues less than \$500, a \$100 bartender fee per hour will apply.

AUDIO VISUAL

Your conference services manager in conjunction with our in-house audio visual department will coordinate audio visual equipment required for your conference.

GUEST ATTENDANCE

Guaranteed guest attendance and final payment is required seven (7) business days prior to your event. Final attendance cannot be lower, but can be increased. If a guarantee is not received within the above time frame, you will be charged for the most recent estimated attendance or actual attendance, whichever is greater. Marina City Club will be prepared to serve no more than 5% over the guaranteed attendance.

COAT CHECK AND VALET PARKING

A coat check attendant may be arranged at a fee of \$100 per attendant. Valet parking is \$20 per hour per attendant and is always based on 1 attendant per 25 guests (2 attendant minimum). Events with 25 or more guests require valet parking.

DECORATORS, MUSICIANS AND PHOTOGRAPHERS

Your catering consultant can provide suggestions and recommendations of professionals who will assist you in producing a beautiful and memorable event.

Venue Fees and Capacities

<u>Location</u>	<u>Club Members</u>	<u>Non-Members</u>	
Third Floor (Weekends)	\$1,000.00	\$2,000.00	(5 ½ hours)
Galaxy (Weeknights)	\$250.00	\$500.00	(5 ½ hours)
Quasar Room	\$75.00	\$150.00	(4 hours)
Board Room	\$50.00	\$100.00	(4 hours)
Topside Room	\$500.00	\$500.00	(5 hours)
Monterrey (Weekends)	\$150.00	Members Only	(5 hours)

*Above fees are subject to 21% Service Charge, 8.25% sales tax, and 3.5% County Tax

<u>Capacities</u>	<u>3rd Floor</u>	<u>Galaxy</u>	<u>Quasar</u>	<u>Monterrey /Topside</u>
Sit Down:	300	144	36	50
Stand Up:	400	200	45	80

____ Initials ____ Date

Both our Food & Beverage Manager and our Chef, along with their respective staffs, are dedicated to bringing you and your guests the best food and service available. Our Chef is passionate about serving good, full-flavored dishes, using only the best ingredients and presenting his food in unpretentious ways that highlights quality and purity.

You are invited to make your selections from the following menus, or present your requests to our Chef for a customized menu tailored to your wishes.

MENUS

Fresh Rolls, Sweet Butter and Coffee Service included

LUNCHEON BUFFET

Mixed Field Greens Salad Bar
Grilled Vegetable Salad

Choice of Two Entrées:

- Herb Roasted Chicken
- Baked Salmon w/Lemon, Capers & Dill Sauce
- Braised Beef Brisket w/Sweet Onion Gravy

Penne Pasta w/Marinara
Fettuccine w/Alfredo
Fresh Vegetable Medley

Fresh Fruit Display
Assorted Mini Cheesecakes & Cookies

\$33

BUSINESS LUNCH BUFFET

Chips & Salsa
Traditional Caesar Salad
Vegetarian Pasta Salad

- ❖ Assorted Cold Cut Platter
- ❖ Assortment of Artisanal Breads & Sliced Cheeses
- ❖ Leaf Lettuces, Tomatoes, Pickled Assortment & Condiments

Fresh Fruit Display
Brownies, Carrot Cake & Cookies

\$26

GOURMET LUNCHEON BUFFET

Roast Tomato Bisque
Field Green Salad
Grilled Vegetable Platter

Choice of Two Entrées:

Herb Crusted Chicken Breast w/Wild Mushroom Vinaigrette
Pan Fried New Zealand Red Snapper w/a Crispy Garlic Butter Sauce
Grilled Beef Tri Tip w/a Soy & Honey Glaze

Includes:

Mashed Potatoes
Fresh Vegetable Medley

Fresh Fruit Display
Assorted Cakes

\$49

Seated Lunch

Entrées Include Choice of Soup or Salad, Dessert and Coffee Service

SOUP OR SALAD (choose 1)

