WEDDING PACKAGE

Kellogg House

Kellogg West
Conference Center & Hotel

Kellogg House

AT CAL POLY POMONA

Kellogg West

Conference Center & Hotel

WEDDING PACKAGE

Venue Fee

Kellogg House Events

(Applies to Kellogg House only)

Ceremony Only (1 Hour): **$20** per person
Reception Only (5 Hours): **$20** per person
Ceremony & Reception (6 Hours): **$25** per person

Shuttle Service*: **$60** per hour

**Required when guest count exceeds 75*

If you bring an outside LICENSED caterer,
the venue fee is $7,500.00.

Kellogg West Events

No Venue Fee

Ceremony Fee for Outdoor Area: **$7.50** per person

110 person minimum for Saturdays at Kellogg House and Kellogg West

110 person minimum for Saturdays at Kellogg House and Kellogg West

Kellogg House
AT CAL POLY POMONA

Kellogg House
3801 W. Temple Ave., Bldg. 112 Pomona, CA 91768
Phone: (909) 869-2919 | Fax: (909) 869-3096
KHPevents@cpp.edu
www.KelloggHouse.com

Kellogg West
Conference Center & Hotel

Kellogg West Conference Center & Hotel
3801 W. Temple Ave., Bldg. 76 Pomona, CA 91768
Phone: (909) 869-2251 | Fax: (909) 869-3096
KWevents@cpp.edu
www.KelloggWest.com

** All food and beverage prices are subject to a 20% service charge and applicable taxes.

WEDDING PACKAGE

The Kellogg House & Kellogg West Package Includes

5 Hours Use of Facility
Champagne or Cider Toast
Dance Floor
Cash Bar
Your Choice of Colored Napkin
Ivory or White Tablecloths
Guest Registration Table
5 Hours of Security

Head Table
Pre-Reception Appetizers
Plated or Buffet Selection
Cake Cutting Service
One Sit-Down Tasting for Two
Honeymoon Suite with Champagne Service
Free Parking for All Guests

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Kellogg West Kellogg House

WEDDING PACKAGE

Served Wedding Receptions

Pre-Reception Appetizers

Please Choose One

(Additional selections are $2.50 per person)

- Chipotle Glazed Rock Shrimp, Sweet Roasted Corn, Fire-Roasted Red Peppers, Sweet Red Onions, Cilantro, and Lime Juice Served with Tortilla Chips
- Spanakopita with Phyllo Spinach and Feta Cheese
- Skewered Caprese with Cherry Tomatoes and Fresh Mozzarella
- Assorted California Cheeses with Fresh Fruits and Berries
- Miniature Crab Cakes with Herb Roulade
- Teriyaki Chicken Skewer
- Hoisin Glaze Beef Skewer
- Tomato Basil Bruschetta
- Seared Ahi on Wonton Crisp with Sweet Soy Sauce – additional cost of **$3.50** per person
- Bacon-Wrapped Scallops – additional cost of **$3.50** per person

First Course

Please Choose One

- Carrot and Spinach Salad with Lemon Cilantro Vinaigrette
- Traditional Caesar Salad with Aged Parmesan and Croutons
- Fresh Baby Field Green Salad with Cherry Tomatoes, Shaved Carrots, and Cucumbers Dressed with a Balsamic Vinaigrette
- Caprese Salad with Fresh Mozzarella Bocconcini, Pear Tomatoes, Fresh Basil, Local Baby Greens, and Fresh Herbed Vinaigrette

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Second Course - Entrées

All menus include fresh rolls and butter, and a lemonade and iced tea beverage station during dinner. Each option priced per person.

Please Choose One

- Chicken Alfredo with Fettuccini, Accompanied by Sautéed Seasonal Vegetables

$54.95

- Roasted Breast of Chicken with Parmesan Orzo Pasta with Sun-Dried Tomatoes, Spinach, Toasted Pine Nuts, and Baby Carrots

$54.95

- Macadamia Crusted Breast of Chicken, Garlic Mashed Potato Bulb, Pearl Onions, Root Vegetables, and Roasted Pineapple Demi-Glace

$55.95

- Roasted Stuffed Chicken with Spinach, Goat Cheese, Sun-Dried Tomatoes, Roasted Garlic, and Fresh Thyme, Accompanied by Seasonal Vegetables and Pesto Linguini

