



Breakfast + Lunch + Dinner 2017

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All prices are subject to 20% service charge and current sales tax.
Revised 01/01/2017

BANQUET GENERAL POLICIES

Minimum Dollar Requirements/Room Rental Fees: Saturday Evenings at the Rio Hondo Event Center held during peak months of are subject to an \$10,000.00 dollar minimum expenditure level to qualify to book an event. January - March requires an \$8,000.00 minimum requirement of which \$5,000.00 will be allocated towards a facility fee for Saturday Night events and \$3,000.00 for Friday and Sunday evening events. The purchase of ALCOHOL cannot be allocated toward the \$10,000.00 booking minimum. (\$500.00 will be allocated towards a room rental fee from the final amount due for all events held Monday – Thursday.)

Retainer Fees & Payments: The Retainer deposit shall amount to 25% of the estimated total event fee and are non-refundable and non-transferable. The retainer fee (25% of the total fee) is due in full upon receipt of your signed Confirmation Agreement along with a current credit card to keep on file. If no payment is made 2 days prior to your event full payment will be paid using the credit card on-file. If RHEC is not able to charge this card, the contract is breached and event will be terminated.

Payments & Guarantee: A second payment of 50% of the estimated total is due no later than the midpoint between the date the contract was signed and your event date along with a \$250.00 - \$500.00 security/damage deposit. The final payment of 25% deposit is due 4 days prior to the date of your event. The \$250.00 - \$500.00 security deposit will be fully refunded 7-10 business days after your event, subsequent to a comprehensive evaluation by RHEC of any and all damages to the event site. The total security deposit refunded shall be based upon any and all deductions for damages to the site that can be attributed to your event activities. This deposit is not refundable should the event be cancelled and cannot be rolled over to a different date should you choose to reschedule with us. At the time of final payment (4 days prior to event), there will be a final walk-through and all arrangements will be made for the final guarantee. Final payment must be paid with cash or cashier's check if payment is made during the 3 days prior to event, if paying by credit card a 3% fee will be charged. Lack of final payment WILL result in cancellation of your event and forfeiture of any and all nonrefundable retainers/deposits paid.

Recap of Fee Schedule

- 25% - non-refundable deposit due to reserve event center for said date
- 50% - payment due at the midpoint between reservation date and event date, a \$250.00 - \$500.00 security/damage deposit due at the time of the midpoint payment
- 25% - due no later than 4 days prior to date of event.
- Deposit will be released 7-10 business days after event date barring no damage or additional fees

Total payment of the balance will be due 4 days prior to the event. Any additional charges will be addressed at the end of the function. No direct billing is available. In the event that the final bill is not paid in full within 24 hours following the function, RHEC will deduct the total amount due from the \$250-\$500 security deposit on-file. Cancellations received within 72 hours of your scheduled event will result in full payment becoming due for any services requested.

Guest Lists & Dress Code:

- All Events must have an alphabetical Guest List and have a seat (Downey Fire Code).
- Guest list must be alphabetical (last, first) and be turned in to RHEC no later than 4 days before your event.
- A dress code will be enforced: men must have slacks and collared shirt, i.e. No hats, beanies, t-shirts, jeans, hooded sweat shirts, or sporting attire, if wearing jeans must be accompanied with a collared shirt and/or blazer jacket. All guests are open to searches and seizures.

Cancellations:

- Events booked within thirty days canceled or event date moved within the same thirty-day period are subject to a Room Rental fee of \$250.00-\$500.00 and loss of initial deposit.
- All initial deposits are nontransferable and nonrefundable. In the event of a cancellation prior to your event, 50% of the estimated total of the event will be retained and is non-refundable along with the loss of security/damages deposit.
- Any refundable amounts will be paid to the party within 30 Business days.
- Cancellations received within 72 hours of your scheduled event will result in full payment becoming due for any services requested.

Vendors:

- All Vendors that are not a part of the RHEC vendors List and have not been verified by RHEC management from a prior event, will need to furnish a copy of the valid insurance with the RHEC added as additionally insured.
- Vendors not able to furnish this affidavit will be prohibited to enter the RHEC facility and perform their services.

Decorations:

All decorations must adhere to the local laws and policies of the City of Downey Fire Department. The Rio Hondo Event Center will not permit any items affixed to the banquet room walls / ceilings.

- Use of confetti, glitter, rice, bird seed, bubbles or fog machine is prohibited in any way on the Rio Hondo Event Center Property. A minimum labor fee of \$500.00 will be charged for any and all violations of this policy and possible cancellation of event immediately.

