

THE GRAND LONG BEACH EVENT CENTER

CATERING TERMS AND CONDITIONS

DEPOSIT & PAYMENT SCHEDULE

1) All deposits and payments made are NON-REFUNDABLE, NON-TRANSFERRABLE and will be applied to your event. Final payment is due in the form of cash or cashiers check only, seven business days prior to the scheduled event. A penalty fee of 10% of your final balance will be applied to all late final payments. All checks must be made payable to GALLEY CATERING. (Initial _____)

2) A credit card number and signed authorization is required 2 months prior to your event; to secure any additional charges incurred the night of event. (Initial _____)

FINAL GUARANTEE

3) All final guarantees are due seven business days prior to the event. This guaranteed number is considered final. Your number may increase and is not subject to reduction. The Grand will prepare and set 5% over your guaranteed number. Guests arriving after the meal is served will be charged the same contracted rate ++ per person. Extra person charges are the engager's responsibility and will be added to your final bill and must be paid in cash prior to the conclusion of your event (Initial _____)

SERVICE CHARGE AND SALES TAX

4) A service charge of 20% and sales tax will be added to the cost of all food and beverage items. The 20% service charge is subject to State Sales Tax (California State Board of Equalization Regulation #1603). (Initial _____)

ROOM MINIMUM & FUNCTION SPACE

5) Fees are subject to individual room minimums. The minimum may not be lowered and you will be charged for the minimum, or your guaranteed guest count, whichever is greater. Rooms are assigned by the number of anticipated guests and set-up requirements. Should your attendance increase or decrease substantially, we retain the right to assign you to a room accommodating your needs (Initial _____)

CHILDREN POLICY

6) All guests are charged the same rate. I understand that all children under the age of 12 years old must be supervised at all times. They will not be left unattended in the restrooms, parking lots, front entryways, or halls and are NEVER allowed to enter the kitchen or any service area. (Initial _____)

ROOM TIMES

7) Function rooms are reserved for the following allocated time slots: Afternoon hours are from 11:00am to 4:00pm. Lunch must be served before 2:00pm. Evening hours are from 6:00pm to 11:00pm. Dinner must be served before 8:00pm. Set up and decorating is allowed, not more than one hour prior to event by the client, unless prior arrangements are made. Additional hours for the evening will be charged to the client at \$250+ per each additional hour paid in advance or \$350 in cash, per hour on day of event. (Initial _____)

8) We do not provide dressing rooms unless arranged with your sales professional ahead of time. Our restrooms are not available to change in. (Initial _____)

FOOD AND BEVERAGE

9) No food or beverage, alcoholic or otherwise may be brought into the facility by the patron or attendees from outside sources. Due to insurance regulations, food or beverages may not be taken off the premises. All prices are subject to change. Private food tasting is not available. (Initial _____)

BAR

10) A bartender fee of \$100+ is applicable if minimum of \$275 in sales is not reached. The Engager agrees to abide by all existing Federal, State and local statutes governing the sales and consumption of alcoholic beverages. The Grand reserves the right to cease beverage service if, in the opinion of the management, to do so in the best interest of the facility, its employees, guest or function. (Initial _____)

11) I understand that I am responsible for the conduct and behavior of my guests and any problems related to the presence of alcohol. I will not serve or furnish any alcoholic beverages to a minor, any person under the age of 21 years old. I understand that if a minor is found possessing or consuming alcohol, the following actions will be taken: expulsion of guest(s), early closure of the event, and notification of the Long Beach Police Department. I understand that the consumption of alcoholic beverages is allowed only in the event room and that the service of alcoholic beverages must end one hour before the conclusion of the event. (Initial _____)

SET-UP CHANGES

12) A labor charge of \$200+ will be added for any room set up changes that vary from the client's original specifications or floor plan on the day of the scheduled event. (Initial _____)

SECURITY

13) THE GRAND will not be held liable for damage or loss of any merchandise or articles left in the event center prior to or following any function. THE GRAND has the right to require security for groups whose size, program or nature indicates such needs. Security expenses will be the responsibility of the client and will be charged at \$75 per hour. (Initial _____)

