

## Food & Beverage Minimums

Parties booking one of our private dining spaces will be required to meet the applicable food and beverage minimum in lieu of a room rental fee. The required minimum varies based on time of day, season, and the length of your event. Our food and beverage minimums generally fall within the following ranges:

Boardroom, \$500-\$1,000

Great Room, \$1,500 - \$4,500

Tower Room, \$500-\$1,000

The Terrace, \$1,500-\$2,500

Our event coordinators will quote you the specific requirement for your event upon request, and it will be included in your event contract. If the Food and Beverage minimum (based on the sub-total of all food and beverage items) is not met, a room fee equal to the unmet portion will be added along with applicable tax and service charges. For events running longer than the standard time allotted, a per hour room fee will be charged. On occasion, arrangements can be made to Buy-out the entire restaurant. Please contact the Director of Events or General Manager directly for availability, applicable fees, and food and beverage requirements.

## Room Rental Only

Under certain circumstances, we may allow for a room rental only. Examples include short meetings with coffee/tea service only or meetings with no service. Please be advised that we do not allow room rental with catering by other parties. Boardroom \$250 for 3 hours or less/ \$400 for more than 3 hours; Great Room \$500 for 3 hours or less/ \$700 for more than 3 hours. Client set up and breakdown time is included in the above time frame. There may be additional charges for linen or A/V equipment rentals and a service charge depending on your set-up requirements.

## Menu Service

Please review our suggested menu options and make your selection. We will work with you to customize your menu. A full range of vegetarian, vegan and gluten free options are available, if requested. To continue to offer only the freshest of ingredients, our menu changes seasonally. All menu prices and items are subject to change without notice.

## Prix Fixe Menu Options

Menu selection must be finalized at least one week prior to the event. All lunch & dinner prix fixe menus include bread service. Vegetarian & vegan menu selections are available upon advance request. Children's menus available for children ages 12 and under.

## Customized Menu Printing

If time permits, our Art Department is available to print customized menus that are unique to your event. This service is provided free of charge.

## Beverages

Cocktails can be arranged on a hosted (paid by host on one check) or a no host (cash & carry) basis. For Cash & Carry bars, you will be assessed a fee of \$150 per bartender deemed necessary to staff your event. Cash & Carry purchases will be assessed a 21% service fee. For hosted bars, we will provide one or more bartenders (depending on the size of your event) at no charge. You may request additional bartenders at \$150 per bartender.

## Parking

Hosted valet service is required for large parties and will be based on a flat fee. For smaller parties, free validated self-parking is available in the Century Centre Tower parking structure conveniently located just beyond the courtyard adjacent to the restaurant.

## Cake Cutting

A fee of \$2 per person is charged for cake cutting should you or your guests bring your own dessert for serving. Only cakes from a licensed vendor are permitted.

## Deposit and Reservations

A deposit is required for parties of any size and the amount will vary depending on the size of your event. Once your deposit is processed your reservation is confirmed. The deposit will be applied toward your final bill. You will be required to sign a Contract which will include all details related to your event: menu selection and quantities, beverage service, audio visual, parking, linens, table set-up, additional rentals, etc.

## Attendance & Guarantee

A guaranteed guest count is necessary one week prior to the function. You may increase, but not decrease the number of guests after this time. Any increase in your guest count requested after the deadline may result in menu changes or delays in service. Your final bill will be calculated using the guaranteed number as a minimum, to which additional guests will be added if your guest count is over the guarantee.

## Payment

At the conclusion of your event, final payment is due less any deposit amounts. Andrei's does not bill or invoice the balance after the event. Payment in full is required on the day of your event.

## Cancellation

For Saturday events and for all events during the month of December, the deposit is only refundable if canceled one month or more in advance. For any events canceled within one month of the event date, the deposit will be forfeited. Should you need to cancel within 72 hours of your event, ½ of the total food and beverage estimate will be charged. In the event of a no show you will be charged in full for the estimated bill.

For Sunday through Friday events that are not during the month of December, if your event is canceled at least one week prior to the event date, your deposit will either be refunded or applied to a future event. For all events canceled within one week of the event date, the deposit will be forfeited. Should you need to cancel within 72 hours of your event, ½ of the total food and beverage estimate will be charged. In the event of a no show you will be charged in full for the estimated bill.

## Service Charges & Tax

All food, beverages, optional services and rentals are subject to a 21% service charge, which will be added to your final bill. In the event there is a no host bar, Cash & Carry bar purchases will be assessed a 21% service fee, which will be applied for each individual bill. California State Law requires sales tax to be calculated on all food, beverage, service charges and rental fees at the current rate.

## Furniture & Linens

For events held in our spectacular first floor facility, we will provide 72" round tables (seating up to 10) with standard table linens. We have additional tables in stock which are available upon request. Rental of additional furniture, linens, etc. can be arranged for an additional charge.

### Audio/Video

A 60" flat screen television/monitor is located in the Boardroom and in the bar area of the Great Room. Both are equipped with cable TV & DVD. A PC connection via HDMI or VGA is available in the Boardroom. A 119" electronic drop down projection screen is located in the Great Room with connectivity to our built-in projector or DVD player. One wireless microphone and a podium are also available. Built-In speakers are located throughout the facility and the outdoor patio. We have house music available upon request or can connect to an I-pod. We suggest you schedule an appointment prior to your event to test our system's compatibility with any devices or computers you intend to use. There is an additional cost for the use of the AV system. If additional equipment must be rented, we are happy to assist with the arrangements, and applicable rental fees will be assessed.

### Outdoor Patio

Both the Great Room and Boardroom have an attached heated outdoor patio. Our restaurant is a non-smoking location and smoking is strictly prohibited in the patio area.

### Event Center Preferred Vendor List

We are pleased to provide you with a list of preferred vendors for floral, wedding & event planners, additional linens, photographers/videographers, dance floor rental and bands/DJs. These services can be provided at an additional charge. Anyone selected outside of our preferred list must be approved by restaurant management. Please let us know if you require this list. All vendors must make advance arrangements with our Event Department for delivery, set-up and removal of any equipment or décor.

### Supplemental Fees

A refundable security deposit may be required. If we deem that a Day-of-Event-Coordinator is necessary for your event, we will give you the option of providing your own or we will provide one for a negotiated fee. Additional charges may apply for room rental, bartender and/or other services.

### Liability

We do not assume responsibility for you or your guests' personal property. All decor and personal property is required to be removed at the end of your event. Andrei's will not be responsible for any property left behind by vendors, host or guests.

### Rain/Inclement Weather

Our Terrace is uncovered and non-heated. In the case of inclement weather, we will do our best to move your event to another location within the main dining room or event facility without undue inconvenience or additional expense. Should rental of patio heaters or tenting be required, additional fees will apply, and we will assist you in arranging these rentals.