- Sweet Corn & Butternut Squash Soup
- Fresh Sweet Pea w/Shiitake Soup
- Carrot & Ginger Soup (*hot or chilled*)
- Traditional Caesar Salad (*Crisp Romaine, Seasoned Croutons, Parmesan Cheese & Creamy Caesar Dressing*)
- Mixed Green Salad (*Baby Greens w/Radish, Carrot & Cucumber, choice of up to 2 dressings*)
- Hearts of Romaine Salad (*w/Avocado & Grapefruit, Roast Shallot Vinaigrette*)
- Belgian Endive & Apple Salad (*Belgian Endive Points, Granny Smith Apples, Radicchio & Tarragon Dressing*)
- Roast Pear Salad (*Mixed Baby Greens w/Roast Pears, Glazed Walnuts & Fresh Goat Cheese, Lemon-Thyme Vinaigrette*)

ENTRÉES (choose a maximum of 2)

- ❖ Grilled Beef Tri Tip (*Roast Garlic & Shallot Compote, Mashed Potatoes & Sautéed Spinach*) **\$36**
- ❖ Pan Roasted Breast of Chicken (*Mashed Potatoes, Sautéed Spinach, Leek & Mustard Seed Sauce*) **\$34**
- ❖ Tropical Lobster Cobb Salad (*Mango, Papaya, Tomato, Avocado, Maine Lobster & Bay Shrimp, Sherry Wine Vinaigrette*) **\$42**
- ❖ Smoked Chicken Salad (*Julienne Red & Yellow Bell Peppers, Julienne Leeks & Celery, Smoked Chicken, Baby Field Greens & a Sweet & Spicy Orange-Chipotle Dressing*) **\$36**
- ❖ Baked Meatloaf (*Wild Mushroom Stuffed, w/ Mashed Potatoes & Sautéed Spinach, Red Wine Sauce*) **\$30**
- ❖ Grilled Blue Nose Sea Bass (*Fava Beans, Pistachios & a Blood Orange Beurre Blanc, Pesto Potatoes & Steamed Vegetables*) **\$37**
- ❖ Grilled Vegetable Plate (*a Variety of Seasonal Vegetables, Grilled & Dressed w/Balsamic Vinegar & Extra Virgin Olive Oil, Basil Chiffonade, a Wedge of Blue Veined Cheese & Grilled Polenta*) **\$29**
- ❖ Pasta Integrale (*Whole Wheat Spaghettini, Tear Drop Tomatoes, Rapini, Zucchini, Yellow Squash, Fava Beans & Shiitake Mushrooms in a Light Tomato & Basil Broth*) **\$27**
- ❖ Pan Fried New Zealand Red Snapper (*Fried Leeks & Sweet Ginger, Mashed Potatoes & Steamed Vegetable Medley*) **\$40**

DESSERT (choose 1)

- Coupe MCC (*Vanilla Ice Cream topped with Marinated Fruits & Berries, Almond Tuile*)
- Crème Brûlée (*Traditional Vanilla Bean or Mocha, Berry Garnish*)
- Cheesecake w/Raspberry Coulis
- Warm Chocolate Bombe, Crème Anglaise

Children

(Lunch & Dinner)

Kid's Buffet Menu - 10 & Under

½ Price of Selected Adult Menu

Macaroni & Cheese

Mini Pizzas

Chicken Fingers

Peanut Butter & Jelly Sandwiches

(With Seated Meal Choose 3 of the above)

Offerings... After Sunset

Hors d'Oeuvres

CREATIVELY PREPARED & PASSED

(choose five from the following selection)

CHILLED

- Tomato, Mozzarella & Basil Brochette
- Chicken Liver Pate on Lavosh Points
- Smoked Salmon Petit Fours, Dill Crème Fraiche
- Seared Ahi Croustades w/ Wasabe & Cucumber
- Belgian Endive Points w/Blue Veined Cheese, Roast Pear & Glazed Walnuts
- Bruschetta of Tomato, Basil, Capers & Niçoise Olive
- Rare Beef Carpaccio on Croutons w/Sweet Mustard & Parmesan
- Spicy Tuna Tartar on Wonton Crisps

