



General Information

Payment Schedule

The Non-Refundable "Reservation Payment" of \$2000 is required to confirm one (1) room (\$4000 for two rooms) which will be applied to your final bill on the day of the event; no holding or temporary reservations are accepted. A signature and acceptance of all conditions will need to be received at the time of the initial payment. Then a "Secondary Payment" of 50% of the estimated remaining balance is due one hundred and twenty (120) days prior to the event and is also non-refundable. The "Final Balance Payment" is due fourteen (14) days prior to the event along with the confirmed guest count. Any additional charges incurred during the event must be paid in full at the end of the event. We accept all major credit cards, checks or cash.

Banquet Facilities

Each of the two (2) Banquet Rooms (Catalina or Lido) has a maximum capacity of 250 persons, or the entire Grand Ballroom for up to 500 persons can be reserved. Depending on the configuration of tables, dancing, podium, entertainment or wedding receptions, the capacity may decrease. Both rooms have an outstanding waterfront view and one room has an outside deck for additional guests or service. The regular time frame of a day event is four (4) hours and is five (5) hours for evening events, and should end by 11:00pm without incurring additional charges. Extended or altered event hours are an additional \$1000 per hour, per room; above and beyond four (4) hours for daytime events or five (5) hours for the evening events. Only with advanced prior written approval of Banquet Manager.

Guest Counts

Guaranteed Guest Counts must be received fourteen (14) days prior to the event but in any event may not fall below the food minimums per room. A 10% increase of Guaranteed Guests is allowed up to five (5) days prior to the event only with approval from a Banquet Manager. Each event will only be set up for the amount of guests confirmed as final.

Amenities

Harborside provides all tables and chairs, white linens, plate ware, silverware, serving dishes, entertainment risers, all set up and breakdown of Harborside equipment including the necessary serving staff at no additional charge. Harborside also provides free Wi-Fi or internet access for its clients at no charge. Colored napkins or table linens, chargers, projector and screen, flat screen televisions, wireless microphones, centerpieces, votives, electric candles, chiavari chairs and covers are available to rent.

Parking

Harborside provides valet service at all events at a cost of \$10/car. Prepaid valet parking passes available. Public parking lot only 2 blocks away holds 600 cars and costs \$1.50/hour with a maximum of \$15.00. Metered street parking is located all around Harborside and rates are \$1.50 per hour and after 6pm, the meters are free. Guest dock reservations are available upon request.