

# Hacienda Casa Blanca

## Catering Policies

### Guarantees on Number of Guests:

Food, beverage and add-on items charges based on guest count will be based on the final guest count at the event, or the number given to the restaurant by the client prior to the event, whichever is greater. A final guest count is required no later than 10 days before the date of the event to ensure enough food preparation. We will make every effort to accommodate any last minute increases in the guest count.

### Staffing (when offsite):

Our staff will arrive and set up the food dishes 1 hour before the event. In addition, they are scheduled to remain and serve or replenish the food.

### Food Options:

While our full menu is available to all parties of all sizes at any time, we do encourage that parties of 20 or more opt for a buffet or limited menu option. This can ensure that everyone in your party gets their food at the same time, and, in the case of the buffets, lets each guest have a variety of choices. Buffets will be made for a minimum of 20 people.

### Banquet Rooms:

Reservation of our 2 banquet rooms is on a first-come-first-served basis. Use of the Hacienda room requires a minimum of 15 people, and use of the Sol room requires a minimum of 25 people. If the event attendance falls below that, customer is still responsible for paying at least the minimum per-person charge. Minimum per-person charge in one of our banquet rooms is 8.95. There is no initial charge for use of the banquet room with the purchase of food and drinks for the first 2 ½ hours. If event is longer than that, there will be a charge of 50.00 per hour for any time over that.

### Deposit & Cancellation Policy:

A deposit of 20% of the Total Estimated Amount is needed to confirm the booking of this event. Deposit refunds on cancellations are handled as follows –

- Notice over 31 days prior to event: full refund of deposit
- Notice 16 to 30 days prior to event: 50% refund of deposit
- Notice less than 15 days prior to event: no refund of deposit

### Final Payment:

The final payment is due on the day of the event, unless other arrangements are made with management.

Upon review and acceptance of the proposal and our catering policies, please sign below and return this document with your deposit.

\_\_\_\_\_  
Restaurant/Company

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### To pay deposit by credit card:

Type: (please circle) AMEX, VISA, MC, Discover

Account: \_\_\_\_\_

Expiration Date: \_\_\_\_\_