$55.95

- Airline Chicken Breast, Fontina Cheese, Roasted Garlic, Porcini Mushroom, and Tomato Basil Cream Sauce, Accompanied by Baby Vegetables and Saffron Rice Pilaf

$56.95

- Almond Crusted Salmon with Red Wine Sauce, Accompanied by Garden Rice Pilaf and Sautéed Garlic Asparagus

$57.95

- Flat Iron Steaks with Red Wine Reduction, Accompanied by Roasted Garlic Asparagus and Gold Yukon Spinach Mashed Potatoes

$63.95

- Miso Glazed Sea Bass with Wasabi Potato Purée, Baby Bok Choy, and Wild Mushrooms

$68.95

- Garlic-Thyme Marinated Filet Mignon (cooked medium-rare) with Potato Purée, Spinach, Red Wine, Shallots and Bordelaise Sauce

$68.95

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WEDDING PACKAGE

Theme Wedding Buffets

Choose one from the following buffets (lemonade and iced tea beverage station during dinner)

Specialty Mexican Buffet $57.95

- Appetizer Includes Shrimp Ceviche, Tortillas Chips, Salsa, and Guacamole
- Spicy Cucumber Salad with Sliced Fresh Cucumbers, Sweet Red Onions, and Cilantro in a Lime Vinaigrette
- Caesar Salad with Corn Tortilla Chips, Chipotle Caesar Dressing, Grated Cotija Cheese, and Roasted Pepitas
- Monterey Cheese Enchiladas in Red Sauce
- Chile Verde with Roasted Diced Pork in Homemade Tomatillo Sauce
- Steak Fajitas with Marinated Steak Sautéed with Peppers and Onions in a Spicy Tomato Sauce
- Homemade Refried Beans
- Spanish Rice

Specialty Tuscany Buffet $55.95

- Appetizer Includes Traditional Tomato Basil Bruschetta, Antipasto Platter, Grilled Vegetables, Sliced Cured Italian Meats, Mozzarella Cheese, and Crostini Bread
- Traditional Caesar Salad
- Smoked Mozzarella Pasta Salad with Grilled Vegetables, Sun-Dried Tomatoes, Fresh Herbs, and Balsamic Vinaigrette
- Chicken Scaloppini with Lemon Caper Sauce
- Lasagna Rolls with Mascarpone Cheese, Mozzarella Cheese, Spinach, Italian Squash, and Grilled Portobello Mushrooms Baked in a Tomato Basil Sauce
- Linguini Pasta Tossed in Olive Oil, Fresh Garlic, Romano Cheese, Sun-Dried Tomatoes, and Fresh Basil
- Marinated Grilled Asparagus

Specialty Caribbean Buffet $55.95

- Appetizer Includes Tropical Guacamole: Mango, Pineapple, and Pico, and Jerk Shrimp Skewers
- Macaroni Salad with Olives, Mayo, Carrots, Onions, Celery and Salt and Pepper
- Garden salad with Cherry Tomatoes, Shaved Carrots, and Cucumbers
- Jerk Chicken
- Rice with Peas
- Hawaiian Rolls
- Plantains
- Blackened Salmon

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WEDDING PACKAGE

Custom Specialty Buffets

All specialty buffets include fresh rolls and butter, and lemonade and iced tea beverage station during dinner.
Please choose one option. Each option priced per person.

- Option 1: 1 Pre-Reception Appetizer, 2 Salads, 1 Vegetable, 1 Starch, 2 Entrées - **$54.95**
- Option 2: 2 Pre-Reception Appetizers, 3 Salads, 1 Vegetable, 1 Starch, 2 Entrées - **$58.95**
- Option 3: 2 Pre-Reception Appetizer, 3 Salads, 1 Vegetable, 1 Starch, 3 Entrées - **$65.95**

