

Our Special Day

File Information

Date: _____

Event Date: _____

Bride's Name: _____

Groom's Name: _____

Contact's Name: _____

Contact's Phone Number: _____

Contact's Email Address: _____

Guest Head Count: _____

Budget Amount if Any: _____

Function Type: Wedding Rehearsal Dinner Bridal Shower Other

Special Notes: _____

Email This Form To: icalderon@grandvistasimi.com



Weddings at Grand Vista Hotel Simi

The Grand Vista Hotel Simi is pleased to present our packages exclusively designed to make your dream wedding a reality and a memorable event for everyone to remember for years to come.

Please take the time to review all of the wonderful options our catering department at the Grand Vista Hotel Simi has put together for your enjoyment and let us know if there is anything more that we can do to make your celebration an unforgettable one.

In addition to our wedding packages, we can help you with the planning for all of your events involved with your special day.

Bridal Showers – (upon request)

A perfect fit for your bridal shower, our rooms can accommodate any size party from 5 to 400 people.

Rehearsal Dinners

Whether traditional or themed, we will make it personal and uniquely YOU.

Farewell Brunches

Bring a nice close to the weekend by having your friends and family join for a tranquil brunch before departing.



Wedding Ceremony Packages

Courtyard Ceremony

Options Include:

Poolside Location

White Arbor

White Wedding Chairs

Podium

Aisle Runner

One Microphone & Fender PA System

Changing Room for the Bride and Bridesmaids

One Hour Rehearsal

Professional Catering Coordinator

For Up To 100 Guests

\$950++

All Prices Are Subject to 20% Service Charge & 7.25% Sales Tax



Wedding Ceremony Packages

Ballroom Ceremony

Options Include:

Chairs With White Covers

Aisle Runner

Podium

One Microphone

Changing Room for The Bride and Bridesmaids

One Hour Rehearsal

Professional Catering Coordinator

For Up To 200 Guests

\$650++

All Prices Are Subject to 20% Service Charge & 7.25% Sales Tax



Rehearsal Plated Dinners

You Had Me at Hello

\$38++ (1 course) □

Entrée Only

(Choose 1 entrée from section A)



To Love and Be Loved

\$48++ (2 courses) □

Soup or Salad Choice

(Choose 2 starters from section B)

And

Entrée

(Choose 2 entrées from section A)



The Best Is Yet To Be

\$58++ (3 courses) □

Soup or Salad Choice

(Choose 2 starters from section B)

Entrée

(Choose 3 entrées from section A)

Dessert

(Choose 2 desserts from section C)

** See Next Page for Meal Options **



Rehearsal Plated Dinner Options

Section A

Pan Seared Cod Fish
(with white wine tomato basil sauce)

Baked Thai Salmon Filet
(sweet thai chili sauce)

Grilled New York Steak
(with country butter sauce)

Grilled Chicken Breast
(with lemon garlic cream sauce)

Roast Pork Tender Loin
(with creamy spinach sauce)

Baked Chicken Breast
(with coconut curry sauce)

Vegan and Vegetarian
(sausages tomato basil pasta)

Section B

Cream of Asparagus Soup

Caprice Salad

Roasted Tomato Basil Soup

Kale Caesar Salad

Roasted Butternut Squash Soup

Simple Green Salad

Thai Cucumber Salad

Section C

Mini Apple Crostata

Tiger Brownie

Vista's Fruit Tart

Tiramisu Gelato

White Chocolate Mousse

Chocolate Chip Brownie

Ambrosia Fresh Fruit Salad

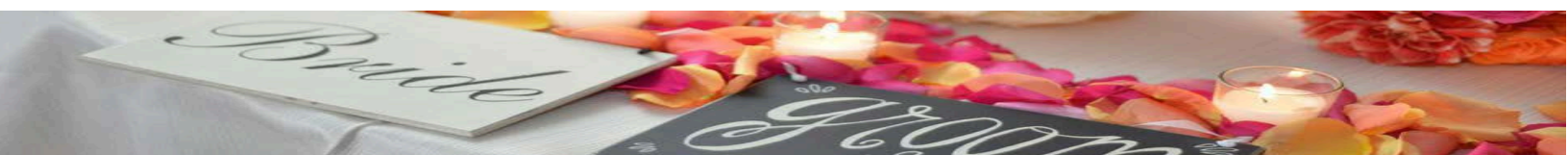
All Options Are Served With a Choice of:

