



# THE PALMS

## A PACIFIC RIM RESTAURANT

WELCOME TO THE PALMS

AT THE PALMS WE CELEBRATE THE CULINARY TRADITIONS OF THE PACIFIC RIM.

WE SERVE AN ARRAY OF PACIFIC COAST CREATIONS WHERE DIVERSE ETHNIC CULTURES MEET LOCAL FRESHNESS.

OUR CUISINE IS ACCOMPANIED BY OUR SPECTACULAR WINE LIST INCLUDING LOCAL, REGIONAL, AND GLOBAL VINTAGES THOUGHTFULLY SELECTED BY OUR BEVERAGE DIRECTOR AND SOMMELIER.

OUR PROFESSIONAL AND EXPERIENCED STAFF ARE DEDICATED TO CRAFTING A MEMORABLE DINING EXPERIENCE FOR OUR GUESTS, AND THEY SHARE A COMMITMENT TO QUALITY AND PASSION TO SERVE YOU.

# THE PALMS EVENT PACKAGES

WHAT IS DETERMINED BY THE HOST?

THE HOST CHOOSES THE FOLLOWING (DEPENDING ON WHAT PACKAGE SELECTED):

1. ALL THREE OF THE **APPETIZERS** TO BE SERVED FAMILY STYLE (SHARED)
  2. THE **SALAD** OPTION FOR THE **SOUP OR SALAD** COURSE
  3. **FOUR ENTRÉE** ITEMS CREATING A CONDENSED MENU FOR YOUR GUESTS TO THEN DECIDE FROM AT THE EVENT ITSELF
    - A. PARTIES OF 50 OR MORE ARE REQUIRED TO HAVE GUESTS PRESELECT THEIR MAIN COURSE PRIOR TO THE EVENT
  4. HOST CHOOSES THE **DESSERT** THAT WILL BE SERVED INDIVIDUALLY
- EVENT PACKAGES INCLUDE THE FOLLOWING:
    - SOFT DRINKS, COFFEES, ESPRESSO DRINKS, TEAS, BREAD SERVICE

## PACKAGE A

**\$35 PER PERSON PLUS PRICE OF SELECTED ENTRÉE ITEM**

\*3 COURSES OUTSIDE OF THE MAIN ENTRÉE FOR A TOTAL OF 4 COURSES\*

INCLUDES ALL THREE OF THE FOLLOWING:

- 3 SHARED APPETIZERS SERVED FAMILY STYLE
- INDIVIDUAL SOUP OR SALAD COURSE
- FAMILY STYLE DESSERT PLATTERS OR MINIATURE INDIVIDUAL DESSERTS

## PACKAGE B

**\$25 PER PERSON PLUS PRICE OF SELECTED ENTRÉE ITEM**

\*2 COURSES OUTSIDE OF THE MAIN ENTRÉE FOR A TOTAL OF 3 COURSES\*

PLEASE SELECT TWO OF THE FOLLOWING COURSES:

- 3 SHARED APPETIZERS SERVED FAMILY STYLE
- INDIVIDUAL SOUP OR SALAD COURSE
- FAMILY STYLE DESSERT PLATTERS OR MINIATURE INDIVIDUAL DESSERTS

## PACKAGE C

**\$15 PER PERSON PLUS PRICE OF SELECTED ENTRÉE ITEM**

\*1 COURSE OUTSIDE OF THE MAIN ENTRÉE FOR A TOTAL OF 2 COURSES\*

PLEASE SELECT ONE OF THE FOLLOWING COURSES:

- 3 SHARED APPETIZERS SERVED FAMILY STYLE
- INDIVIDUAL SOUP OR SALAD COURSE
- FAMILY STYLE DESSERT PLATTERS OR MINIATURE INDIVIDUAL DESSERTS

## FAMILY STYLE OR BUFFET PACKAGE

**PLEASE NOTIFY THE EVENT COORDINATOR HOW MANY COURSES YOU WOULD LIKE TO INCLUDE AND WHAT ENTRÉE OPTIONS YOU WOULD LIKE TO OFFER**

(RECOMMENDED 3 ENTRÉE OPTIONS WITH ONE BEING ALLERGY/VEGETERIAN FRIENDLY)

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### AUDIO/VISUAL RENTALS:

