



170 Petaluma Blvd. No., Petaluma, CA 94954  
(P) 707-762-5997  
www.SearedPetaluma.com

## Banquet Contract

Please review all of the following information sign the bottom and return to us via email or regular mail.  
If you have any questions or need to make any changes please call Andrew Burnett. at  
(707) 762-5997.

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Day): \_\_\_\_\_ Phone (Night): \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event:		Number of Guests	
Set up Arrival:		Guest Arrival:	
Appetizer Service:		Food Service:	
Type of Bar Service:		Type of Food Service:	
Cost Per Person:			
Deposit: \$500			

:

# POLICIES AND PROCEDURES

The following policies explain the basic guidelines for Seared Steak & Seafood and will assist you in the planning stages of your event. Specific details pertaining to menu selections, room and table arrangements, entertainment and other matters will be discussed and established prior to the event. Every effort will be made by the Staff and Management of Seared to ensure a successful event. A well planned and successful event requires a review of the following policies.

## 1. ROOM RENTAL CHARGES

Room rental charges in the amount of \$500 will close the room off to the public from 5pm until 11pm. . Lunch events will go no later than 3:30pm unless otherwise arranged.

## 2. PREVAILING LAWS

All Federal, state, and local laws regarding food and beverage purchase and consumption are strictly adhered to. Seared Steak & Seafood reserves the right to inspect and regulate all private meetings, banquets and receptions in accordance with established policies and laws.

## 3. FOOD AND BEVERAGE

Seared Steak & Seafood must provide all food and beverage, with exceptions made for wine, champagne, and cake. For wine and champagne, a \$20.00 corkage fee per bottle will apply for 750 ml bottles(**12 bottle maximum**) and a \$40.00 corkage fee for magnum sized bottles(6 bottle maximum). A \$3.50 per person cutting and serving fee will apply for any specialty desserts from outside providers. There is a \$3,000.00 minimum for food and beverage for use of the private room. This minimum does not include the \$500 room charge, tax, or service charge. **December Food and Beverage Minimums are listed under #22 at the end of the contract.**

## 4. ADVANCE PAYMENT

For all general events, a deposit of \$500 shall be paid to Seared Steak & Seafood at the time of signing the contract. **For all December events an additional \$1000 deposit is Due on or before September 1<sup>st</sup>.** We may require up to 50% of the estimated total thirty (30) days prior to the function. The remaining balance is due in full at the conclusion of the event. Alternative payment arrangements are available and can be discussed with Seared Steak & Seafood, however this must be done on a case-by-case basis.

## 5. DEPOSIT POLICY

All deposits are non-refundable.

## 6. CORPORATE CREDIT APPLICATION

All credit applications for corporate function must be received and approved no later than thirty (30) days prior to the function date. Advance payment of fifty percent (50%) of the estimated master account will be due at that time. Payment will be required upon receipt of the billing statement.

## 7. SERVICE CHARGES, SALES TAX, and CREDIT CARD FEE

Banquet pricing does not include gratuity or sales tax. The nine and a quarter percent (9.250%) sales tax (or current tax rate) & 20% service charge will be applied to all food and beverage charges. Groups requesting tax exemption must submit a tax exempt certificate thirty (30) days prior to the function date, or tax will be applied to the final bill and will not be refunded. A 3% fee will be added to your bill when paying with a credit card.

(Further information will be supplied to our tax-exempt customers.)

## 8. FUNCTION SPACE GUARANTEE

To confirm function space on a definite basis, the group must provide Seared Steak & Seafood with written authorization on Seared Steak & Seafood contract or a confirmed Banquet Event Order. Seared Steak & Seafood reserves the right to release function space which has not been confirmed in writing or for which no deposit has been received.

## 9. BANQUET SET

Confirmation of the final number of attendees of any function must be submitted to your Banquet Coordinator no later than 1 week prior to the function date. Seared Steak & Seafood will be prepared to serve five percent (5%) in excess of the guarantee. Should the guarantee exceed five percent (5%) of the original estimated number of attendees, Seared Steak & Seafood reserves the right to make a substitution for the original entrée ordered. All charges will be based upon the final guarantee, or the actual number of guest served, whichever is larger. If the required final count guarantee is not submitted to the Banquet Event Coordinator, the original attendee figure on the Banquet Event Order will be considered the final count.

Place settings shall be done in the same manner as regular Seared Steak & Seafood service. If there is any difference in the place setting desired, this must be discussed at least 4 week in advance of your event with the staff. The rental of any specialty linens, if desired by the group, must be arranged at least four (4) weeks in advance of the event. If there are specialty linens required and an additional charge above the normal charge for white linen, the group will be responsible for the difference in price.

## 10. MENU SELECTIONS

All menu selections shall be considered definite and not subject to change seven (7) working days prior to the function date. Items listed on our menus are by no means the only items available. Seared Steak & Seafood Catering Representative will be most willing to discuss alternate menu selections specially requested for your event.

## 11. SERVICE FEES

Culinary chefs for food station presentations are available for \$250.00 per chef.

## 12. MARKET FLUCTUATIONS

All prices are subject to change due to market fluctuations, unless such prices are confirmed in writing. Confirmed prices will be quoted no more than one sixty (60) days prior to the scheduled function.

### 13. LIQUOR SERVICE

Seared Steak & Seafood facility reserves the right to refuse service to any minor, or person who cannot provide proof of age, per California State law. Seared Steak & Seafood, at its own discretion, may discontinue beverage service if California laws are not obeyed. Per California State Law, we will not provide alcoholic beverages to individuals who seem to be strongly intoxicated and reserve the right to deny service to those who are deemed too intoxicated to control themselves. Open Bar: All charges incurred in relation to bar sales will be the responsibility of the group or individual hosting the event.

### 14. PACKAGES AND SHIPPING

Due to limited storage space, materials cannot be received at Seared Steak & Seafood more than one (1) days prior to the meeting/event. Seared Steak & Seafood does not at any time guarantee the security of any items left in the function rooms or stored on site. Loss or damage to group displays, decorations, or other property brought into Seared Steak & Seafood will be the sole responsibility of the group, with Seared Steak & Seafood assuming no liability.

### 15. ELECTRICAL

Electrical requirements for meetings and exhibits must be discussed in advance to ensure that the proper number of outlets and power is provided. Additional power must be reserved through our Catering Department. For display setups, arrangements must be made in advance for rental of electrical equipment.

### 16. AUDIO-VISUAL

Seared Steak & Seafood does not provide any audio-visual requirements for your event, unless otherwise discussed with the banquet coordinator. Consult your Banquet Coordinator in advance to discuss your Audio-Visual needs. Seared Steak & Seafood must be notified in advance of any outside company or producer coming on property, and reserve the right to advance approval, restrict or deny.

### 17. TELEPHONE

Should your group require a house phone, DID phone, speakerphone or conference call, these needs will be coordinated in advance. Audio-Visual Services will coordinate, and pricing is included for your review.

### 18. CONDUCT

The host is responsible for the conduct of all persons in attendance and for any damages incurred upon Seared Steak & Seafood or its guests by individuals associated with or representing the group's organization.

### 19. ACT OF GOD

If, for reasons beyond our control, including but not limited to, labor strikes, accidents, government restrictions or regulation on travel, acts of war or acts of god, Seared Steak & Seafood is unable to perform its obligations, then such non-performance is excused with no other liability upon return of deposit. In no event shall Seared Steak & Seafood be liable for consequential damages for any reason whatsoever.

20. SECURITY

Seared Steak & Seafood requires security personnel for all groups whose size, program or nature indicates such need, at the sole discretion of Seared Steak & Seafood Management. The Security Company hired is at the discretion of the group, and must be a reputable and licensed guard or security agency approved by Seared Steak & Seafood Management. If the Security Company contracted by the group does not meet Seared Steak & Seafood's requirements, Seared Steak & Seafood at the group's expense shall contract additional security services.

21. SIGN POLICY

All signs must be professionally printed or painted and must be approved through the Catering Department. No pins, tacks or adhesives of any kind are permitted on any of Seared Steak & Seafood walls or doors.

22. DECEMBER EVENTS

**December events-** There is a **\$7,500** food and beverage minimum for Friday and Saturday evenings and **\$3,000** minimum for Sunday-Thursday evenings. All Lunch events have a \$3,000 food and beverage minimum. The Food and Beverage minimums do not include tax, gratuity, and room charge. A deposit of \$500 is required to hold the room and an additional \$1,000 deposit is required by September 1<sup>st</sup>. All deposits are non-refundable. Any exceptions to these minimums must be approved by the banquet coordinator.

I acknowledge the receipt and review of the Catering Policies & Procedures and agree to the above.

Banquet Event Host

Signature

\_\_\_\_\_

Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Seared Steak & Seafood Representative

Signature

\_\_\_\_\_

Date \_\_\_\_\_

Print Name: \_\_\_\_\_