14) I understand that any guests exhibiting inappropriate behavior including intoxication or violence will be escorted outside the building and not allowed to re-enter. (Initial _____)

15) We reserve the right to refuse service to anyone. If a person is asked to leave for any reason, they may not re-enter under any circumstances. (Initial _____)

16) All guests must abide by the dress code set forth by The Grand. I understand that anyone attending my event that does not abide by the dress code will not be admitted. Please see attached document. (Initial _____)

ENTERTAINMENT AND VENDORS

17) All entertainers (including DJs) must provide their own sound systems. The Grand has the right to adjust the sound volume on any entertainment. Absolutely no microphones or extension cords will be supplied. Musicians must provide their own duct tape to secure all cords to floor. Fire Department regulations prohibit this event center from allowing any type of "Fog" machine. Inform the Grand prior to your event if there are any special electrical requirements, an additional charge will be incurred. (Initial _____)

18) All vendors must enter and exit The Grand through Gate 2. All vendors must immediately move their vehicles to the parking structure after unloading. (Initial _____)

19) All equipment brought by vendors must be picked up immediately following the event, as The Grand does not have storage. (Initial _____)

CLEAN UP FEE - DAMAGE TO PROPERTY

20) A minimum fee of \$100 will be added to your bill, to be collected at the end of your event, if glitter, confetti, rice, bird seed, etc. is used or thrown inside or outside of facility. I understand that I am responsible for any damage caused by the Engager, Engager's contractors, i.e. Florist, Entertainment, DJs, production companies or any guest present at function to the event center's interior or exterior; including but not limited to: event room, restrooms, lobby, and parking lot. (Initial _____)

DECORATIONS

21) For safety reasons we cannot allow "real" rose petals or flowers to be dropped on the patio or on any carpets. (Silk only). Clients may bring in their own designed centerpieces provided you comply with Fire Department regulations. If centerpieces include candles, the actual flame must not be exposed and must be enclosed in glass. Items may not be affixed, taped, nailed, hung or stapled to the walls. Clients are responsible for all pre-event planning, placing of favors, place cards etc. Mirrored rounds are available to rent for center of set tables (ask Caterer). Engager agrees to pay \$15 per missing or broken mirror. (Initial _____)

22) Engager will assume responsibility for any rental equipment. (Initial _____)

DEFAULTS AND REMEDIES

23) Should Engager default in performance of this contract, The Grand shall have the right to seek all legal remedies necessary in the recovery of damages including a possessor lien on all property of Engager for all reasonable legal fees and expenses incurred in seeking relief of damages and any collection fees. (Initial _____)

PARKING

24) Complimentary parking is available for all guests in the parking structure adjacent to the main building. Parking is not allowed at Jewish Community Center across the street. Those parking at the J.C.C. will be towed at owner's expense. Parking is not allowed in front of the main entrance. (Initial _____)

By signing below, engager acknowledges that he/she read this agreement and agrees to all it's terms and conditions. Engager has independently evaluated all aspects of this agreement and the desirability of entering into the transactions contemplated in this agreement and is not relying on any representation, guarantee, or statement other than those expressly set forth in this agreement.

Engager: _____ Date: _____

Event Name: _____ Event Date: _____

THE GRAND, LONG BEACH EVENT CENTER ATTIRE REQUIREMENTS

The Grand's desire is to maintain a classy and conservative dress code to ensure guest satisfaction of all events within our location. We ask that the person or persons hosting an event on at our location inform their family and guests of our dress code to avoid embarrassment during arrival. We provide the following information to provide guidelines to the terms "classy" and "conservative". Guests wearing the following items will NOT be admitted: Tennis shoes, work boots, ripped and/or oversized, cargo, or baggy jeans, revealing clothing including exposed undergarments and bare midriffs, tank tops, or sports attire such as jogging suits or jerseys, bandanas, bandana-type head coverings, beanies, shorts, and sandals. Hats must be removed before entering. A blazer or collared shirt must be worn if blue jeans are worn.

ACCEPTABLE ATTIRE:

Button up collared shirts, slacks, khaki-style pants, blazers, dresses, dress shoes,

We appreciate your interest in The Grand experience.

Sincerely,

**Ryan Choura
General Manager 2008**

