



To Assist You Along The Way

Deposits and Contracts

Events of 25 guests or more require a deposit and a signed contract. This deposit will secure your reservation. The deposit is non-refundable and non-transferable.

Sponsored Events Deposits and Contracts

In addition to a contract and deposit, Member sponsored events require confirmation from the sponsoring member stating that he/she in fact will sponsor their event.

Sponsored Event Fees

All sponsored events are subject to a non-member usage fee as follows:

Breakfast:	\$ 5 Per Person
Lunch:	\$ 5 Per Person
Evening:	\$ 8 Per Person

Sponsored Events Payment and Event Order

The estimated charges and guest count will be due seven (7) days prior to the event. All payments and a signed event order will be due at this time. Payments are to be made to The Pacific Club directly by check. If any charges remain unpaid, it will become the responsibility of the Member. A final copy of the bill may be requested for review and payment to the Sponsoring Member.

Pricing

The prices listed are subject to proportionate increase to meet increased cost of supplies or operation at the time of your event. Prices will be guaranteed thirty (30) days in advance of your event. A 20% service charge and current sales tax will be added to the cost of all food, beverage and rental charges.

Food and Beverage Restrictions

All food and beverage are to be provided by The Pacific Club and must be consumed on the premises. No food or beverage, alcoholic or otherwise, may be brought into the club by the host or attendee without prior permission from The Club. The Club reserves the right to charge for such exceptions.

Alcoholic Beverages

The Club will supply all alcohol for your event. You may provide your own wine, in which case a \$25.00 corkage fee will apply to each bottle. The Club does not serve alcoholic beverages to minors or to any vendors hired by the host. It is solely the responsibility of the host to make sure minors/vendors do not obtain or drink alcoholic beverages. The Club cannot serve alcohol to anyone under the age of 21 or anyone who is intoxicated.



Cancellation (Business Days)

In the event of a cancellation, the following scale will apply:

0 - 59 days	100% of the Estimated Food & Beverage costs, rentals and site fee Service charge and applicable taxes
60 – 90 days	75% of the Estimated Food & Beverage costs, rentals and site fee Service charge and applicable taxes
91 – 120 days	50% of the Estimated Food & Beverage costs, rentals and site fee Service charge and applicable taxes

Liquidated damages resulting from cancellation, together with all taxes and service charges, shall be due and payable at the time of cancellation, which must be in writing. Deposits received will be applied towards the cancellation fee.

Entrée Guidelines:

Groups of 12 or less

May choose to pre-select a menu for their event, or select individually from the current Talbot Grill Menu.

Groups of 13 to 15 guests

Host will preselect choices for the guests from the current Talbot Grill Menu

This Menu may include a choice of (3) appetizers, three (3) entrees and three (3) desserts.

Groups of 16-20

Will Pre-Select from the current Talbot Grill Menu featuring one choice per course; or if the group prefers to offer a choice of entrees, a total of two (2) entrees may be selected and require the following conditions:

- The total number of entrees must be pre-ordered and the Catering Department informed of the count no later than (7) days prior to the event
- The member must provide place cards designating the entrée selection
- The member must provide table and entrée breakdown no later than (3) days prior to the event

Groups of 21 or more

Will Pre-Select from the current Banquet Menu featuring one choice per course; or if the group prefers to offer a choice of entrees, a total of two (2) entrees may be selected and require the following conditions:

- The total number of entrees must be pre-ordered and the Catering Department informed of the count no later than (7) days prior to the event
- The member must provide place cards designating the entrée selection
- The member must provide table and entrée breakdown no later than (3) days prior to the event

Guarantees

A guaranteed attendance must be provided to the Club by 12 noon (7) days prior to your event. You will be charged by the guarantee or the number served, whichever is greater. If you neglect to inform us of your guaranteed attendance, the original estimated attendance would serve as the guarantee.

Menus

The menu and all details must be finalized no later than ten (10) business days prior to the event.



Room Reservations

To ensure our quality standard of service, it is preferred that all private room reservations are made a minimum of three (3) business days prior to your meeting or event date. The Pacific Club may not be able to accommodate requests made less than three (3) business days. Room assignments are made in accordance with the anticipated attendance, length of time and set-up requirements. Revisions in attendance and/or set-up requirements may necessitate reassignment to a more suitable room if available.

Room Restrictions

In order to respect all Members, guests of any private function are restricted to the room(s) and area(s) specifically reserved for their function and may not wander through The Club's facilities.

Decorations

The Club does not assume any responsibility whatsoever for decorations. All displays, exhibits and decorations must conform to the fire and safety codes and remain within the room reserved. The Club does not permit anything to be affixed to the walls, ceiling, furniture, or fixtures unless approved by The Club. All decorating and removal must be done during regular Club hours and is the responsibility of the Member. Any damages to The Club will be charged to the events final bill.

Rentals

Rentals of linens, china, glasses, silverware, chairs, decorations, audio and visual equipment, tenting and other equipment may be arranged through The Club. If a Member arranges any rentals outside The Club, delivery and pick up must be coordinated with the Catering Department and paid directly by the Member. All rental arranged by The Club will be billed to the Member's account no later than the following month after the date of the event. Please keep in mind that The Club has limited storage area. Large events may require chair rentals.

Music

Music must be appropriate to the occasion and kept at a reasonable sound level during the function. The management will determine what constitutes a "reasonable sound level" of music, and if the music exceeds that level, management will instruct the musicians or disc jockey to adjust the sound level.

Dress Code

The Pacific Club's dress code defined as "California Business Casual" is strictly enforced. Athletic attire, shorts or "cut-offs", flip flops, beach sandals, and tennis shoes are considered inappropriate. It is required that The Club's dress code policy is passed on to all guests.

Damaged or Lost Property

The Pacific Club shall not assume responsibility for damage or loss of any merchandise or articles brought into The Club or for any items left unattended.

Parking

The Club will provide validation for all parking. Complimentary valet parking is available for Members and their guests.

Wedding Ceremony, Reception and Bar/Bat Mitzvah

All events noted above are required to have an experienced Coordinator for each event. The throwing of rice, birdseed, flower petals or similar substances at the reception is not permitted. There will be a \$1,000.00 cleaning charge added to the bill for any offenses.

**Club Guidelines**

Cell Phones are not permitted in any public areas but may be used in the Private Rooms and Designated Phone Rooms.

Smoking or Vaping inside The Pacific Club is strictly prohibited.

Registration tables, nametags, place cards or event signage are permitted only within the private room designated for your event. May not be placed in hallways and common areas.