WARM

- ❖ Blackened Prawns w/Burnt Tomato Salsa (\$2 supplement)
- ❖ Thai Chicken Satay w/Spicy Peanut Sauce
- ❖ Fried Oysters, Spicy Remoulade
- ❖ Herb Crusted Baby Lamb Chops (\$2 supplement)
- ❖ Miniature Dungeness Crab Cakes, Spicy Remoulade (\$1 supplement)
- ❖ Carambola & Apricot Tartlets
- ❖ Wild Mushroom Strudel
- ❖ Caramelized Onion Tartlets
- ❖ Filet Mignon Lollipops (\$2 supplement)
- ❖ Fried Mirlitons with Artichoke Stuffing
- ❖ Oysters Rockefeller (\$1 supplement)
- ❖ Prosciutto Wrapped Dates w/Manchego Cheese

\$19 per Person

Dinner Buffets

DOCKSIDE

- Lobster Bisque
- Baby Field Greens w/ a Lemon & Thyme Vinaigrette
- Orecchiette Pasta Salad w/ Grilled Asparagus & Fresh Herbs
- ❖ So Slow Braised & BarBQ'd Beef Brisket
- ❖ Or Roast Prime Rib of Beef w/Carver (\$12 supplement)
- ❖ Pan Fried Lake Superior Whitefish, Pearl Onions, Pancetta & Sherry Wine Vinegar Sauce
- Garlic Mashed Potatoes
- Fresh Vegetable Medley
- 🍷 Warm Apple Cobbler w/Vanilla Sauce
- 🍷 Chocolate Flourless Cake

\$39

STARBOARD

- Lentil Soup w/Fennel & Dill
- Grilled Vegetable Platter
- Hearts of Romaine, Parmesan Dressing
- ❖ Herb Crusted Chicken Breast, Wild Mushroom vinaigrette
- ❖ Sautéed Striped Bass w/Sweet Orange & Cashew
- ❖ Penne w/Tear Drop Tomatoes, Basil & Artichoke in a Parmesan Broth

- ❖ Old Country Style Braised Veal Shank w/Pan Juices
- Fresh Vegetable Medley
- Oven Roast Baby New Potatoes
- 🍷 Crème Caramel
- 🍷 Cheesecake
- 🍷 Fresh Berry Tart

\$49

PACIFIC RIM

- Fresh Sweet Pea w/Shiitake Soup
- Asian Caesar Salad, Ginger Cream Dressing
- Oriental Chopped Chicken Salad w/Napa, Bean Sprouts, Snow Peas, Carrot, Shiitake, Tomato & Cucumber, Toasted Sesame Dressing
- ❖ 5-Spice Lacquered Chicken
- ❖ Grilled Ahi, Sesame Crust & Wasabe Cream
- ❖ Kobe Style Flat Iron Steak, Honey & Soy Glaze
- Baby Bok Choy
- Stir Fried Rice
- 🍷 Lychee Nuts in Syrup over Vanilla Custard
- 🍷 Green Tea Ice Cream
- 🍷 Fortune Cookies

\$58

3 Course Seated Dinner

Entrées Include Choice of Soup or Salad, Dessert and Coffee Service.

SOUPS & SALADS (choose 1)

Wild Mushroom Bisque

Carrot & Ginger Soup

Sweet Corn & Butternut Squash Soup

Lobster Bisque

Belgian Endive Salad w/Green Apples, Toasted Walnuts, Radicchio & Tarragon Dressing

Winter Salad of Baby Field Greens, Pine Nuts, Sundried Cranberries, Blue Cheese & Lemon Thyme Vinaigrette

Hearts of Romaine Salad w/Avocado & Grapefruit, Roast Shallot Vinaigrette

Fresh Herb Salad – Opal & Sweet Basil, Celery Leaves, Tarragon, Chive, Italian Parsley & Dill tossed w/ Fava & Baby French Beans, Blood Orange Segments & a Blood Orange Vinaigrette (\$2 supplement)

ENTRÉES (choose a maximum of 2)

