

GENERAL INFORMATION

ROOM CHARGES

Marwick Place

Theater Style Setup.....	\$220.00
Meal Service Setup.....	\$250.00
North Room Only.....	\$100.00
Setup & Break Down.....	\$50.00
Every Hour after 6pm.....	\$25.00

LABOR CHARGES

Cook.....	\$22.00 per hour
Wait staff (1 per 16 people).....	\$15.00 per hour
Dishwasher.....	\$12.00 per hour

RENTAL ITEMS

Paper Place Mats.....	\$0.25 each
Hurricane Lamps.....	\$1.00 each
(Guest must provide candles)	
Sterno.....	\$2.00 each
Cloth Napkins and Table Linens are available.	
All linen is rented from an offsite company and will be taxed.	
A variety of sizes and colors are available. Prices vary.	

AUDIO/VISUAL EQUIPMENT

LCD Projector.....	\$30 (\$50 w/own laptop)
LCD Projector & MVGH laptop.....	\$100
TV/VCR.....	\$40
Blue Ray/DVD Player.....	\$75 (includes LCD Projector)
CD Player (audio only).....	\$50
Digital Audio Recording.....	\$50 (master copy included)
Extra DVD (audio only) Copies.....	\$5 each DVD
Digital Audio/Visual Recording (per hr).....	\$100 (master copy included)
Extra Digital AV Recording Copies.....	\$10 each DVD
Drop Down Screen.....	No Charge
Podium Mic/Lapel Mic/Handheld Microphones.....	\$25 each
Piano.....	\$100
Hearing Assistance Device.....	No Charge

PLANNING YOUR SPECIAL EVENT

In preparation for an event, an event request form must be filled out providing us with the date and time of the event, estimated number of participants, setup needs and catering needs. After an event request form is submitted, our event coordinator will contact you.

A non-refundable deposit of \$50 is due at the time of booking the event. An additional non-refundable deposit of 20% of the estimated catering costs is due once the catering arrangements have been made. These deposits will be applied to the final bill. Payment in full is requested by the event date.

Event hours are 8am to 6pm Monday through Saturday.

Catering services are not available on Sundays.

Arrangements can be made in advance for an event to continue after hours.

An additional charge of \$25 will be added for every hour after 6pm.

We request at least two weeks advance notice for all events with less than 50 people and at least four weeks advance notice for all events with 50 people or more. We will make every attempt to take care of your last minute catering needs.

We require a final guest total one week prior to the scheduled event.

This is the minimum number of guests you will be billed for and is not subject to reduction. If a final guest total is not given, the original estimated attendance will be charged to the final bill.

To provide the most efficient service when planning for your event, we would like to restrict all orders to a minimum of 10 persons.

A minimum of 30 persons for buffets.

A 15% service fee will be added for groups of 30 or more.

Cancelations of catered events must be made in writing at least 15 days prior to the event. If cancelation is received less than 15 days before the event, you will be charged for 50% of the catering bill.

Any equipment damages or missing items will be billed accordingly.



For more information contact
(626) 796-6135 ext. 420

**It is our pleasure to provide for your event needs at
Monte Vista Grove Homes!**