TV RENTAL \$50: (CIRCLE) *YES* *NO*

SPEAKER/WIRELESS MICROPHONE \$25: (CIRCLE) *YES* *NO*

# THE PALMS EVENT CONTRACT

PLEASE READ CAREFULLY

## MENU & MENU OFFERINGS:

UPON FINALIZATION OF YOUR MENU SELECTIONS, WE WILL PRINT A PERSONALIZED MENU WITH A SALUTATION OF YOUR CHOICE IF A MENU IS REQUIRED FOR THE EVENT. OUR REGULAR RESTAURANT MENU IS AVAILABLE FOR PARTIES OF 12 OR FEWER. MENU SELECTIONS ARE FINALIZED **5 DAYS** PRIOR TO YOUR EVENT. **MENU OFFERINGS AND MENU PRICES ARE SUBJECT TO CHANGE WITH ADVANCED NOTICE DUE TO SEASONAL MENU CHANGES MADE BY OUR CHEF.** INITIAL \_\_\_\_\_

## WINE/CORKAGE FEE:

WE ENCOURAGE YOU TO CHOOSE WINES FROM OUR WINE LIST; HOWEVER, IF YOU CHOOSE TO BRING YOUR OWN WINE, A \$20 CORKAGE FEE WILL BE CHARGED PER 750 ML BOTTLE, PLUS LOCAL SALES TAX, 20% SERVICE CHARGE, AND A 4% SERVICE FEE. THIS FEE WILL CONTRIBUTE TO THE FOOD & BEVERAGE MINIMUM. INITIAL \_\_\_\_\_

## CAKE CUTTING FEE:

IF YOU WOULD LIKE TO PROVIDE YOUR OWN DESSERT, WE WILL GLADLY PRESENT, PLATE, AND PROPERLY SERVE YOUR DESSERT FOR \$2.50 PER GUEST, PLUS LOCAL SALES TAX, A 20% SERVICE CHARGE, AND A 4% SERVICE FEE. THIS FEE WILL CONTRIBUTE TO THE FOOD & BEVERAGE MINIMUM. INITIAL \_\_\_\_\_

## FINAL GUEST COUNT:

THE PALMS REQUIRES A 'GUARANTEED MINIMUM' HEAD COUNT **5 DAYS** PRIOR TO YOUR EVENT. THIS GUARANTEED MINIMUM WILL BE CHARGED UNCONDITIONALLY FOR THE EVENT PACKAGE SELECTED. ENTRÉES ARE CHARGED ON AN INDIVIDUAL BASIS AS PER WHAT IS ORDERED AT THE TIME OF THE EVENT. INITIAL \_\_\_\_\_

## EVENT DURATION:

THE PALMS EVENTS ARE **3 HOURS** LONG, WITH FOOD AND BEVERAGE SERVICE WITHIN THE FIRST THREE HOURS OF THE EVENT. GUESTS WILL INCUR A FEE OF **\$100** FOR EACH ADDITIONAL **HOURLY** FOR THEIR EVENT TO CONTINUE IN THEIR RESERVED SPACE(S). THIS FEE DOES NOT INCLUDE EXTRA FOOD AND BEVERAGE SERVICE AND WILL CONTRIBUTE TO THE FOOD & BEVERAGE MINIMUM. INITIAL \_\_\_\_\_

## ALCOHOL AND LIQUOR LAWS:

BANQUETS AND PRIVATE EVENTS ARE SUBJECT TO ALL ALCOHOL AND LIQUOR LAWS. NO PERSON UNDER 21 YEARS OF AGE WILL BE ALLOWED TO CONSUME ALCOHOL OF ANY KIND. ALL GUESTS OVER THE AGE OF 21 ARE REQUIRED TO BRING PROPER I.D. IN ORDER TO CONSUME ALCOHOL. INITIAL \_\_\_\_\_

## AUDIO/VISUAL RENTAL TERMS AND CONDITIONS:

IN THE EVENT THAT YOU DO NOT RETURN ANY OF THE EQUIPMENT AS IT WAS WHEN YOU RECEIVED IT, THE PALMS RESTAURANT WILL CHARGE A MINIMUM OF \$500 REPLACEMENT FEE TO THE CREDIT CARD ON FILE. INITIAL \_\_\_\_\_