Herb Crusted Rack of Lamb, Eggplant Mousse, Baby Sunburst Squash & Oven Dried Tomato, Rosemary Pan Juices

\$58

Crispy Potato Crusted Halibut, Rich Demi Glace w/Porcini & Fava, Baby Vegetables

\$50

Slow Roasted Duck, Sundried Cherry Sauce, Wild Rice Risotto w/Thyme, Leeks & Apricot, Sautéed Baby Root Vegetables

\$46

Crispy Pan Fried Striped Bass, Chanterelle Cream Sauce, Roast Shallot Mashed Potatoes, Market Baby Vegetables

\$53

Pan Roasted Breast of Chicken, Garlic & Shallot Confit, Red Wine Mashed Potatoes, Sautéed Rapini

\$43

Lobster Stuffed Filet Mignon, Madeira Sauce & Béarnaise Glaçage, Asparagus, Baby Carrots, Oven Dried Tomatoes & Anna Potatoes

\$62

DESSERTS (choose 1)

Warm Chocolate Bombe w/Molten Chocolate 'Heart', Crème Anglaise & Raspberry Coulis

Traditional Vanilla Bean Crème Brûlée (w/Caramelized Bananas, add \$1)

Fresh Berries w/Warm Zabaglione (\$1 supplement)

Vanilla Bean Ice Cream in a Tuile Cup, Fresh Berries & Orange Syrup

Bar Service

"Tailored to Your Needs"

- HOSTED BAR On Consumption
- CASH BAR \$100 PER HOUR LABOR
- BEER, WINE & SOFT DRINK BAR
- Custom Beverage Stations Available

Please see your catering consultant for price list.

*All beverage items are subject to 21% Service Charge, 8.25% sales tax, and 10% County Tax.

Marina City Club

Banquet/Catering Department
4333 Admiralty Way
Marina Del Rey, California 90292
310/822-0611 x 230* Fax: 310/822-1696

Date of Event: _____ Min Guests: _____ Max Guests: _____ Event Start Time: _____ Event End Time: _____

Type of Event: _____ Responsible Party (Host): _____

Contact Information: Home Phone: _____ Cell: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ @ _____ . _____

Summary of Menu Selections: _____ (Served or Buffet- please circle one)

Summary of Bar Selection: _____ (Hosted or Cash- please circle one)

Accepted Signature: _____ Please Print: _____ Date: _____

Payment

I authorize the Marina City Club to charge my credit card: \$ _____ for payment.

Credit Card # _____ Expiration date: _____

Name As It Appears on Card: _____

Signature: _____ Date: _____

PAYMENT SCHEDULE

Deposit #1 _____ /\$ _____ (Date/Amount)

Deposit #2 _____ /\$ _____ (Date/Amount) 50% of Final Balance, Due 3 Months Prior To Event

Final Payment _____ /\$ _____ (Date/Amount) Due 7 Days before Event

(Deposits are based on estimates only. The **Final Payment Invoice** details charges based on final count and any changes to the banquet event order and is approved by management.)

GUARANTEES:

- 1. Menu selections of each guest for each course for parties over 35 are due 7 days prior to date.
- 2. Contract details such as food/beverage choice, timing, number of guests, set-up, etc. Can be changed up to 3 weeks prior with management approval. Guarantees of minimum food, beverage, room charge, time of day and date cannot be changed.
- 3. Hosts will be responsible to meet minimums in food, beverage and room charges guaranteed.
- 4. Final guaranteed number of guests must be submitted to the management no later than 72 hours before the event. After that time, the number can be raised with management approval but cannot be lowered.
- 5. Pre-ordered food, bottled wines and staff are guaranteed for purchase regardless of guest attendance.
- 6. Food that remains at the close of the function is property of the Marina City Club. Current Health Department regulations prohibit the packaging of foodstuffs 'to go' for later consumption.

