



Banquet & Catering Office
 Office: (310) 822-0611 Ext. 230
 Fax: (310) 822-1696
 4333 Admiralty Way
 Marina Del Rey, CA 90292

Ceremony and Reception 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. There are no food substitutions on Gold, Silver or Platinum Wedding Packages.

PRICING

A 21% service charge and an 8.25% California state tax will be added to all Food, Beverage and Ceremony Packages. Prices are current and subject to change.

CEREMONY PACKAGE

The 90 minute "Oval Pool Ceremony Package" is \$1500 and includes white folding chairs with white cushion for your guests.

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.

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.

Deposits and Payments

A \$2000 deposit is required to confirm date for private/guaranteed areas, second 50% deposit is due three months prior to the event, and third and final payment of all estimated charges is due 7 days prior to event. Deposits and payments are non-refundable and non-transferable.

Wedding Maximum Capacities			
	<u>3rd Floor (includes Ballroom)</u>	<u>Ballroom Only</u>	<u>Oval Pool (ceremonies or cocktails reception)</u>
Sit Down:	300	144	300
Stand Up:	400	200	300

_____ Initials _____ Date



Wedding Packages

All Wedding Packages Include:

Champagne Toast, Valet Parking, Room Rental, Dance Floor, Coordinator for day of event, White Linens, Chair Options and 3 Course Seated Dinner

Silver

\$65.00 + + per person

Beverage

Champagne Toast, Iced Water and Coffee Service

Stationary Hors D'oeuvre Display

Fresh Fruit and Artisanal Cheese with Crackers
Vegetable Crudités with Dip

Salad

Mixed Baby Greens with Radish, Carrot & Cucumber
Choice of Dressings on the tables

Served Dinner

Herb Crusted Chicken Breast
Wild & Long Grain Rice Pilaf
Garden Fresh Seasonal Vegetables
Fresh Rolls with Butter

Dessert

Warm Chocolate Bombe
Or Cheesecake with Raspberry Coulis
Wedding Cake Brought From Outside (\$3 per person)

Coffee Service

White Chair Covers with choice of White, Gold, Silver or Black Sash

*All Food & Beverage is subject to 21% Service Charge and applicable Sales Tax

Gold

\$80.00 ++ per person

Beverage

Champagne, Red and White House Wine, Iced Water and Coffee Service

Stationary Hors D'oeuvre Display

Fresh Fruit and Artisanal Cheese with Crackers

Vegetable Crudités with Dip

Tray Passed

Wild Mushroom Strudel

Smoked Salmon Petit Fours

Salad

Mixed Baby Greens with Radish, Carrot & Cucumber

Choice of Dressings on the tables

Served Dinner

Herb Crusted Chicken Breast

Or

Filet of Salmon with Dill Beurre Blanc

Wild & Long Grain Rice Pilaf

Garden Fresh Seasonal Vegetables

Fresh Rolls with Butter

Dessert

Warm Chocolate Bombe

Or Cheesecake with Raspberry Coulis

Wedding Cake Brought From Outside (\$3 per person)

Coffee Service

White Chair Covers with choice of White, Gold, Silver or Black Sash

*All Food & Beverage is subject to 21% Service Charge and applicable Sales Tax

Platinum

\$95.00 ++ per person

Beverage

Champagne, Red and White House Wine, One Hour Open Premium Bar, Iced Water and Coffee Service

Stationary Hors D'oeuvre Display

Fresh Fruit and Artisanal Cheese with Crackers
Vegetable Crudités with Dip

Tray Passed

Wild Mushroom Strudel
Smoked Salmon Petit Fours

Salad

Mixed Baby Greens with Radish, Carrot & Cucumber
Choice of Dressings on the tables

Served Dinner

Herb Crusted Chicken Breast

Wild & Long Grain Rice Pilaf
Garden Fresh Seasonal Vegetables

Or

Filet of Salmon with Dill Beurre Blanc

Wild & Long Grain Rice Pilaf
Garden Fresh Seasonal Vegetables

Or

Filet Mignon

Madeira Sauce & Béarnaise Glaçage,
Asparagus, Baby Carrots, Oven Dried Tomatoes & Anna Potatoes

Fresh Rolls with Butter

Dessert

Warm Chocolate Bombe
Or Cheesecake with Raspberry Coulis
Wedding Cake Brought From Outside (\$3 per person)

Coffee Service

White Chair Covers with choice of White, Gold, Silver or Black Sash

*All Food & Beverage is subject to 21% Service Charge and applicable Sales Tax

Event Detail Form

Marina City Club

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

Timing of Event

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: _____@_____. _____

Food & Beverage Summary

Selected Wedding Package: _____ Ceremony Package: _____

Beverage Summary: _____

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 approved by management.

_____ **Initials** _____ **Date**

Wedding Package Contract

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 \$2000 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.

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:

1. All events run 5 hours. Additional **event time**, such as for ceremonies, is \$500 per ½ hour.
2. A 2 ½ hour room set-up time is included on all events. Additional **set-up time** is subject to management approval and will be billed at \$50 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. Any Event coordinating done within 7 days of event is billed at \$150 per hour.
4. 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.
5. 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.

6. 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.
7. 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.
8. 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.
9. Menus and prices are subject to change.
10. Security is required for events with large groups of 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

Name of Event: _____

Signature: _____

Print Name: _____

Date: _____

TO RESERVE DATE:
PLEASE INITIAL & DATE PAGE 1,
COMPLETE PAGE 5 & 6 AND TURN IN
WITH DEPOSIT TO HOLD DATE.

THANK YOU