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Room Availability:

RHEC reserves the right to reassign banquet facilities as deemed necessary by RHEC management. If the size of your function or setup requirement increases or decreases dramatically RHEC management reserves the right to relocate your function to a room appropriate to your function's size. Due to time required for our staff to prepare the room properly for your function, rooms are available to you and your guests only for the times specified in your contract. Group and its vendors, agents, or employees may not enter the facility prior to the beginning of the inclusive time and must remove all of its property and vacate the facility as of the ending of the inclusive time.

- Arrangements must be made in advance to have access to the room before your designated time at the cost of \$75.00++ per half hour. Additional rental charges will apply.
- All Vendors Must Check in & Sign in with the RHEC Management before entering the Event Room.
- Vendors allotted time are given in the description of packages. 1 hour All Events and Diamond Packages, and 2 hours for Platinum packages.

Food & Beverage:

Due to public health regulations and RHEC policy, all food and beverage must be purchased from RHEC. No food or beverage, alcoholic or otherwise, may be brought on to premises by the Group or any of the guests without prior approval by RHEC management. Any outside food or beverage, alcoholic or otherwise, brought on the premises by the Group or any of the guests without prior approval will result in a \$75.00++ fee.

- All food and beverage must be consumed on the Rio Hondo Event Center Property and purchased solely through Shelton Food & Beverage. Outside Food, Beverage, or Alcohol is strictly prohibited.
- Events are allowed, however, to bring in a cake for their event, but notify the RHEC management prior the event.
- Split entrees (maximum of two selections) are available and will be charged at the higher price of the two entrees. All food and beverage selections should be provided to your Catering Manager four weeks in advance of your event date.
- Any and all food items from a buffet style set-up may not be taken in "to go" boxes from the premises.
- An item/entree may be substituted due to unforeseen pricing fluctuations and or shortages.

Alcoholic Beverage Policy:

Club servers and bartenders of the RHEC can only dispense Alcohol. The Alcoholic Beverage Control requires employees of Rio Hondo Event Center to request identification on any person who is of questionable age and to refuse alcohol service if the person is underage or proper identification cannot be furnished. Rio Hondo Event Center employees also have the right to refuse alcohol service to any person, who in the servers' judgment appears intoxicated.

- Bar Service will not exceed 4 hours, and can be surrendered at any time. Bar Service is also a CASH ONLY setup, no credit or debit cards.

Final Guarantee:

All Guarantees must meet their dated guidelines to exercise the contract; any missed opportunity gives the RHEC management the right to hold as a breach of contract making cancellation of event possible and immediate collection of payments and fees.

- Please specify your exact number of attendees 14 business days prior to your event. If you do not confirm your guarantee, the required minimum guarantee will be applied.
- Guaranteed numbers are not subject to reduction; also all guests are subject to full price and guest list must be provided.
- No guest will be able to attend the event at a discounted rate even if not present for the dinner portion of said event.
- As a courtesy, The Rio Hondo Event Center will prepare and set for five percent above the guaranteed number. For buffets, we will prepare and set for the exact confirmed number.

Hold Harmless:

For good and valuable consideration, the receipt of the signed Catering Agreement and the Banquet General Policies is hereby acknowledged. This client assumes entire responsibility and agrees to protect, indemnify, defend and save the Rio Hondo Event Center and its employees, harmless from and against all claims, losses, expenses included without limitation, attorney fees and security expenses, damage, environmental charges or fines arising out of or caused by the installation, removal, maintenance, occupancy or use of the Rio Hondo Event Center premises or a part thereof by this client, excluding such liability caused by the sole negligence of the Rio Hondo Event Center and its employees. In addition, this client acknowledges that the Rio Hondo Event Center does not maintain insurance covering this client's property and it is the sole responsibility of this client to obtain insurance covering such losses.

Liability:

The Rio Hondo Event Center will not be responsible for any loss, damages or injury, bodily or of to property that may occur at any function held on property, from any cause, whatsoever, prior to, during or subsequent to the period covered by this contract.

Security:

The Rio Hondo Event Center may require additional security for events whose size, program and/or nature of program indicate such needs. Additional security charges will be the responsibility of the event host. All events requesting alcohol must be required to purchase security. A \$75.00++ charge will be applied if your function leaves behind a large number of items that result in excessive clean-up for the RHEC and will be taken from the Security/Damages Deposit.

Signage:

All banners, signs or posters must be freestanding and cannot be affixed to banquet rooms walls, ceilings, and windows. In addition, all signage posted in public areas of the Rio Hondo Event Center must be preapproved and professionally printed. No handwritten signage will be permitted in any public area.

Smoking Ordinance:

The City of Downey and the State of California ordinances state that smoking is not permitted in any enclosed public area, including banquet rooms, restrooms and lobbies.

