

## FARMHOUSE INN'S THE GRANGE

### MENUS:

Our Private Event Lunch and Dinner offerings are designed as pre-selected, set menus. If you wish to offer your Guests the option of selecting an entrée prior to the event, please follow these guidelines:

- Maximum of two (2) entrée selections and one (1) vegetarian option, and the highest price of the three entrées prevails as the per-person price for all Guests; a common starch and vegetable will prevail for all entrées.
- Guaranteed entrée counts are due to the Catering Department no later than 10am PST seven (7) business days prior to the function.

Client must produce and provide individual place cards with entrée choice indicator.

- Traditional coding: red=beef; blue=seafood; yellow=chicken; green=vegetarian.
- Alternatively, your Guests may have the option of selecting an entrée on-site. Please follow these guidelines:
  - Selection of a minimum Four-Course menu, with common non-entrée courses preselected.
  - Maximum of two (2) entrée selections and one (1) vegetarian option, and the highest price of the three entrées prevails as the per-person price for all Guests; a common starch and vegetable will prevail for all entrées.
- An additional \$35 per person coordination fee for ordering entrée selection on-site is applicable.
- As our food is prepared a la minute to provide the highest quality product, adherence to scheduled meal times and agendas is imperative. Therefore, our Banquet Staff will confirm start times at one-hour prior, then again at thirty minutes prior to ensure accurate timing.
- Uncommunicated delays in function start times may necessitate the re-preparation of food and will result in additional fees charged at approximately \$25++ -- \$50++ per person.
- Delays in start times more than one hour will additionally result in appropriately assessed labor charges.
- **Maximum of 40 Guests at Farmhouse Restaurant.**

### GUARANTEE:

- Your final guaranteed attendance numbers are due to the Events Department no later than 10am PST seven (7) business days prior to the function.

- In the absence of guaranteed attendance numbers, the expected attendance numbers indicated on your banquet event orders will be considered the guarantee.
- Guarantees may not be reduced within 7 business days prior to the function; increases will be accommodated based on availability of product and staff.
- Charges will be based on the guaranteed attendance number or actual number of attendees, whichever is greater.

#### **BAR FEE:**

- A \$175 bartender fee will be assessed for each wine bar set if bar revenues do not meet or exceed \$500, exclusive of service charge and sales tax.
- A \$50 per hour bartender fee will be assessed for each hour after four (4) hours. Our standard staffing is one bar/bartender per 40 Guests.

#### **LABOR FEES:**

- A labor fee of \$175 will be assessed when guarantees are fewer than 12 Guests for all full Breakfast, Lunch, Reception, or Dinner Functions.
- For each Chef Attendant required, a \$175 fee will be assessed for a maximum three-hour period.
- Any event not in the meeting hall or restaurant and patio will be assessed a \$400 set-up fee and a \$600 culinary labor fee.
- Set-up changes made within 24 hours of a function are subject to an overtime labor charge of \$50+tax per hour, per staff member needed to accommodate the change.
- A labor charge of \$10 per person will be assessed for any service beginning before 6:00am or after 9:00pm.
- A \$4 per delivery fee will be assessed for welcome packets/letters and/or amenities delivered to guest cottages.

#### **CORKAGE:**

- No beverage of any kind is permitted to be brought into the Hotel by the Client or its Guests without special permission from the Hotel and must be served by Hotel staff if permission is granted. Farmhouse is pleased to offer an award-winning selection of wines to complement our cuisine. Your Events Manager along with our sommeliers will expertly pair each course with wine to enhance the flavors of your selected menu. If you wish to serve your Guests wine that is not on any of our wine lists on property and is unable to attain for you, you may bring in up to a maximum of fifty percent (50%) of total anticipated wines served, and a corkage fee of \$25++ per 750ml bottle of wine will be assessed. All specially ordered wines will be charged at the applicable minimum purchase quantity.

#### **AUDIO-VISUAL/ TELEPHONE/ INTERNET:**

- Farmhouse Inn is pleased to partner with CMAV to professionally facilitate all A/V needs. Upon execution of the contract, the Events Manager can arrange a meeting to review any A/V needs beyond the complimentary items included in the Corral Meeting Hall.
- All A/V charges will be billed through your Hotel master account.
  - All items are subject to 22% Service Charge and 8.125% Sales Tax.

#### **SEATING:**

- The Corral Meeting Hall is set with a 108" x 40" wooden table with 12 marching upholstered chairs.
- If you wish to increase the table to 14 we need to offer 2 additional seats that may differ, or you can rent a matching set of 14.
- For evening receptions or dinners, the tables are small round cocktail tables or 5 ft. rounds.
- Standard linens are provided with house florals. Any customized requests will be a charge to the master account and ordered through the hotel.
- Your Event Manager will provide a diagram for assigned seating upon request.

#### **DÉCOR:**

- All decorations must meet the Fire Department's regulations. Any open flame requires a permit, which must be furnished to the Hotel prior to the event. Themed décor may be arranged and must be approved prior to installation.
- The Hotel does not permit hanging or affixing anything from its existing walls or ceilings.
- Signs and banners may not be in public areas or outdoors without approval by Farmhouse Inn.

#### **ELECTRICAL:**

- Additional power is available for most of our event space. Charges will be based upon labor costs and actual power requirements and usage.
- KEYS A charge of \$150 for an additional key to the Meeting Hall will be charged for keys issued for limited access. If all keys issued are not returned to your Catering or Conference Services Manager at the conclusion of the function, an additional \$200 re-key fee will be assessed.

**SHIPPING / MATERIALS:**

- Shipments will be accepted up to three days prior to the function date. A handling charge of \$4 per box, per day, will be assessed. Crates over 100 pounds and palettes will be charged additionally.
- Please address all boxes to: Farmhouse Inn, "HOLD for 'Event Name, Event Date'", 7871 River Rd. Forestville, CA 95436.
- All boxes will be placed in the group meeting room prior to the beginning of the event, unless otherwise arranged in advance with your Events Manager.

**SPECIAL / CONDITIONS:**

- No food and beverage of any kind may be brought into the Hotel by the Client or its Guests without special permission from the Hotel.
- The Hotel reserves the right to charge for the service of such food and beverage.
- Insurance restrictions and health codes prohibit the Hotel from allowing leftover food and beverage to be removed from the premises.