

Procedures & Arrangements

Thank you for choosing Malabar for your event.

Our full event coordination allows you to be a guest at your own function!

- ❖ A guaranteed guest count is due five business days prior to your event. Should a guarantee not be received, Malabar will charge for the original expected number of guests or the actual attendance, whichever is higher. A preorder is required for an event with 30 or more guests.
- ❖ Malabar will be prepared to seat and serve a maximum of 5% over the guaranteed guest count.
- ❖ A 20% service charge (gratuity) will be added to all food and beverage and audio visual orders. California State Law regulation #1603g requires State Sales Tax to be calculated on all food, beverage, service and rental charges.
- ❖ A non-refundable \$100.00 deposit confirms your reservation and will be deducted from the total bill. Upon completion of the function any balance due must be paid in full. No checks are accepted for final payment.
- ❖ All decorations provided by the guest must be approved by Malabar and meet the restrictions of the fire department.
 - ❖ We do require that your group commit to a food and beverage minimum. If the contracted food and beverage minimum is not met, the difference will be paid in room rental. Minimums are listed below.
 - ❖ The room is available for a three hour period from arrival to departure. Any additional hours needed, a charge of \$20 per server per hour will be added to the bill.

Private Room Minimum (46 capacity)

January through November:

\$300.00 at lunch Sunday through Saturday,

\$500.00 at dinner Sunday through Saturday

December:

\$400.00 at lunch Sunday through Saturday;

\$800.00 at dinner Sunday thru Saturday.

I have read and understand all of Malabar's policies and procedures.

Event Name

date of event

Signature

today's date

I hereby agree that all specified charges incurred from the above event will be charged to my credit card as shown below. All deposits and or payments secured are non-refundable.

Type of Card: _____ Expiration Date: _____

Credit Card Number: _____

Name On Card: _____

Billing Address: _____

Signature _____ Date _____

Printed Name _____ Daytime Telephone _____