Shipping & Storage:

All delivery, packaging and clearance information must be acquired through your Catering Manager. The Rio Hondo Event Center does not accept packages more than four days prior to your event. Please include your group name, function date and Catering Manager's name on the outside of all packages.

Service Charge & Taxes:

- All applicable taxes are in addition to the prices herein agreed upon and the client agrees to pay them separately.
- It should be understood that a taxable 20% service charge will be applied to all food and beverage functions.
- NO group is exempt from state sales tax.

Banquet Hours and Room Rental Rates:

Morning times are under the discretion of the Catering Director. Evening hours are after 4:00 pm. Patio and Terrace close at 10pm for children and 11pm for adults (patio hours are nonnegotiable). Event start and ending times are to be negotiated between client and event coordinator. Non-package events or extended wedding package hours are available for a fee per hour and upon approval from Catering Director. We will not serve any dish later than 8pm.

- Function rooms are available no earlier or later than the time stated on your Catering Contract Agreement. For additional setup or breakdown times, please consult your Catering Manager for availability and fees. Event packages are available in 5 hour increments.
- NO Event shall extend past 12:00am and entertainment must be silenced at 11:50pm and all guest should be out of the facility by 12:20am.

Non-Waiver:

The failure by one party to require performance of any provision shall not affect that party's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

Breach of Contract:

- In the event of a breach of the above terms and conditions of this agreement, the performing party who has not breached the agreement shall be entitled to all fees and costs expended to be made whole by the breaching parties conduct.

Attorney Fees:

- The prevailing party shall have the right to collect from the other party its reasonable costs and necessary disbursements and attorney's fees incurred in enforcing this agreement.



Breakfast & Brunch

Continental Breakfast:

Assorted Danishes Pastries & Muffins, & Sweet Rolls
Served with Chilled Orange Juice, Coffee, Decaf, Ice Tea & Water

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Super Continental Breakfast:

Assorted Danishes Pastries, Muffins, Sweet Rolls, and Seasonal Fresh Fruit Served with
Chilled Orange Juice, Coffee, Decaf, Ice Tea & Water

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Breakfast Buffet:

Scrambled Eggs, Bacon Strips, Sausage, Hash Brown Potatoes, Seasonal Fresh Fruit, Assorted
Muffins & Danishes, Served with Chilled Orange Juice, Coffee, Decaf, Ice Tea & Water

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Omelet Buffet:

Cheese, Ham, or Denver Omelet, Dollar Pancakes, Bacon Strips, Seasonal Fresh Fruit, Assorted
Muffins, Butter, Jelly, Served with Chilled Orange Juice, Coffee, Decaf, Ice Tea & Water

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Brunch Buffet:

Scrambled Eggs, Bacon, Sausage, French Toast, Rio Potatoes, Beef Sirloin Tips, Blackened
Salmon, Chicken Picatta, 2 Cold Salads, Green Salad with Raspberry Vinaigrette and Ranch Dressing,
Assorted Danishes and Muffins, Fresh Fruit, Mixed Vegetables, Rice Pilaf, Hot Rolls Served with
Chilled Orange Juice, Coffee, Decaf, Ice Tea & Water

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Plated Lunch & Dinner

Menu Includes:

California Field Greens Salad, Deluxe California Seasonal Vegetable Blend and Choice of Oven Roasted Baby Rose Potatoes, Twice Baked Potato, Garlic Whipped Potatoes, or Rice Pilaf.

Your Choice of 1 Entrée

Chicken Breast

Choice of:

Marsala Wine & Mushroom Sauce, Picatta Lemon Butter Caper Sauce, Lemon Butter & Herbs, Parmesan, or Stuffed Cranberry & Apple.

Lunch: 27

Dinner: 32

Filet Mignon

Choice of:

Traditional or with a Bordelaise Mushroom Sauce.

Lunch: 30

Dinner: 36

Salmon

Choice of:

Blackened, Mango Salsa, Dijon, Béarnaise, Lemon Butter, or Macadamia Nut Crusted.

Lunch: 28

Dinner: 34

Roasted Prime Rib

Cracked Black Pepper & Herbs Accompanied with Au Jus and Creamy Horseradish.

Lunch: 29

Dinner: 35

Duet of Filet & Fish or Filet & Chicken

Petite filet paired with your choice of Salmon, Sea Bass or Halibut or Chicken Breast.

Lunch: 36

Dinner: 40

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Buffet Selections

Per Person:

Lunch: 26

Dinner: 36

Classic Buffet:

Mixed Green Salad with Raspberry Vinaigrette & Ranch Dressing.

4 Chef's Choice Cold Salads, Fresh Fruit, Roast Beef Tenderloin with Brown Mushroom Gravy, Blackened Filet of Salmon & Breast of Chicken in a lemon butter caper sauce, Sautéed California Deluxe Vegetables, Roasted Red Potatoes or Rice and Warm Rolls with Butter.