## BOOKING AND CANCELLATION POLICY:

*THE EVENT DEPOSIT GUARANTEES YOUR RESERVATION AND DOES **NOT** CONTRIBUTE TO THE FOOD & BEVERAGE MINIMUM. IN THE EVENT OF CANCELLATION, YOU MUST NOTIFY THE PALMS RESTAURANT **SEVEN (7) DAYS** PRIOR TO THE DATE OF YOUR EVENT (FIFTEEN (15) DAYS IN NOVEMBER AND DECEMBER) TO RECEIVE A REFUND OF THE EVENT DEPOSIT. IF YOU CANCEL LESS THAN **SEVEN (7) DAYS** PRIOR, YOU WILL BE REIMBURSED FOR YOUR EVENT DEPOSIT IN THE FORM OF A GIFT CERTIFICATE TO USE IN THE FUTURE. IF YOU CANCEL LESS THAN **48 HOURS** PRIOR TO YOUR EVENT, YOU WILL BE CHARGED THE FOOD & BEVERAGE MINIMUM FOR THE SPACE YOU RESERVED PLUS LOCAL SALES TAX. **NOTE: YOUR DATE AND SPACE ARE **NOT** RESERVED UNTIL THE EVENT DEPOSIT AND SIGNED CONTRACT ARE RECEIVED AND APPROVED BY THE PALMS EVENT MANAGER.** INITIAL \_\_\_\_\_*

## DEPOSIT:

A DEPOSIT OF **THE ROOM FEE** IS REQUIRED FOR OFFICIALLY BOOKING YOUR EVENT. THIS DEPOSIT MUST BE RECEIVED VIA CHECK, CREDIT CARD, OR CASH WITHIN THREE (3) CALENDAR DAYS OF SUBMITTING YOUR CONTRACT. THIS DEPOSIT WILL SERVE AS OR AS A CONTRIBUTION TO YOUR ROOM RENTAL FEE. THIS DEPOSIT DOES NOT APPLY TO THE FOOD AND BEVERAGE MINIMUM FOR THE EVENT. INITIAL \_\_\_\_\_

## FOOD & BEVERAGE MINIMUM:

BECAUSE WE ARE RESERVING AN AREA OF OUR RESTAURANT SPECIFICALLY FOR YOUR EVENT, THE PALMS REQUIRES A FOOD & BEVERAGE GUARANTEED MINIMUM CHARGE. THIS MINIMUM DOES NOT INCLUDE SERVICE CHARGES OR FEES, OR TAX. SHOULD YOUR FINAL COUNT DROP BELOW THE FINAL GUEST COUNT GIVEN 5 DAYS BEFORE YOUR EVENT, WE WILL BE HAPPY TO ADVISE YOU ON ADDITIONAL ALTERNATIVES IN FOOD AND BEVERAGE WHICH WILL BRING YOU BACK UP TO THE AGREED UPON MINIMUM REVENUE FIGURE FOR YOUR FUNCTION. ONE ALTERNATIVE TO REACH THE DESIGNATED FOOD AND BEVERAGE MINIMUM IS PURCHASING A GIFT CERTIFICATE FOR THE DIFFERENCE. INITIAL \_\_\_\_\_

**PAYMENT:**

THE PALMS WILL GENERATE ONE CHECK\* CONTAINING ALL ITEMS TO INCLUDE: FOOD, NON-ALCOHOLIC AND ALCOHOLIC BEVERAGES, CAKE CUTTING FEE, CORKAGE, AND SERVICE GUARANTEES. IT WILL BE ITEMIZED AND PRESENTED TO YOU FOR VERIFICATION AND PAYMENT AT THE END OF YOUR EVENT. WE ACCEPT CASH, CASHIER'S CHECKS AND ALL MAJOR CREDIT CARDS. LOCAL SALES TAX, A 20% SERVICE CHARGE, AND A 4% SERVICE FEE *CHARGE WILL BE ADDED TO ALL CHARGES.* WE DO NOT ACCEPT PERSONAL CHECKS.

**\*SEPARATE CHECK POLICY:** A PARTY OF 15 OR MORE CAN HAVE *NO MORE THAN 3 SEPARATE CHECKS.* PARTIES FEWER THAN 15 ARE TO HAVE *NO MORE THAN 1 CHECK.*

INITIAL \_\_\_\_\_

**COVID-19 ADDENDUM:**

BOTH THE PALMS RESTAURANT AND THE EVENT HOST RESERVE THE RIGHT TO CANCEL THE EVENT AT ANY TIME DUE TO COVID-19 SANTA CLARA COUNTY, THE STATE OF CALIFORNIA, OR FEDERAL REGULATIONS. ALL DEPOSITS WILL BE REFUNDED IN FULL IN VIA THE SAME FORM THE PAYMENT WAS TAKEN. THE EVENT HOST WILL NOT BE HELD ACCOUNTABLE FOR ANY CANCELLATIONS OR RESCHEDULING POLICIES IF SUCH EVENTS ARE DUE TO COVID-19 RESTRICTIONS.