Pre-Reception Appetizer

Additional selections are $2.50 per person

- Chipotle Glazed Rock Shrimp, Sweet Roasted Corn, Fire-Roasted Red Peppers, Sweet Red Onions, Cilantro, and Lime Juice Served with Tortilla Chips
- Teriyaki Chicken Skewer
- Spanakopita with Phyllo Spinach and Feta Cheese
- Skewered Caprese with Cherry Tomatoes and Fresh Mozzarella
- Assorted California Cheeses with Fresh Fruits and Berries
- Miniature Crab Cakes with Herb Remoulade
- Tomato Basil Bruschetta
- Seared Ahi on Wonton Crisp with Sweet Soy Sauce – additional cost of **$3.50** per person
- Bacon-Wrapped Scallops – additional cost of **$3.50** per person

Salad

- Haricot Vert with Baby Greens, Goat Cheese, Toasted Peanuts, and Basil Vinaigrette
- Pasta Salad with Roasted Peppers, Red Onion, Tomatoes, and Fresh Herbs
- Chicken Salad with Bean Sprouts, Sesame Seeds, Mandarin Oranges, and Ginger-Lemongrass Dressing
- Baby Mixed Greens with Tomatoes, Endive, and House Vinaigrette
- Tomato and Mozzarella Caprese with Balsamic and Olive Oil
- Carrot and Spinach Salad with Lemon Cilantro Vinaigrette
- Marinated Cucumbers with Dill and Red Onion
- Classic Caesar Salad with Aged Parmesan

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Side Starch Dish

- Roasted Potatoes with Rosemary and Garlic
- Rice with Herbs and Sautéed Onions
- Spinach Ravioli with Sun-Dried Tomatoes, Fresh Basil, Garlic, and Olive Oil
- Smoked Gouda Potatoes
- Garlic Potato Purée
- Jasmine Rice

Vegetable

- Sautéed Seasonal Vegetables with Garlic and Olive Oil
- Green Beans with Garlic and Oil
- Grilled Squash
- Roasted Asparagus
- Braised Baby Carrots
- Sautéed Spinach
- Steamed Broccoli

Entrées

- Tri-Tip with Your Selection of Sauce: Red Wine Reduction, Demi-Glace Peppercorn, or Mushroom
- Stuffed Chicken with Sun-Dried Tomatoes, Olives, Lemon, and Thyme
- Spinach Raviolis with Roasted Red Bell Pepper Coulis
- Chicken Marsala with Mushrooms and Italian Parsley
- Salmon with Red Wine Sauce and an Almond Crust
- Côte De Boeuf with Bordelaise Sauce
- Chicken Cordon Bleu
- Vegetarian Napoleon

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WEDDING PACKAGE

Bridal Room Refreshments Packages

Pre-Wedding Beverages and Snacks for Your Wedding Party to Enjoy

(All packages are proportioned to 12 guests)

The Refresher - $100.00

- (2) bottle of champagne
- (2) Iced Water
- (2) Vegetable Platter with Dip
- Assorted Chips
- Tea Sandwiches

Charcuterie - $200.00

- (2) Bottles of Champagne
- Cranberry and Orange Juice available upon request
- (2) Iced water
- Assorted Meats and Cheese
- Crostini Bread
- Nuts
- Chips and Dips
- Assorted Vegetables

If client has the ability to bring in a maximum of (2) bottles of either wine or champagne into their bridal room for a $9.00 corkage fee.

Outside alcohol (beer/liquor) is not allowed on premise. Any violation will result in the client being fined a minimum of $250.00. All items will be confiscated and discarded.

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Beverage Options

Non-Alcoholic

- Assorted Soft Drinks
  $2.00 per glass
- Bottled Water
  $2.00 per bottle
- Martinelli's Sparkling Cider
  $9.00 per bottle

Beer

Craft beer is available upon request

Domestic: $5.00

- Bud Light
- Coors Light

Imported: $6.00

- Corona
- Modelo
- Heineken
- Pacifico

Wine – 14 Hands

By the glass: $5.00
By the bottle: $25.00

- Chardonnay
- Cabernet Sauvignon
- Merlot
- Sauvignon Blanc
- Pinot Grigio

Spirits

- Wells **$7.00**
- Calls **$8.00**
- Premium **$10.00**

J. Roget Champagne $15.00

If you wish to provide your own wine or champagne,
a $9.00 per bottle corkage fee will apply to standard size bottles (750 ml).

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Services and Guidelines

Our scenic facilities and experienced, knowledgeable staff enable us to provide all the necessary ingredients to ensure the success of your event. We have developed the following guidelines to assist you in planning for your special day.

