

CATERING POLICIES AND GUIDELINES

We are pleased that you are considering The Marine Room as the location for your special occasion. The following information is designed to answer some of the questions that you may have regarding our services and should be signed and returned to us upon confirmation of your event.

CONFIRMATION OF SPACE: Space may be confirmed on a definite basis as early as one year in advance. **All dates are subject to approval and are only considered definite upon receipt of the signed Credit Card Authorization Form for 50% of the estimated costs, a signed copy of the Catering Policies and Guidelines Form and a valid credit card number to guarantee the party.**

CANCELLATION..... **Requested deposits are non-refundable. In the event of a cancellation, the following fees will be applied:**
2 weeks prior to the function: 50% of estimated charges
3 days or less prior to the function: 75% of estimated charges

FOOD & BEVERAGE..... Due to state and local ordinances, all food & beverage must be consumed on the premises and purchased solely through The Marine Room. **An 18% service charge is added to all food, beverage, labor charges and California state sales taxes.** The California state sales tax is calculated on the total of all charges (excluding entertainment and valet service).

TIME OF EVENT..... Lunch parties can be booked between the hours of 10:00am to 4:00pm.

FINAL GUARANTEE.....**The Marine Room must be notified 5 working days prior to your function with exact attendance.** The number will constitute a guarantee and you will be charged accordingly. The engager will be charged for the number of meals served or the number of meals guaranteed, whichever is greater.
Menu selections must be submitted to the Marine Room Catering Department at least 14 days prior to the event.

ENTERTAINMENT..... All entertainment must be contracted through The Marine Room.

PAYMENT..... Marine Room, LJBTC, and La Jolla Shores Hotel Guests
Cash or credit cards are the only form of payment accepted. All charges, excluding deposit, are to be paid at the completion of the event.
LJBTC Members – All charges, excluding the deposit, will be posted to the member's account or may be paid by cash or credit card.

ADDITIONAL CHARGES... Cake Cutting Fee \$ 3.00++ per person

INDEMNIFICATION..... Engager agrees to indemnify and hold harmless The Marine Room/
La Jolla Beach & Tennis Club, Inc., its officers, employees, agents, and other affiliated entities against claims, losses, damages, and expenses arising from the engager, its employees, subcontractors and guests while using the Marine Room's premises, except due to the Marine Room's negligence.

SECURITY & LIABILITY.... The Marine Room/La Jolla Beach & Tennis Club, Inc., does not assume responsibility for damage or loss of any merchandise or articles left on the premises prior to, during, or following any event. The guest assumes full responsibility for the conduct of all persons in attendance at the event and for damage done to the restaurant or any person as a result of the event. Signs, posters, banners, etc. may not be tacked, stapled, or taped to any walls or the ceiling. For safety reasons, the moving or arranging of furniture and equipment will be accomplished only through the Marine Room/ La Jolla Beach & Tennis Club, Inc.'s personnel.

Guests of the Marine Room, who are not members of the La Jolla Beach & Tennis Club, DO NOT have access to the property of the La Jolla Beach & Tennis Club during their function at the Marine Room. Access may only be secured with a signed "Member Sponsor Consent Form", on file with The Marine Room, prior to the date of the contracted function at the Marine Room.

Name of Event and Date of Event:

Signature of Engager and

Date:
