

Tustin Banquet Center

721 West First Street, Tustin CA 92780

Phone: (714) 669-0506

Fax: (714) 669-0508



General Information & Banquet Event Agreement

Food & Beverage:

No food or beverage will be permitted to be brought into the Tustin Banquet Center by the client or guests of the client. If alcoholic beverages are to be served in the Tustin Banquet Center, we will require that only the Tustin Banquet Center servers and bartenders dispense alcoholic beverages. Our alcoholic beverage license requires that we (1) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either underage or proper identification cannot be produced and (2) refuse alcoholic beverage service to any person who, in our judgment, appears intoxicated. If alcoholic beverages are brought onto the premises, or if any person under 21 years of age is found consuming alcoholic beverages, we reserve the right to discontinue alcoholic beverage service at no liability to the Tustin Banquet Center & with **No Refund** to the client _____. At functions where alcoholic beverages are consumed, there will be one security guard present per 150 guests. The charge to you is \$175.00 per guard for 5 Hours.

Deposit & Guarantee:

An initial \$1000.00 deposit is required to reserve the Tustin Banquet Center. An Additional 50% (of total invoice amount) is due Six (6) months prior to the event date. These are **Non-Refundable** payments. These payments will be applied to the final bill. The balance is due ten (10) days prior to the event date. Our catering office must receive a guaranteed attendance number ten (10) days prior to the event date. This number will be considered a guarantee, not subject to reduction, and charges will be based on this number of the actual attendance, whichever is greater. Prices are subject to change without notice and are guaranteed at the time the initial deposit is received.

Cancellations:

Once this agreement is signed, you are reserving a date and time slot for your event, and we have made a commitment to hold that date and time exclusively for you. The date and time of the function cannot be changed. You may cancel the event at any time, but all deposits and payments that you have made will be forfeited. All deposits and payments are **Non-Refundable**.

Decorations:

All decorations incorporating candles must meet with the approval of the Tustin Banquet Center Manager. We do not allow the affixing of anything to the walls, floors, or ceiling of rooms with nails, staples, tape, or any other substance unless the Banquet Manager gives approval. Fresh flower petals, rice, seed, confetti, fog machines and open flames are not permitted on the premises or parking lot. A minimum of \$250.00 for cleaning will be added to your bill if any of these items are used.

Availability:

Access to your banquet room, prior to the contracted time, must be arranged with your banquet manager. Patrons agree to vacate the banquet room at the contracted time. IN the event that the banquet room is occupied past the contracted time, the client agrees to pay \$750.00 per hour. Banquet rooms are available no earlier than the time stated on our contract unless arrangements have been made through your banquet manager.

Non-Smoking Policy:

All rooms are non-smoking, including the restrooms, lobby and gate enclosed court yard.

Live Music Policy:

No live music (other than DJ service) will be permitted unless approved by the banquet manager.

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Liability

We are not responsible for damage or loss of any items left on the premises or in the parking lot prior to, during, or following your event. There will be a \$500.00 refundable security fee charge for any damage caused to our facility fixtures, building, or furniture incurred by either yourself, a guest, a child, or personnel you have hired to supply outside services for your event. **This \$500.00 refundable security fee must be paid for with a credit card.** Damages caused by DJs are your responsibility. You, the client, will be required to pay the full cost of materials, labor, replacements, repairs and damages over and above the deposit funds regardless of the amount. If damages occur and are less than the deposited amount, the difference shall be refunded to you within 30 days of your event. If no there are no damages, your full refund will be mailed within 10 days of your event. We do not assume personal or financial responsibility or liability for cake top pieces and other personal items such as gifts, left at the premises by the client.

Service & Labor Charges:

All purchases are subject to an 20% service charge and current sales tax. The 20% service charge is subject to a sales tax (California State Board of Equalization Regulation No. 1603). Gratuity is not included but always appreciated.

Special Requirements:

Client Information:

Name(s): _____
Address: _____
Home Phone: _____ Cell Phone: _____
Email Address: _____
Event Date: _____ Event Time: _____ Estimated Guest Count: _____

Below Dates & Dollar Amounts to be filled out by Tustin Banquet Center Representative:

2nd Deposit Due Date: _____ Dollar Amount Due: _____
Final Head Count Due Date: _____
Final Payment Due Date: _____

These terms and conditions are a binding legal contract. Please review them carefully. By signing this agreement, you agree that all of the foregoing terms and conditions will govern and apply to you and your function.

Authorized Signature

Drivers License #

Date

Authorized Signature

Drivers License #

Date

Tustin Banquet Center Representative Signature

Date