Fresh Seasonal Vegetables, Rice or Potatoes

Dinner Rolls and Butter

Iced Tea and Coffee (reg and decaf)

All Prices Are Subject to 20% Service Charge & 7.25% Sales Tax



A Farewell Brunch Buffet

∞ **A Variety of Breakfast Items** ∞

Crisp Bacon, and Sausage, Breakfast Potatoes and French Toast

Omelet Station:

Made to Order Omelets with 8 Delicious Fillings

Belgian Waffle Station:

with Fresh Fruit and Whipped Cream

Carving Station:

Featuring Angus Roast Beef

Chose One Salad:

Cabernet Salad Mixed Green Salad Caesar Salad
Caprice Salad Thai Cucumber Salad

Chose one Entrée:

Chicken Picatta Orzo Pasta with Parsley and Green Onions
Grilled Salmon with Grilled Vegetables

Dessert:

Executive Chef Assorted Display

Also Includes:

Seasonal Sliced Fruit and Cheese

Flowing Mimosas

Fresh Squeezed Orange Juice

Regular and Decaf Coffee

All for only \$48++ per person

(Minimum of 50 People)

All Prices Are Subject to 20% Service Charge & 7.25% Sales Tax



Wedding Reception Packages

The Baby Grand

∞ Plated Meal ∞

All Options Include:

A Champagne Toast

Complementary Overnight Accommodations for Bride & Groom

Hors D'Oeuvres

Vegetable and Dip Tray or Cheese and Cracker Tray

Choice of one Salad:

Camarillo Mixed Greens or Caesar Salad

Main Entrée

Choose One Option:

Grilled Top Sirloin

Chicken Picatta

Pan Seared Cod

Beef Lasagna

Grilled Tilapia with Lemon Butter Sauce

Roasted Tri Tip with Mushroom Wine Sauce

Chicken Marsala

Served With a Choice of:

Fresh Seasonal Vegetables, Rice Pilaf or Mashed Potatoes

Dinner Rolls and Butter

Iced Tea and Coffee (reg and decaf)

\$51++

(Minimum of 25 People)

All Prices Are Subject to 20% Service Charge & 7.25% Sales Tax

Wedding Reception Packages

The Baby Grand

∞ Buffet ∞

All Options Include:

A Champagne Toast

Complementary Overnight Accommodations for Bride & Groom

Hors D'Oeuvres

Vegetable and Dip Tray or Cheese and Cracker Tray

Choice of three Salads:

Mixed Greens, Cabernet and Caesar Salad

Main Entrée

Choose One Option:

Grilled Top Sirloin

Chicken Picatta

Pan Seared Cod

Beef Lasagna

Grilled Tilapia with Lemon Butter Sauce

Roasted Tri Tip with Mushroom Wine Sauce

Chicken Marsala

Served With a Choice of:

Fresh Seasonal Vegetables, Rice Pilaf or Mashed Potatoes

Dinner Rolls and Butter

Iced Tea and Coffee (reg and decaf)

\$61++

(Minimum of 50 People)

All Prices Are Subject to 20% Service Charge & 7.25% Sales Tax

Wedding Reception Packages

The Enchanted

∞ Plated Meal ∞

All Options Include:

A Champagne Toast

Complementary Overnight Accommodations for Bride & Groom

Unlimited Fruit Punch Fountain

Cappuccino Coffee Station with Dessert

Cold Hors D'Oeuvres

Choose One:

Vegetable and Dip Tray Cheese and Cracker Tray Fresh Fruit Mirror

Hot Hors D'Oeuvres

Choose Two: (3 pieces per person)

Water Chestnuts Wrapped in Bacon <input type="checkbox"/>	Petite Assorted Quiche <input type="checkbox"/>
Asparagus Spears Wrapped in Prosciutto <input type="checkbox"/>	Pork Pot Stickers <input type="checkbox"/>
Cucumber Rounds with Salmon Mousse <input type="checkbox"/>	Italian Meatballs <input type="checkbox"/>
Bruschetta with Tomato Basil and Mozzarella <input type="checkbox"/>	Classic Deviled Eggs <input type="checkbox"/>
Chicken <input type="checkbox"/> or Beef Satay <input type="checkbox"/>	Salami Coronets <input type="checkbox"/>
California Rolls with Wasabi and Pickled Ginger <input type="checkbox"/>	

Choice of one Salad:

Camarillo Mixed Green Cabernet or Thai Cucumber Salad

Main Entrée

Choose Two Options:

New York Steak <input type="checkbox"/>	Chicken Marsala <input type="checkbox"/>
Teriyaki Mahi Mahi <input type="checkbox"/>	Seared Salmon <input type="checkbox"/>
Cornish Game Hen <input type="checkbox"/>	Roasted Pork Tender Loin <input type="checkbox"/>

Served With Choice of:

Fresh Seasonal Vegetables, Basmati Rice, Garlic Mashed Potatoes or Roasted Potatoes

Dinner Rolls and Butter

Iced Tea and Coffee (reg and decaf)

\$58++

(Minimum of 25 People)

All Prices Are Subject to 20% Service Charge & 7.25% Sales Tax

Wedding Reception Packages

The Enchanted

∞ Combination Plate ∞

All Options Include:

A Champagne Toast

Complementary Overnight Accommodations for Bride & Groom

Unlimited Fruit Punch Fountain

Cappuccino Coffee Station with Dessert

Cold Hors D'Oeuvres

Choose One:

Vegetable and Dip Tray Cheese and Cracker Tray Fresh Fruit Mirror

Hors D'Oeuvres

Choose Two: (3 pieces per person)

Water Chestnuts Wrapped in Bacon <input type="checkbox"/>	Petite Assorted Quiche <input type="checkbox"/>
Asparagus Spears Wrapped in Prosciutto <input type="checkbox"/>	Pork Pot Stickers <input type="checkbox"/>
Cucumber Rounds with Salmon Mousse <input type="checkbox"/>	Italian Meatballs <input type="checkbox"/>
Bruschetta with Tomato Basil and Mozzarella <input type="checkbox"/>	Classic Deviled Eggs <input type="checkbox"/>
Chicken <input type="checkbox"/> or Beef Satay <input type="checkbox"/>	Salami Coronets <input type="checkbox"/>
California Rolls with Wasabi and Pickled Ginger <input type="checkbox"/>	

Choice of one Salad:

Camarillo Mixed Green Cabernet or Thai Cucumber Salad

Main Entrée

Choose One Combo:

New York Steak <input type="checkbox"/>	Chicken Marsala <input type="checkbox"/>
Teriyaki Mahi Mahi <input type="checkbox"/>	Seared Salmon <input type="checkbox"/>
Cornish Game Hen <input type="checkbox"/>	Roasted Pork Tender Loin <input type="checkbox"/>

Served With Choice of:

Fresh Seasonal Vegetables, Basmati Rice, Garlic Mashed Potatoes or Roasted Potatoes

Dinner Rolls and Butter

Iced Tea and Coffee (reg and decaf)

\$62++

(Minimum of 25 People)

All Prices Are Subject to 20% Service Charge & 7.25% Sales Tax

Wedding Reception Packages

The Enchanted

∞ Buffet ∞

All Options Include:

A Champagne Toast
Complementary Overnight Accommodations for Bride & Groom
Unlimited Fruit Punch Fountain
Cappuccino Coffee Station with Dessert

Cold Hors D'Oeuvres

Choose One:

Vegetable and Dip Tray Cheese and Cracker Tray Fresh Fruit Mirror

Hot Hors D'Oeuvres

Choose Two: (3 pieces per person)

Water Chestnuts Wrapped in Bacon <input type="checkbox"/>	Petite Assorted Quiche <input type="checkbox"/>
Asparagus Spears Wrapped in Prosciutto <input type="checkbox"/>	Pork Pot Stickers <input type="checkbox"/>
Cucumber Rounds with Salmon Mousse <input type="checkbox"/>	Italian Meatballs <input type="checkbox"/>
Bruschetta with Tomato Basil and Mozzarella <input type="checkbox"/>	Classic Deviled Eggs <input type="checkbox"/>
Chicken <input type="checkbox"/> or Beef Satay <input type="checkbox"/>	Salami Coronets <input type="checkbox"/>
California Rolls with Wasabi and Pickled Ginger <input type="checkbox"/>	

Choice of Two Salads:

Camarillo Mixed Green Cabernet or Thai Cucumber Salad

Main Entrée

Choose 2 Options:

New York Steak <input type="checkbox"/>	Chicken Marsala <input type="checkbox"/>
Teriyaki Mahi Mahi <input type="checkbox"/>	Seared Salmon <input type="checkbox"/>
Cornish Game Hen <input type="checkbox"/>	Roasted Pork Tender Loin <input type="checkbox"/>

