**S&B CREATIONS**

**Banquet and Catering Contract**

* A deposit is required to hold a function space. If the event occurs the deposit will be deducted from the amount otherwise owing to S&B Creations Banquet & Catering, less any damages or missing property attributable to the function.
* Written cancellations must be received (120) days prior to the function to avoid room rental charge.
* No decorations may be attached in any way to walls or permanent structure. No nails, thumbtack or any other type of materials that may damage the property. Confetti’s and glitters are not allowed under any circumstances. There will be a fee of $300 if the rules are not applied.
* Banquet checks will be presented and approved by the person in charge of the event. At any discrepancy in the billing must be resolved at that time.
* Final guarantees for food functions are required (7) working days prior to the event. If the attendance falls below the guarantee, the engager will be charged for the guarantee. S&B Creations Banquet and Catering Services will prepare 5% above the guarantee.
* No food or beverage shall be brought into our facility. This is in compliance with California State Law, unless an agreement between the catering manager and client states otherwise on the banquet event order. If guest removes food from our property, it shall be at the guest’s own risk.
* All food and beverage charges are subject to a 20% service charge, which is taxable and applicable state sales tax.
* Any additional labor will have a set up fee.
* If on the day of the event the engager makes any changes to the room set up not specified on the catering contract a minimum of $150 labor charge will be posted to the check.

Guest will be admitted to an expected to depart from the facility in accordance with times specified.

* S&B Creations may assign the event to areas other than those appearing on the catering contract. Prices quoted are subject to change with a notification when applicable. Relocating any event sometimes is required and is outside the control of the Hotel. Please be assured, however, as such will happen only when absolutely necessary. If your function is upgraded, there will be no additional charge. If it is in less expensive location, charges will be adjusted downward.
* Function space rental times are as followed 7 AM to 5 PM and 5 PM to midnight, except Saturdays which are 10 AM to 4 PM and 6 PM to midnight. 6 hours max for every function. If function extends over the 6 hour limit there will be an additional room charge to your bill.
* S&B Creations will prepare to serve 5% increase in guest above the guaranteed guest count. If the increase is above this 5% we reserve the right to serve a comparable entrée to additional guest.
* The engager assumes full responsibility for the conduct of all persons attending any function and for any damage done to any part of the hotel during any time such promises are under the control of the engager or engager’s agent, invitees, or independent contractors employed by the engager.
* A damage deposit of $500 is required for all special occasions and may be refunded back if there are no damages made by all invitees attending your functions. (S&B Creations will provide proof of all damages and an estimate of charges applied to your deposit)
* A fee of $25 will be charged for each table cloths that is damaged or destroyed as a result of intentional guest actions.
* S&B creations cannot be responsible for tentative bookings. A signed contract and deposit must be in the hands of S&B Creations to guarantee you have reserved the function space. A signed contract is required at all times.
* At the description of the hotel, uniform to security personnel may be required for certain functions. The charge for the service is a minimum of $40 per hour and is the client’s responsibility. Per hour minimum charges is subject to change.
* Signatory guarantees to pay for all legal costs and related costs, which may occur for failure to make payment in full at the close of the event.

S&B Creations shall not be responsible for the loss or damage to any valuable or equipment left 4in the hotel meetings or banquet rooms by guest.

* **Special occasions, birthdays, reunions, and any large gatherings requires a mandatory cleaning fee separate from the banquet event order. Please see below:**

**Broadmoor $150 / Ambassador 1 or 2 $150 / Ambassador 1&2 $250/ Waldorf 1 Portion $150 / Waldorf 2 Portion $250 / Waldorf 3 Portion $300 / Waldorf 4 Portion $400 / Waldorf 5 Portion $450 / Grand Ballroom $500**

* Client is responsible for a mandatory security fee of $200 for the use of a Bar for their special occasions
* Any Décor, Bar, Security, & Cleaning related will be on a separate invoice.
* Guest who utilizes our centerpieces or props shall be responsible for any theft or damages. Price varies from $20-$50 depending on which centerpiece.
* Sales tax will applied as mandated by the State of California

Acceptance: Space will be confirmed on a DEFINITE basis with the return of your signed agreement by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Failure to do so will result in function space being released and contract being voided.

Client’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_