DEPOSITS & PAYMENTS:

- 1. Deposits are non-refundable but are applied to cost. Deposits are forfeited if the party canceled/date removed.
- 2. A \$1000 deposit is required to confirm date for private/guaranteed areas. A second 50% deposit is due three months prior to the event. A third and final payment of all estimated charges is due 7 days prior to event.
- 3. A \$1000 Refundable Room Damage Deposit is required for groups of 50 or more.
- 4. Deposits are based on estimates only. Actual charges will be itemized; deposits applied and balance due 7 days prior to event. Final payment may not pay in full for the event if more charges are incurred on the day of the event. The host who booked and planned the party is responsible to settle the bill/balance at the end of their event, if any.
- 5. 21% Service will be applied to all food, beverage, room charge, valet, décor, and vendor and staff fees. 8.25% sales tax will be applied

- to all Service, food, beverage, décor, valet, vendor & room charge. County applies charge of 10% on all Beverage and 3.5% on all food.
- 6. Checks are accepted until 8 business days before the event. Payments after that time must be in cash or credit card.
- 7. We accept Visa/MasterCard, & American Express.

HOST RESPONSIBILITIES:

- 1. Place cards are required for pre-selected food items and are the host's responsibility. These cards must have your guests' choices noted clearly for food placement.
- 2. Hosts are responsible for distribution and/or placement of flowers, reserve signs, party favors, place cards, table numbers, and personal effects for decorations.
- 3. Alphabetized guest list for the guard gate is due 24 hours prior to event.

LIMITATIONS:

- 1. Music sound levels must be reduced by 11:00pm
- 2. There is no amplified, live music or DJ's allowed after 11:30pm.

TIMING:

Events run 5 hours, 6 hours for events with ceremonies/fees only. Additional time: \$500 per ½ hour. A 2 ½ hour room set-up time is included on all events; any additional time is subject to management approval and will be billed at \$150 per hour.

GENERAL ITEMS:

- 1. Marina City Club is not responsible for any items left including gifts, personal effects, flowers, outside rentals, cake toppers, cutters, etc. All items must be picked up at the end of the event.
- 2. Marina City Club cannot store or refrigerate outside wines, cakes or flowers. Restaurant table flowers are not guaranteed.
- 3. Marina City Club's ceremony rehearsal fee is \$150 per hour and will be applied to the final bill. Any Event coordinating done within 7 days of event is billed at \$150 per hour.
- 4. Custom buffets may require an attendant to carve and/or sauté. Buffet attendants are \$100 per hour

- for parties of 50 or less and \$4 per person for groups of 50 or more.
- 5. Marina City Club is decorated for the holidays from December 1st to Jan. 31st. Décor includes poinsettias, garland, lights, green, red & white colors, but is mainly white & nondenominational. This décor cannot be removed or altered.
- 6. No beverages/alcohol can be brought into the restaurant. We do not allow corkage without written management approval of brand and quantity 2 weeks prior to event. \$15 per bottle on corkage.
- 7. Bringing in cake will cost \$3 per person. Marina City Club is not responsible for any portion of cake that remains at the end of the function, or any structural or decorative items that may accompany a cake. Short term storage of cakes prior to a function must be by prior arrangement and delivery coordinated through the chef.
- 8. As we are part of a neighborhood, we obey noise abatement laws. Music sound levels will be monitored. If DJs or bands do not respond to management requests, they will be shut down.
- 9. DJs and bands are responsible for load in & out of all equipment. The service elevator or service stairwell must be used for equipment load in & out. Party host is responsible for any damage or labor incurred if any.
- 10. We do not guarantee the use of in-house AV or PA equipment for seminars or events. The host is responsible for all arrangements and rental costs. Microphones are strongly suggested for speakers & ceremonies.
- 11. Menus and prices are subject to change.
- 12. Security is required for events with minors, such as Proms and Mitzvahs. (1-Officer per 30 minors; \$150 per Officer Based on a 5 hour event).

I HAVE READ AND UNDERSTAND THE ABOVE BANQUET AND SERVICE POLICY

Signature: _____

Print Name: _____

Date: _____

PAGE 1 MUST BE INITIALED AND DATED; PAGE 6 & 7 MUST BE SIGNED AND RECEIVED WITH DEPOSIT.