Served With Choice of:

Fresh Seasonal Vegetables, Basmati Rice, Garlic Mashed Potatoes or Roasted Potatoes
Dinner Rolls and Butter

Iced Tea and Coffee (reg and decaf)

\$66++

(Minimum of 50 People)

All Prices Are Subject to 20% Service Charge & 7.25% Sales Tax

Wedding Reception Packages

The Grand

∞ Elegant Plated Meal ∞

All Options Include:

A Champagne Toast

One Glass of House Wine with Dinner

Complementary Overnight Accommodations for Bride & Groom

Unlimited Fruit Punch Fountain

Cappuccino Coffee Station with Dessert

Cold Hors D'Oeuvres

Choose One:

Vegetable and Dip Tray Cheese and Cracker Tray Fresh Fruit Mirror

Hand Passed Hot Hors D'Oeuvres

Choose Three: (4 pieces per person)

Water Chestnuts Wrapped in Bacon <input type="checkbox"/>	Petite Assorted Quiche <input type="checkbox"/>
Asparagus Spears Wrapped in Prosciutto <input type="checkbox"/>	Pork Pot Stickers <input type="checkbox"/>
Cucumber Rounds with Salmon Mousse <input type="checkbox"/>	Italian Meatballs <input type="checkbox"/>
Bruschetta with Tomato Basil and Mozzarella <input type="checkbox"/>	Classic Deviled Eggs <input type="checkbox"/>
Chicken <input type="checkbox"/> or Beef Satay <input type="checkbox"/>	Salami Coronets <input type="checkbox"/>
California Rolls with Wasabi and Pickled Ginger <input type="checkbox"/>	

Choose one Salad:

Balsamic Vinaigrette Caprice Thai Cucumber Salad

Main Entrée

Choose Three Options:

Grilled Filet Mignon <input type="checkbox"/>	French Cut Creamy Lemon Garlic Chicken <input type="checkbox"/>
Roasted Prime Rib <input type="checkbox"/>	Parmesan Crusted Halibut <input type="checkbox"/>
Roasted Duck Brest <input type="checkbox"/>	Grilled Sea Bass <input type="checkbox"/>
Lobster Ravioli <input type="checkbox"/>	Beef Wellington <input type="checkbox"/>

Served With a Choice of:

Fresh Baby Vegetables, Couscous, Risotto, Scalloped Potatoes

or Roasted Herbed Baby Potatoes

Dinner Rolls and Butter

Iced Tea and Coffee (reg and decaf)

\$68++

(Minimum of 25 People)

All Prices Are Subject to 20% Service Charge & 7.25% Sales Tax

Wedding Reception Packages

The Grand

∞ Elegant Combination Plate ∞

All Options Include:

A Champagne Toast

One Glass of House Wine with Dinner

Complementary Overnight Accommodations for Bride & Groom

Unlimited Fruit Punch Fountain

Cappuccino Coffee Station with Dessert

Cold Hors D'Oeuvres

Choose One:

Vegetable and Dip Tray Cheese and Cracker Tray Fresh Fruit Mirror

Hand Passed Hot Hors D'Oeuvres

Choose Three: (4 pieces per person)

- | | |
|--|---|
| Water Chestnuts Wrapped in Bacon <input type="checkbox"/> | Petite Assorted Quiche <input type="checkbox"/> |
| Asparagus Spears Wrapped in Prosciutto <input type="checkbox"/> | Pork Pot Stickers <input type="checkbox"/> |
| Cucumber Rounds with Salmon Mousse <input type="checkbox"/> | Italian Meatballs <input type="checkbox"/> |
| Bruschetta with Tomato Basil and Mozzarella <input type="checkbox"/> | Classic Deviled Eggs <input type="checkbox"/> |
| Chicken <input type="checkbox"/> or Beef Satay <input type="checkbox"/> | Salami Coronets <input type="checkbox"/> |
| California Rolls with Wasabi and Pickled Ginger <input type="checkbox"/> | |

Choose one Salad:

Balsamic Vinaigrette Caprice Thai Cucumber Salad

Main Entrée

Choose One Combo:

- | | |
|---|---|
| Grilled Filet Mignon <input type="checkbox"/> | French Cut Creamy Lemon Garlic Chicken <input type="checkbox"/> |
| Roasted Prime Rib <input type="checkbox"/> | Parmesan Crusted Halibut <input type="checkbox"/> |
| Roasted Duck Brest <input type="checkbox"/> | Grilled Sea Bass <input type="checkbox"/> |
| Lobster Ravioli <input type="checkbox"/> | Beef Wellington <input type="checkbox"/> |

Served With a Choice of:

Fresh Baby Vegetables, Couscous, Risotto, Scalloped Potatoes

or Roasted Herbed Baby Potatoes

Dinner Rolls and Butter

Iced Tea and Coffee (reg and decaf)

\$71++

(Minimum of 25 People)

All Prices Are Subject to 20% Service Charge & 7.25% Sales Tax

Wedding Reception Packages

The Grand

∞ Buffet ∞

All Options Include:

A Champagne Toast

One Glass of House Wine with Dinner

Complementary Overnight Accommodations for Bride & Groom

Unlimited Fruit Punch Fountain

Cappuccino Coffee Station with Dessert

Cold Hors D'Oeuvres

Choose One:

Vegetable and Dip Tray Cheese and Cracker Tray Fresh Fruit Mirror

Hand Passed Hot Hors D'Oeuvres

Choose Three: (4 pieces per person)

- | | |
|--|---|
| Water Chestnuts Wrapped in Bacon <input type="checkbox"/> | Petite Assorted Quiche <input type="checkbox"/> |
| Asparagus Spears Wrapped in Prosciutto <input type="checkbox"/> | Pork Pot Stickers <input type="checkbox"/> |
| Cucumber Rounds with Salmon Mousse <input type="checkbox"/> | Italian Meatballs <input type="checkbox"/> |
| Bruschetta with Tomato Basil and Mozzarella <input type="checkbox"/> | Classic Deviled Eggs <input type="checkbox"/> |
| Chicken <input type="checkbox"/> or Beef Satay <input type="checkbox"/> | Salami Coronets <input type="checkbox"/> |
| California Rolls with Wasabi and Pickled Ginger <input type="checkbox"/> | |

Choice of three Salads:

Balsamic Vinaigrette, Caprice and Thai Cucumber Salad

Main Entrée

Choose Three Options:

- | | |
|---|---|
| Grilled Filet Mignon <input type="checkbox"/> | French Cut Creamy Lemon Garlic Chicken <input type="checkbox"/> |
| Roasted Prime Rib <input type="checkbox"/> | Parmesan Crusted Halibut <input type="checkbox"/> |
| Roasted Duck Breast <input type="checkbox"/> | Grilled Sea Bass <input type="checkbox"/> |
| Lobster Ravioli <input type="checkbox"/> | Beef Wellington <input type="checkbox"/> |

Served With a Choice of:

Fresh Baby Vegetables, Couscous, Risotto, Scalloped Potatoes

or Roasted Herbed Baby Potatoes

Dinner Rolls and Butter

Iced Tea and Coffee (reg and decaf)

\$75++

(Minimum of 50 People)

All Prices Are Subject to 20% Service Charge & 7.25% Sales Tax

FAQ'S

Q: WHAT DO I NEED TO SECURE THE DATE AND RESERVE THE SPACE?

A: A Deposit in the amount of \$500.00 as well as the signed confirmation letter agreement that secures your date and space.

Q: WHEN IS FINAL PAYMENT DUE?

A: Final payment is due ten (10) days prior to your event.

Q: DO I NEED TO HIRE A WEDDING PLANNER/COORDINATOR

A: We advise that you hire a Day of Coordinator who is approved by the GVH Sales & Catering Manager but it's not required.

Q: HOW MANY HOURS DO I GET FOR MY CEREMONY AND RECEPTION?

A: The Ceremony is up to one hour without incurring Overtime fees. The Reception, including Cocktail hour is up to 5 hours. If you require any additional Overtime is \$500.00++ per hour.

Q: WHAT IS SERVICE CHARGE AND TAX? WHAT IS IT APPLIED TO?

A: The Service charge is 20% and sales tax of 7.25% (or current rate) on all food, rental and beverage items. Please note: Service charge is taxable in the state of California.

Q: IS THE SERVICE CHARGE A GRATUITY FOR THE STAFF?

A: No and that is why it is taxed per the State of California. The Service Charge is an Administrative Fee and is shared with payroll.

Q: HOW DO I HANDLE GRATUITIES FOR THE STAFF?

A: When you leave a gratuity for the staff, we are most appreciative, since the service charge is not a gratuity, we can either add the gratuity onto your final bill and it can be paid via Credit Card, or you can take care of the gratuity in cash.