Spanish Nights:

Mixed Green Salad with Raspberry Vinaigrette & Chipotle Ranch Dressing.

4 Chef's Choice Cold Salads, Fresh Fruit, Salsa & Fresh Guacamole, Spanish Rice, Refried Beans, Spanish Style Corn, Yellow Corn Tortilla Chips, Chicken or Steak Fajitas, Chicken or Beef Flauta's, Beef Taquitos, Chicken or Beef Enchiladas.

Barbecue Buffet:

Mixed Green Salad with Raspberry Vinaigrette & Ranch Dressing.

4 Chef's Choice Cold Salads, Fresh Fruit, Barbecue or Mesquite Tri Tip & Chicken Breast, BBQ Pork Spare Rib, Baked Beans, Baked Potatoes, Hot Buttered Corn, and Warm Rolls with Butter.

A Taste of Italy Buffet:

Mixed Green Salad with Raspberry Vinaigrette & Ranch Dressing.

Fresh Fruit, Antipasto Salad, Tomatoes & Onions in Vinaigrette, Pasta Salad, Potato Salad, Italian Pepper Steak, Chicken Parmigiana, Cheese Tortellini in Alfredo Sauce, Italian Sausage & Peppers, Vegetable Medley, Roasted Rose Potatoes, and Garlic Bread.

Chinese Buffet:

Mixed Green Salad with Sesame Dressing.

4 Chef's Choice Cold Salads, Mongolian Beef, Cashew Nut Chicken, Shrimp Chow Mein Noodles, Chinese Vegetable Blend, White or Fried Rice, and Warm Rolls with Butter

Hawaiian Buffet:

Mixed Green Salad with Raspberry Vinaigrette & Ranch Dressing.

4 Chef's Choice Cold Salads, Sliced Pork with Cranberry Glaze Teriyaki, Salmon & Chicken Kahlua with Pineapple Hawaiian Vegetable Mix, White Rice, Mashed Potatoes, and Warm Rolls with Butter.

Chef's Assorted Dessert's add 4

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Desserts

Select One of the Following

Molten Milk Chocolate Cake with Raspberry Sauce

Raspberry Tart and Vanilla Bean Ice Cream

Chocolate Cake with Vanilla Bean Ice Cream, Fudge Sauce, and Fresh Raspberries

Lemon Tartlet with Raspberry Sauce and Fresh Raspberries

White Chocolate Raspberry Cheese Cake and Raspberry Sauce

New York Style Cheese Cake with Strawberry Sauce and Strawberries

Strawberry Shortcake

Tiramisu

5
per person



Hot Hors D'oeuvres

Per 100 Pieces

Chipotle Meatballs	200
Bacon wrapped scallops	250
Beef Empanadas	250
Lemon Pepper or Cajun Honey Chicken Drummetts	200
Coconut Shrimp with Jalapeno Marmalade Dipping Sauce	275
Spinach Spanakopita	200
Angus Beef Sliders	350
Marinated Lemon Chicken Skewers	350

Cold Hors D'oeuvres

Per 100 Pieces

Stuffed Deviled eggs	150
Assorted tea sandwiches	150
Caprese Skewers	175
Jumbo Shrimp Platter	325

Light Hors D'oeuvres

Per Person

Assorted Cheese and Cracker's	1.50
Feta Cheese & Kalamata Olives	3.00
Fresh Fruit Platter	2
Vegetable Crudités with Dip	2

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Bar Packages

All Packages will not exceed 4 hours in duration.
Speak to your Event Director about extended service.

Premium Hosted Bar

Premium Liquors, House Wine, Domestic (Bud Light), Soft Drinks, Fruit Juice & Mineral Water
Add \$2 for Import Beers (Corona & Stella Artois) Four Hours 36.00
(Shots not included)
14 per person per hour

Well Hosted Bar

Well Liquors, House Wine, Domestic (Bud Light), Soft Drinks, Fruit Juice, & Mineral Water
Add \$2 for Import Beers (Corona & Stella Artois)
Four Hours 32.00 (Shots not included)
10 per person per hour

Soft Hosted Bar

House Wine, Domestic (Bud Light), Soft Drinks, Fruit Juice, & Mineral Water
Add \$2 for Import Beers (Corona & Stella Artois)
Four Hours 23.00
7 per person per hour

Consumption Services also provided

Drinks will be DEDUCTED from the Budgeted Dollar Amount Minimum \$1000.00
Standard Bar Pricing will be applied

\$125 Bartender fee per bartender – 4 hour service
Minimum of \$200 must be reached plus bartender fee

Alcoholic Beverage Policy:

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