- **Kellogg House Rental–Outdoor Venue:** When reserving Kellogg House for a wedding reception, there is a venue fee of $20.00 per person. (If your ceremony is also booked at Kellogg House, the additional fee is only $5.00 per person.) The $20 fee includes the setup of tables, chairs, parking, and use of Kellogg House for five (5) hours. Ceremony and reception is six (6) hours use of Kellogg House. Additional hours are available at $500.00 per hour. Additional hours must be arranged 14 days prior to your event. Kellogg House features round 60" tables for eight (8) guests. We will supply the guest, registration, gift, and cake tables as required. Outside catering is allowed from a licensed vendor for a venue fee of $7500.00. Maximum guest capacity at Kellogg House is 200. We allow events until 12 a.m.

- **Kellogg West Rental–Indoor Venue**: Room rental is included in all wedding packages at Kellogg West. We include five (5) hours for wedding packages. Additional hours are available at $500.00 per hour, if available. Additional hours must be arranged prior to your event. Rooms will be set to best suit your needs with our available equipment. Kellogg West features round 60" tables for eight (8) guests. We will supply the guest, registration, gift, and cake tables as required. Maximum guest capacity at Kellogg West is 200. A unique outdoor site for your ceremony is available for $7.50 per person. This includes a one (1) hour rehearsal the Thursday prior to your event, day-of coordinator, and set-up of folding chairs on the day of wedding (200 maximum). We allow events until 12 a.m.

- **Minimums:** Saturday weddings MUST have 110 people minimum. There are no minimums for any other days of the week. Please contact our wedding specialists for more details. Clients that wish to have their event on a holiday date will have a $5000.00 holiday fee in addition to the venue fee. This is does not apply to Thanksgiving, Christmas and New Years as the venue will be closed on those dates.

- **Making a Reservation:** A $500 security deposit is required to hold your space. This deposit will be refunded approximately four (4) to six (6) weeks after your event occurs, providing there are no outstanding balances due. In the event of damage, refunds cannot be made until the damage is repaired and final charges are determined. Kellogg West/Kellogg House will reserve the date requested, once date is reserved your deposit will **not** be refunded to you if you cancel your event, since Kellogg West/Kellogg House will be turning away business for said date.

- **Served Entrée Selections:** In order to best serve your guests, we will provide a vegetarian/vegan selection at no additional charge. If you wish to offer multiple entrées to your guests, the higher priced entrée will apply to all meals. You will be responsible for providing placards for your guests with their entrée selection to assist our servers in identifying your guests' menu selections. 2 protein items and a vegetarian/vegan item maximum are allowed. A 4th entrée item will be an additional charge. Consult your coordinator for details.

- **Tasting:** Upon booking you will receive a complimentary tasting for you and a guest (2). Complimentary tastings include two entrées and two salads (total). Additional guests are $25 per person. Additional entrées are available upon request for an additional surcharge. We do not sample appetizers or desserts. Tastings are scheduled Monday through Friday between 11:30 a.m. and 1 p.m. Tastings are scheduled 3-5 months prior to the wedding date.

- **Rehearsal Practices:** Rehearsal practices are included if you are having a ceremony at our location. They will be organized through your coordinator. Rehearsals are always held on Thursdays. If we do not have an event two

weeks prior to your wedding on that Friday, we can move your rehearsal to that day upon request. All rehearsals will be done by end of day at 6:00 p.m. No rehearsals will commence after this time.

- **Incremental Weather for Kellogg House:** In the event of rain, two options are available. The first option would be to move the event to Kellogg West at no additional cost to the client, **IF** the space is available. There will be no discounts provided should the client move their location to Kellogg West. 48 hour notification is required to move the event to the indoor facility. Items from the Kellogg House will not be transferable to Kellogg West unless they are upgraded rentals. If the event must remain at Kellogg House, then the second option is tenting, which would be an additional cost to the client. Tenting must be ordered by the Wednesday prior to your event. No refunds are given after ordering, despite weather changes. Tenting vendors MUST be licensed and insured, and provide proof prior to the event.