**EVENT SPACE(S): (PLEASE INITIAL BESIDE THE APPROPRIATE ROOM FEE AND FOOD & BEVERAGE MINIMUM)**

✓ ROOM NAME	CAPACITY	ROOM FEE	ROOM MINIMUM SAT & SUN BRUNCH/LUNCH	ROOM MINIMUM SUN - THURS	ROOM MINIMUM FRI - SAT
<input type="checkbox"/> UPSTAIRS	60	\$250	\$3000 _____	\$3000 _____	\$3000 _____
<input type="checkbox"/> GARDEN (OUTSIDE BRICK)	80	\$500	\$3000 _____	\$5000 _____	\$8000 _____
<input type="checkbox"/> PATIO (OUTSIDE DECK)	50	\$500	\$3000 _____	\$3500 _____	\$5000 _____
<input type="checkbox"/> RESTAURANT BUYOUT	300	<i>CONTACT EVENT COORDINATOR FOR PRICING</i>			

WITH MY SIGNATURE BELOW, I AFFIRM THAT I HAVE READ AND UNDERSTAND THE PALMS RESTAURANT'S TERMS AND CONDITIONS LISTED IN THE BANQUET CONTRACT. I AGREE TO COMPLY WITH THE TERMS AND CONDITIONS AND PAY THE AMOUNT AGREED.

I AUTHORIZE THE PALMS LOS GATOS, CA TO CHARGE A DEPOSIT IN THE AMOUNT SPECIFIED ABOVE TO MY CREDIT CARD LISTED BELOW.

I UNDERSTAND THAT THIS AMOUNT WILL SERVE AS A ROOM FEE AND WILL NOT BE DEDUCTED FROM MY FINAL BILL.

I WOULD LIKE THIS CREDIT CARD TO BE USED TO PAY FOR THE ENTIRE BILL ON THE DAY/NIGHT OF THE EVENT. I AGREE TO THE 20% SERVICE CHARGE, 4% SERVICE FEE, AND 9% SALES TAX TO BE ADDED TO THE FINAL BILL.

INITIAL \_\_\_\_\_

PRINT YOUR NAME: \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: (00/00) \_\_\_\_\_ CVV: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SUMMARY OF EVENT INFORMATION**

EVENT DAY & DATE: \_\_\_\_\_ NO. OF GUESTS: \_\_\_\_\_

ROOM NAME: \_\_\_\_\_ EVENT START TIME: \_\_\_\_\_

EVENT TITLE/MENU HEADER: \_\_\_\_\_

SEATING CONFIGURATION CHOICE: \_\_\_\_\_

EVENT HOST: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

COMPANY: \_\_\_\_\_

CONTACT NAME (PERSON ATTENDING EVENT): \_\_\_\_\_ PHONE: \_\_\_\_\_

# FOOD AND BEVERAGE INFORMATION

FOOD PACKAGE: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ GUESTS: \_\_\_\_\_

## SHAREABLE APPETIZERS:

TIME:

1.

2.

3.

## SOUP OR SALAD:

TIME:

SOUP: LOBSTER BISQUE

SALAD:

## MAIN ENTRÉE CHOICES:

TIME:

1.

QUANTITY:  
(IF APPLICABLE)

2.

QUANTITY:  
(IF APPLICABLE):

3.

QUANTITY:  
(IF APPLICABLE):

4.

QUANTITY:  
(IF APPLICABLE)

## INDIVIDUAL DESSERT OR DESSERT PLATTERS:

TIME:

1.

WILL WE BE DOING A RECEPTION HOUR BEFORE FOOD IS TO BE SERVED AT THE EVENT? (CIRCLE) YES NO

FOR HOW LONG WILL THE RECEPTION HOUR BE? \_\_\_\_\_

## ALCOHOLIC BEVERAGES:

PRIVATE BAR SETUP WITH PRIVATE BARTENDER (BEER & WINE ONLY) \$75

INITIAL \_\_\_\_\_

PRIVATE CASH BAR SETUP WITH PRIVATE BARTENDER (BEER, WINE & SPIRITS): \$150

INITIAL \_\_\_\_\_

WILL THE HOST BE PAYING FOR ALL ALCOHOLIC BEVERAGES? (CIRCLE) YES NO

INITIAL \_\_\_\_\_

IF YES, WILL THERE BE A LIMITED BAR MENU? (CIRCLE) YES NO

INITIAL \_\_\_\_\_

ARE GUESTS ALLOWED TO START THEIR OWN INDIVIDUAL ALCOHOLIC DRINK TABS?

(CIRCLE) YES

NO

INITIAL \_\_\_\_\_

## WINE SELECTIONS:

## SPIRIT SELECTIONS:

## CRAFT COCKTAIL SELECTIONS: