

EVENT CONTRACT

EVENT DETAILS

Date of Event	Date of Contract	Type of Occasion
Type of Event Reservation Private Event	Reserved Area Dining Room Patio	
<i>For Reservation Only</i> Start Time	<i>For Reservation Only</i> End Time	
<i>For Private Event Only</i> Set-up Time	<i>For Private Event Only</i> Start Time	<i>For Private Event Only</i> End Time
Total Number of Guests	Number of Adults	Number of Children

CUSTOMER INFORMATION

First Name	Last Name	Best time to be reached
Phone	Email	Fax

ADDITIONAL CONTACTS (If Applicable)

First Name / Last Name / Phone Number (Best time to be reached) / Email

MENU SUMMARY

<i>*Review Event Menu for details</i>	Quantity	Cost
Number of Menu Sets - \$160 per set*		
Additional Food (if applicable)		
Room Minimum (if applicable):	Estimated Menu Subtotal	
	Consumable Amount (if applicable)	
	Estimated Subtotal	
	Deposit	
Remaining Balance <u>beverages, tax & gratuity not included</u>		

BEVERAGE SUMMARY

Select Option	<i>View Beverage Menu for Tier Options</i>	Will there be a cost limit for total beverages? Only write next to the Tier you selected.
Beverages will be added to event bill		
	Tier 1	
	Tier 2	
	Tier 3	
	Tier 4	
Beverages will NOT be added to event bill		
	Cash bar - Guests will purchase their own beverages	

ADDITIONAL TABLE REQUEST

LARGE GROUP RESERVATIONS: You may have ONE additional table for your reservation.	
PRIVATE EVENT: Select based on preference. We may not be able to fill your request if there isn't enough space.	
	(For Large Group Reservations Only) - 1 Table for:
	(for Private Events Only) - 1 Cake/Dessert Table
	(for Private Events Only) - 1 Gift Table
	(for Private Events Only) - 1 Welcome Table

ADDITIONAL DETAILS

TERMS & CONDITIONS

Deposit (non-refundable)

A party won't be confirmed until a full deposit of 20% of the estimated bill and a signed contract are received. At the conclusion of your event the deposit will be deducted from your total bill. Once the deposit is rendered there will be no refunds. You can change the date only if Saladang Garden has availability. No credit for future use, transferring deposit towards another transaction or refunds will be given. In the event of tragic unforeseen circumstances (fire, national emergencies), neither party is held liable.

Room Minimum (FOR PRIVATE EVENTS ONLY)

To guarantee the exclusive use of the dining room or patio, a food and beverage minimum is required based on the time of the day. If your bill doesn't meet the minimum, the difference will be a consumable and can be used towards beverages and additional food. The remaining balance of any unused funds will be added to your bill.

Food and Beverage Minimum (prior to tax & gratuity)

Lunch : \$2,500

Mid-day: \$2,750

Dinner: \$3,000

Minimum Consumption (FOR RESERVATIONS ONLY)

We require a minimum consumption of \$28 per guest (before tax and gratuity). If your bill doesn't meet the minimum, the difference will be a consumable and can be used towards beverages and additional food. The remaining balance of any unused funds will be added to your bill.

Time Allocation

All events are contracted for 4 (four) hours. This includes any setup or clean-up time. The earliest event start time is 10:30 am, no exceptions. If you would like to extend the time, an additional \$200 for every 30 minutes will be charged. These arrangements must be made in advance to guarantee space. If guests arrive earlier or stay later than the contract time, you'll be charged. You agree to begin and end the scheduled event at the designated times. If guests are late in arriving, you understand this may affect the timeliness and flow of service.

Decorations & Games

Glitter is not allowed. Saladang Garden won't store any decorations or other items prior to your event. Only exception are custom tablecloths. Any items to be placed on walls or directional signs, etc, must be approved with the management prior to the event. You accept responsibility for any and all damages occurred. Any type of bubbles are not allowed inside or outside Saladang Garden as guests and/or employees may slip.

SALADANG GARDEN

Custom Tablecloths

If you wish to provide your own tablecloths, the tablecloths must be given to Saladang Garden no later than 24 hours prior to the event.

Guest List

When reserving Saladang Garden for an event, it is important to give us an accurate number of guests. Please remember seats are limited unless you reserve exclusive use of the space, the area will be open to other patrons.

The number of guests must be confirmed 4 days prior to the event date. If no guarantee is received, your estimated guest count will become your guaranteed guest count. If the guaranteed guest count is increased within the 4 days, you will be charged accordingly, provided we are able to accommodate the additional guests.

Animals

We don't allow any pets or animals, unless it is a service dog.

Alcohol

Saladang Garden has a beer and wine license only. If you would like to bring your own wine, we have a \$20 corkage fee per 750mL bottle. In the interest of protecting our patrons and the general public, Saladang Garden's and its employees have the right to refuse service of alcoholic beverages to any patron or guest who by he/r behavior or appearance is believed to be incapable of tolerating further alcohol consumption. We don't have a hard liquor license and don't tolerate customers bringing hard liquor. If any customer refuses to remove the liquor from the premises, we have the right to refuse service.

Menu Selection

In consultation with Saladang Garden, you shall select dishes from the event menu list. The menu option list shall be attached to this contract. The cost per set shall be summarized in the Menu Summary. The menu must be confirmed 2 weeks prior to the event date. If no guarantee is received, your estimated menu set count will become your guaranteed menu set count.

Cake

We charge a \$30 cake cutting fee if you would like to bring a cake. For private events only, we offer free cake cutting.

External Food

Other than dessert items (cake, cupcakes, candy), Saladang Garden does not allow outside food to be brought in or served at your event.

Service Fee

A 20% service fee for food and beverages.

Payment

If each guest pays separately we ask that the you to collect the money from each guest and renders payment at one time on one bill; we won't accept individual payments from each guest. All payments must be made in full at the end of the event. We only accept credit cards and cash.

Prior to the Event

A Saladang Garden Events Team Member may contact you two weeks prior to event via email with confirmation of the date, time and menu selections if haven't been set. During this time, provide any other changes or concerns you may have for your event. If no notice is given during this time period we will acknowledge that you are satisfied with the prior arrangements.

Saladang Garden won't assume responsibility for damages, loss to any merchandise or articles left in the room prior to or following an event. You may contact us at 626-793-5200.

DEPOSIT INFORMATION

We only accept credit cards or cash.

Amount	Type of Payment	Deposit Date
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MENU SUMMARY ACKNOWLEDGEMENT

I have reviewed the Menu Summary and confirm the estimate menu set count for my event. I understand the menu must be confirmed 2 weeks prior to the event date. If no guarantee is received, my estimate menu set count will become my guaranteed menu set count. I understand beverages and any additional food aren't included in the estimate and will be added to the bill on the day of my event.

Customer's Signature (By typing your name, you are signing this contract electronically)	Date
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CONTRACT ACKNOWLEDGEMENT

This is a contract for services and agreement to pay for services in accordance with the terms and conditions set forth above, between Saladang Garden and the customer on page one of the contract. **I have read and agree to all of Saladang Garden's policies. I acknowledge of all the conditions, as well as authorization to charge the non-refundable 20% deposit.**

Customer's Signature (By typing your name, you are signing this contract electronically)	Date
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