Q: DOES GVH SIMI HAVE A BRIDAL CHANGING ROOM?

A: Yes, depending on the package you'll chose, we do provide a changing room for the Bride; however we do not have a changing room for the groom. Most always, the Groom and Groomsmen arrive dressed.

Q: DOES GVH SIMI PROVIDE A MICROPHONE FOR MY OFFICIANT?

A: Yes, we do provide you with a corded microphone at no additional charge.

Q: AM I ABLE TO USE MY OWN VENDORS?

A: Yes you may, however we do have a Preferred Vendor List of professional vendors who have worked at GVH Simi and are familiar with our property.

See reverse side for more FAQs



FAQ'S

Q: HOW EARLY CAN MY VENDORS COME TO DECORATE AND SET UP FOR MY WEDDING?

A: Two (2) hours prior to the start of your Event.

Q: WHAT ARE THE SIZES OF THE TABLES?

A: We use 72" round and 60" round tables. These comfortably seat 10 – 12 people.

Q: AM I ALLOWED TO USE CANDLES?

A: Provided there is no open flame (i.e. the candles are enclosed in a glass votive or other container) you may use candles.

Q: CAN I CHOOSE MORE ENTREE SELECTIONS?

A: Yes, you may choose more entrees including a vegetarian option.

You will need to have your guests pre-select their entree and supply our Catering Manager with the exact guest count ten (10) days prior to the Event.

You will also need to supply place cards indicating the choice of each guest.

Please keep in mind that depending on your package option a \$5 dollar additional fee per Entrée per person will be charged.

Q: DOES GVH SIMI OFFER CHILDREN'S MENU?

A: Yes, children's meals are provided for children thirteen (13) and under per your request.

We charge \$22 per child.

Q: WILL I ENCOUNTER ANY "HIDDEN" FEES?

A: We have made the pricing as simple as possible for you. We only charge the Ceremony fee, plus service charge and tax, and the per person fee for your Reception, plus service charge and tax. The only additional fees you will incur will be anything you add on (for example the bar, bartender, dance floor, risers, podium, chair covers, overtime, etc.) or if you don't meet the minimum food and beverage purchase price in order to avoid the meeting room rental fee.

We will be happy to put together an estimate with all of your charges.

Q: CAN I LEAVE SOME OF MY THINGS UNTIL THE NEXT DAY?

A: No, nothing can be left until the next day. GVH Simi does not have the storage nor will be responsible for items left behind, lost or stolen. Please assign someone to take your entire items home that evening.

There are no exceptions.

Any other questions can be answered through the Catering office and certainly during the detailing of your Event. We look forward to assisting you with all concerns and requests to make this experience for you as stress-free as possible.



Grand Vista Hotel Policies

Service Charge

The Grand Vista Hotel guarantees that the level of service during any function will exceed industry standards. We further guarantee that if a Manager on Duty is requested for any service related problem, they will respond within 5 minutes. Our goal is to resolve any problem to both parties satisfaction

Menu Selection

To comply with local health standards and maintain a high level of quality, all food and beverage served in the banquet area or meeting rooms, must be provided by the Grand Vista Hotel Due to insurance regulations, no leftover food or beverage shall be removed from the premises. All menus must be confirmed thirty days in advance.

**** No Outside Food and/or Beverages are Permitted** or a \$200.00++ additional cleaning service charge will be imposed**

Split Menu

If engager provides a choice of 2 different entrees for attendees, the higher priced entree will be charged for both entrees (maximum of 2) If engager provides a choice of 3 different entrees for attendees, a \$5.00 charge will be added to the higher priced entree, for each person. A vegetarian selection may be added without \$5.00 surcharge if guaranteed count for such entree is less than 10% of total guest count. Exact numbers for each selection must be provided 5 working days in advance.

Guaranteed Guest Count

The guarantee is required 72 hours prior to the event. The guaranteed guest count will be the minimum number of meals charged If no guarantee is received by the Catering Department the hotel will charge for the number of guests estimated on the original contract. The Grand Vista Hotel will also be prepared to provide meals for up to 10% over the guaranteed guest count (the engager will pay the contract price for any of these meals served) If a food & beverage minimum has been waived, guarantee and guest count must be at least 60% of original estimate.

Service and Labor Charges

A 20% service charge and the California sales tax will be added to all food, beverage and rental items. Additional labor charges for special services such as carvers, bartenders, cocktail servers, valets, etc. may also apply A \$25.00 labor charge will be added to ALL private functions should less than 20 guests attend. If a change in the original room set up is requested on the day of the function a labor charge will be added to the banquet check.

Beverage Service

To protect our guests, the hotel reserves the right to CANCEL BEVERAGE SERVICE for any of the following reasons: 1) Possession of alcohol by attendees that has not been purchased through the hotel. 2) Noncompliance with the California liquor laws 3) Any circumstances judged by the hotel management that would endanger the hotel's guests or property In addition, all cocktails must be consumed at the location where they are purchased.

Guaranteed Prices

In response to uncontrollable changes in food, beverage and operating expenses, all prices are subject to change. Prices can be guaranteed six months in advance and only when a signed banquet contract is executed and a deposit is received.

Banquet/Meeting Room Cancellation

Cancellation 120+ days prior to function-Full refund if space is resold (plus a \$25.00 processing fee)

90-119 days prior to function-50% refund

60-69 days prior to function-25% refund

59 days prior to function-No REFUND

IN THE EVENT THAT A DEPOSIT HAS BEEN WAIVED,
THE GROUP WILL BE BILLED FOR THE DEPOSIT AMOUNT

Grand Vista Hotel Policies

Payment

To ensure proper credit of advance deposit, all payments made WITHIN 2 WEEKS of the day of the event, must be in cash, credit card or cashier's check. If the payment requirements are not fulfilled, the hotel management shall have the option of canceling the contract upon 24 hour notice to the person who signed the agreement. If for any circumstance beyond the control of the Grand Vista Hotel, the hotel reserves the right to cancel or relocate a function upon full refund of any advance deposits.

Client's Responsibility

The client is responsible for any damage done to the Grand Vista Hotel during the period of time the facilities are subject to the client's use or the use of any independent contractor hired by the client or the client's agent.

Deliveries

In the event you will be shipping material to our hotel prior to the function, please notify the Catering Manager and label the packages with the date of the function and to the attention of the Catering Manager. Packages may be received 45 hours prior to the scheduled event. No COD's will be accepted.

Security

For the protection of our guests, the hotel may require the host to provide security guards for certain events. Only hotel approved security may be used. The hotel management reserves the right to require a security deposit for the protection of hotel property or banquet space.

Lost or Damaged Property

Due to insurance regulations, the Grand Vista Hotel is not responsible for damage or loss to any merchandise, articles or valuables of the client or of the client's guest or invitees, located in the hotel prior to, during or subsequent to any function.

Decorations

A \$200.00 clean up fee will be assessed if glitter or confetti are used, or excessive cleanup is required.

Rice or birdseed IS NOT PERMITTED and all candles require a fire permit.

Hurricane lamps are available through the Catering office for a rental charge of \$5.00 each.

These lamps are approved by the Fire Marshall.

A \$25.00 replacement fee will be charged if lamps are damaged or lost.

All Décor & Rental items brought into the hotel must be removed at the end of the event, unless prior approval is obtained from the catering office.

PLEASE SIGN AND RETURN ONE COPY TO THE CATERING DEPARTMENT.

YOUR SIGNATURE VERIFIES THAT THE FACILITIES AND SERVICES SPECIFIED ARE UNDERSTOOD

Client's Signature

Date

Name of Function

Date of Scheduled Event



Group / Company: _____
Function: _____
Contact: _____
Date of Event: _____
Phone #: _____
Fax #: _____
Email: _____

Credit Card Authorization Form

Date: _____

Authorization Given To: _____

Description of Charges: Special Event Catering

Room & Tax Only:

Banquet Charges:

Room, Tax & Incidentals:

Other:

Date of Use: _____

Cardholder's Name: _____

Cardholder's Address: _____

City: _____ State & Zip: _____

Cardholder's Phone #: _____

Cardholder's Fax #: _____

Type of Credit Card: _____

Credit Card #: _____

Expiration Date: _____



**** Please include with this Form a Legible Photocopy Front and Back of Signed Credit Card to be used, as well as the Drivers License of the Credit Card Holder.**

I Hereby Authorize The Grand Vista Hotel To Bill The Listed Credit Card For All Charges Specified Above.

Cardholder's Signature

Please Indicate how you would Like to Receive a Receipt(s) of the Charges to your Card.

Give To Guest/Contact By Email By Fax By U.S. Postal Service