- **Bands and DJs:** You are may select your own band or disc jockey, and they will need to provide a certificate of insurance (COI). Contact your coordinator for limits and certificate holder information. Fog, sparkler, or bubble machines are not permitted at Kellogg West and Kellogg House. For your convenience, we can supply a list of vendors who have already filed a COI with us. Please have your performer contact us if they have any questions or concerns. The COI must be filed with us at least one month prior to your event.

- **Linens:** White or ivory linens are included in all wedding packages. A variety of linen napkin colors are also available. Linens may be upgraded for an additional fee. Contact our coordinator for details.

- **Decorations:** Posters/signs may not be placed at Kellogg West, Kellogg House, or on campus grounds without permission from management. Scotch tape, nails, pushpins, putty or potentially damaging fasteners may not be used to hang signs or other materials. Confetti, glitter, rice, bird seed, fake flower petals, feathered boas, and shredded tinsel are not permitted. Use of these materials will result in an additional clean up charge. Kellogg West will be available to decorate one (1) hour prior to the reception. Kellogg House will be available two (2) hours prior to the reception. Additional hours for decorating are available for purchase at $50.00 per hour. 12pm is the earliest access allowed to Kellogg House.

- **Bar Information:** All alcoholic beverages on the Cal Poly Pomona campus are required to be served by the Kellogg West catering department. Wine or champagne can be supplied by the customer and are subject to a corkage fee of $9.00 per 750 ml bottle. A **maximum** of two (2) bottles per dining table only are allowed, which will be served from the bar.

  We can arrange either hosted or cash bar for your event. If you do not use our wedding package, a $25.00 per hour (minimum three hours) bartender fee applies for each bartender. 2 bartenders are required for events of 100 guests and more.

  Violations of bringing in outside alcohol will result in immediate removal and disposal of the confiscated alcohol, and a $250.00 fine which will be deducted from the security deposit.

  Bar pricing is subject to change.

- **Security:** Security must be present during the entire event when a bar is present. Five (5) hours of security is included with our wedding package. Additional hours are $85.00 per hour. If you use an outside licensed caterer and have a bar, you must add on our security for the entire event.

- **Disturbances:** If police officers are called to your event in response to a disturbance, you are responsible and any fees associated will be deducted from your deposit.

- **Payment Plans:** Your coordinator will set up a payment plan at the time of signing your contract. Payment may be made via cash, cashier's check, credit card, money order, or personal check. (Final payment can be made in any

form except personal check.) Final payment in full is due fourteen (14) working days prior to your event. Failure to pay accordingly to your signed agreement will result in termination of your event.

- **Final Guarantee & Payment:** Final head count, final menu selection, and final payment are due fourteen (14) working days prior to your event. Our staff will prepare for the guarantee count plus 5%. If the actual attendance exceeds the guaranteed number, funds will be deducted from your security deposit for these meals.

- **Parking at Kellogg House:** Due to limited parking spaces at Kellogg House, events with a guest attendance exceeding 75 guests will need to provide shuttle service. Your coordinator can arrange this for you. The cost of this service is $60.00 per hour and must be arranged fourteen (14) working days prior to your event.

- **Parking at Kellogg West:** Parking passes are not required after 5 p.m. on weekdays or weekends. If required, you can obtain your parking pass at the reception desk located inside Kellogg West's main building.

- **Cancelations & Changes:** The deposit of $500 is non-refundable should you cancel your event. Due to costs incurred by Kellogg West/Kellogg House prior to and leading up to your event, should your event be cancelled, you will be assessed the following charges in addition to the deposit: more than nine (9) months but less than one (1) year will be the $100 deposit; more than six (6) months but not less than nine (9) months will be an assessment of 50% of the lost expected revenue; more than three (3) months but less than six (6) months will be an assessment of 75% of the lost expected revenue; three (3) months or less will be an assessment of 100% of the lost expected revenue. If the client's event is in 6 months or later, and they wish to reschedule their original date to a new date, they may have the option to do so. A new contract will be signed. All requests must be in writing. The client will forfeit their $500.00 deposit for the changed date, and they must reschedule within 1 year of the initially planned date. Pricing will be adjusted to the current catering pricing, along with any rentals and/or upgrades.

- **I have read pages 1, 2, and 3 of the guidelines and understand each section.**

(A signed copy of this form must be turned in with the contract.)

Client's Name: _____

Client's Signature: _____

Date: _____

updated 1/7/20

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