



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 \$15/car. Prepaid valet parking passes available. Public parking lot only 2 blocks away holds 600 cars and costs \$1.75/hour with a maximum of \$17.50. Metered street parking is located all around Harborside and rates are \$1.75 per hour and after 6pm, the meters are free. Guest dock reservations are available upon request.

Decorations

Harborside allows outside vendors or personal guests to decorate the room(s) two (2) hours prior to the start of the event, unless earlier setup is approved by the Banquet Manager. Absolutely no staples or nails are to be used, nothing may be hung from the ceilings, no bubbles, fog machines or smoke machines are allowed (because they will set off the fire alarm and close the event), no contractor tape can be used, no rice or confetti are allowed. All decorations must be removed within one (1) hour after a daytime event, or by 10:00am the next day for night time events. Any open flames or fire related decorations require the client to obtain an Approved Fire Permit from the City of Newport Beach and submitted to the banquet manager two (2) days prior to the event. No candles or open flame may be lit without a permit on file. **No sparklers are allowed.** Initials _____

Table / Seating Schematic

Harborside will provide the suggested design of the table and seating arrangements for approval by the client prior to the guaranteed guest count timeframe of ten (10) days. Table numbers stanchions can be provided but seating arrangements and cards must be coordinated by the client.

Service Charge / Sales Tax

The Service Charge is 22% for all events, which will be based on all food, bar, room rentals and other charges. Service charges are mandatory and are applied to pay for the staffing of your event. Service charges are not a gratuity or tip because they are not voluntary. Tipping the bartender is allowed on cash bars only. Sales tax will be added to all charges, including service charges as required by law.

Ceremony Rehearsals

Most wedding rehearsals occur on Thursday or Friday in the afternoon based on available rooms and is prearranged with the Banquet Manager at either of our fine restaurant locations (discounts are offered). All ceremonies require a wedding coordinator and rehearsals should be limited to a maximum of thirty (30) minutes and twenty (20) persons.

Alcoholic Beverages

Harborside adheres to all Alcoholic Beverage laws and will not serve any guest who appears to be intoxicated and Harborside does not allow any outside alcoholic beverages or products to be brought in to the Banquet Facility. All liquor, beer and wine must be purchased from Harborside. Harborside reserves the right to refuse service to any guest who cannot provide valid identification of age (21 years old). Harborside reserves the right to shut down any event where alcohol service to guests who are causing a disruption or outside alcoholic beverages are found to be brought onto the premises for illegal consumption.

Accessibility

The Grand Ballroom is located upstairs and offers a handicapped lift for the disabled only. The lift may not be used for any vendor's supplies or equipment to be brought upstairs, by order of the State, and hosts are recommended to inform their vendors the lift is for disabled persons only.

Staffing

Harborside will provide, at no additional charge, adequate staffing based on a buffet event of one (1) server per 30-39 guests (about 3-4 tables) and for a sit down event of one (1) server per 20-29 guests (about 2-3 tables), which will also include a banquet captain and a banquet manager to oversee the event.

Event Coordinator

Harborside Grand Ballroom requires any reception or bar/bat mitzvah to provide a professional day-of coordinator. The coordinator must be someone who is not attending the event and is experienced as a meeting/wedding planner. We offer excellent referrals.

Food Menus

Only food purchased through Harborside will be allowed (no outside caterers except some ethnic), and no food is permitted to leave the premises after the event, with the exception of decorated cakes. Pricing subject to change. Final menus are due 30 days prior to each event.

Food Tastings

Harborside will allow a "limited" complimentary food tasting arranged by appointment only (usually on Thursday afternoon), and is for tasting purposes only, with a maximum of four (4) persons attending and a selection of four (4) dishes; some items can only be prepared in large quantities. Tastings are for booked clients and for dinner packages only. Wine tasting must be arranged in advance.

Bar Menus

Harborside has a full liquor license and provides for all beer, wine and alcohol products. NO outside beer, wine or alcohol products may be brought onto the premises, and if found on someone's possession the bar portion of the event could be shut down since it is strictly prohibited both by law and this establishment. Special purchase requests for bar products can only be made through Harborside, and only prepaid beer or wine remaining may be taken by the client the next day.

Bar / Beverage Service

Harborside will provide for bar service through either a hosted bar package or a non-hosted bar with a \$150 bartender fee per bar. One bartender per 100-125 guests is normally scheduled. Bartenders may require proof of ID at any time, and may refuse service to anyone who cannot provide proof of age or appears intoxicated in any way. The bar sales from wine, beer or alcohol will include juices, sodas, bottled waters to reach the minimum bar sales. **Please no glassware is allowed on wood floor while dancing to insure the safety of the guests.**

Entertainment

All entertainment must cease ten (10) minutes prior to the event ending time. All entertainers and their equipment are to set up no more than two (2) hours prior to the event, and must be entirely removed one (1) hour after the event is completed, or additional Overtime charges will occur. Approvals for using live entertainment must be given by the Banquet Manager in advance and requires booking of both rooms or the entire Grand Ballroom. Harborside has a list of recommended DJ's if needed.

Outside Vendors

All outside vendors who are hired by the client and work the event must provide a certificate of insurance naming Waterfront Enterprises Inc. as additionally insured. All outside vendors should be informed by the client that the handicapped elevator is for disabled persons only and not for items such as heavy audio gear to the second floor. Parking for vendors will be accommodated in the white loading zone in front of the building for loading and unloading only. Vendor event parking will not be provided unless paid for by the client or host. We are not allowed to offer assistance carrying gear or equipment up or down the stairs per our insurance liabilities. Harborside is not responsible for equipment or items left after the event unless arrangements with the Banquet Manager are made in advance.

Security

Some school and other events require the client to hire a security company approved by Harborside in advance for purposes of legal drinking verification, to insure the safety of the guests, to insure the facility is not damaged, and to insure the event runs smoothly and without incident.

Directional Map

Harborside can supply complimentary preprinted directional maps to enclose into your invitations if you desire.

Audio Visual

Harborside has ceiling mounted projectors and screens, television monitors, wireless microphones for rental. We will supply a podium, background music and Wi Fi connection at no charge. All DVD/Videos must be tested on Harborside equipment two (2) days prior to event date to avoid any technical compatibility issues. Trained AV companies available for hire upon request, Harborside has no AV technician on staff.

Cancelations

Harborside will not refund any payments made because the event/date/room have been reserved for your event starting with the first payment. If progress payments are not made on time the event can be cancelled and all prior payments will not be returned.

Acknowledgement Agreement

I _____ (client name) have read and agree with all the above general conditions of the Harborside Restaurant and Grand Ballroom and will adhere to these conditions.

_____	_____	_____	
Client Signature	Event Date	Today's Date	

Address	City	State	Zip
_____		_____	
Event Name	Contact Name		
_____		_____	
Email Address	Additional Information		