



Quince + Sweet 16 2017

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All prices are subject to 20% service charge and current sales tax.
Revised 1/01/2017.

BANQUET GENERAL POLICIES

Minimum Dollar Requirements/Room Rental Fees: Saturday Evenings at the Rio Hondo Event Center held during peak months of are subject to an \$10,000.00 dollar minimum expenditure level to qualify to book an event. January - March requires an \$8,000.00 minimum requirement of which \$5,000.00 will be allocated towards a facility fee for Saturday Night events and \$3,000.00 for Friday and Sunday evening events. The purchase of ALCOHOL cannot be allocated toward the \$10,000.00 booking minimum. (\$500.00 will be allocated towards a room rental fee from the final amount due for all events held Monday – Thursday.)

Retainer Fees & Payments: The Retainer deposit shall amount to 25% of the estimated total event fee and are non-refundable and non-transferable. The retainer fee (25% of the total fee) is due in full upon receipt of your signed Confirmation Agreement along with a current credit card to keep on file. If no payment is made 2 days prior to your event full payment will be paid using the credit card on-file. If RHEC is not able to charge this card, the contract is breached and event will be terminated.

Payments & Guarantee: A second payment of 50% of the estimated total is due no later than the midpoint between the date the contract was signed and your event date along with a \$250.00 - \$500.00 security/damage deposit. The final payment of 25% deposit is due 4 days prior to the date of your event. The \$250.00 - \$500.00 security deposit will be fully refunded 7-10 business days after your event, subsequent to a comprehensive evaluation by RHEC of any and all damages to the event site. The total security deposit refunded shall be based upon any and all deductions for damages to the site that can be attributed to your event activities. This deposit is not refundable should the event be cancelled and cannot be rolled over to a different date should you choose to reschedule with us. At the time of final payment (4 days prior to event), there will be a final walk-through and all arrangements will be made for the final guarantee. Final payment must be paid with cash or cashier's check if payment is made during the 3 days prior to event, if paying by credit card a 3% fee will be charged. Lack of final payment WILL result in cancellation of your event and forfeiture of any and all nonrefundable retainers/deposits paid.

Recap of Fee Schedule

- 25% - non-refundable deposit due to reserve event center for said date
- 50% - payment due at the midpoint between reservation date and event date, a \$250.00 - \$500.00 security/damage deposit due at the time of the midpoint payment
- 25% - due no later than 4 days prior to date of event.
- Deposit will be released 7-10 business days after event date barring no damage or additional fees

Total payment of the balance will be due 4 days prior to the event. Any additional charges will be addressed at the end of the function. No direct billing is available. In the event that the final bill is not paid in full within 24 hours following the function, RHEC will deduct the total amount due from the \$250-\$500 security deposit on-file. Cancellations received within 72 hours of your scheduled event will result in full payment becoming due for any services requested.

Guest Lists & Dress Code:

- All Events must have an alphabetical Guest List and have a seat (Downey Fire Code).
- Guest list must be alphabetical (last, first) and be turned in to RHEC no later than 4 days before your event.
- A dress code will be enforced: men must have slacks and collared shirt, i.e. No hats, beanies, t-shirts, jeans, hooded sweat shirts, or sporting attire, if wearing jeans must be accompanied with a collared shirt and/or blazer jacket. All guests are open to searches and seizures.

Cancellations:

- Events booked within thirty days canceled or event date moved within the same thirty-day period are subject to a Room Rental fee of \$250.00-\$500.00 and loss of initial deposit.
- All initial deposits are nontransferable and nonrefundable. In the event of a cancellation prior to your event, 50% of the estimated total of the event will be retained and is non-refundable along with the loss of security/damages deposit.
- Cancellations received within 72 hours of your scheduled event will result in full payment becoming due for any services requested.
- Any refundable amounts will be paid to the party within 30 Business days.
- Cancellation/Postponement Insurance must be purchased for any Wedding Event. Proof of purchase must be shared with Rio Hondo Event Center and be on file.

Vendors:

- All Vendors that are not a part of the RHEC vendors List and have not been verified by RHEC management from a prior event, will need to furnish a copy of the valid insurance with the RHEC added as additionally insured.
- Vendors not able to furnish this affidavit will be prohibited to enter the RHEC facility and perform their services.
- A Day-Of Coordinator is mandatory for Wedding Events over 100 guests. Day of Coordinator/Planners must show Liability Insurance.

Decorations:

All decorations must adhere to the local laws and policies of the City of Downey Fire Department. The Rio Hondo Event Center will not permit any items affixed to the banquet room walls / ceilings.

- Use of confetti, glitter, rice, bird seed, bubbles or fog machine is prohibited in any way on the Rio Hondo Event Center Property. A minimum labor fee of \$500.00 will be charged for any and all violations of this policy and possible cancellation of event immediately.

Room Availability:

RHEC reserves the right to reassign banquet facilities as deemed necessary by RHEC management. If the size of your function or setup requirement increases or decreases dramatically RHEC management reserves the right to relocate your function to a room appropriate to your function's size. Due to time required for our staff to prepare the room properly for your function, rooms are available to you and your guests only for the times specified in your contract. Group and its vendors, agents, or employees may not enter the facility prior to the beginning of the inclusive time and must remove all of its property and vacate the facility as of the ending of the inclusive time.

- Arrangements must be made in advance to have access to the room before your designated time at the cost of \$75.00++ per half hour. Additional rental charges will apply.
- All Vendors Must Check in & Sign in with the RHEC Management before entering the Event Room.
- Vendors allotted time are given in the description of packages. 1 hour All Events and Diamond Packages, and 2 hours for Platinum packages.

Food & Beverage:

Due to public health regulations and RHEC policy, all food and beverage must be purchased from RHEC. No food or beverage, alcoholic or otherwise, may be brought on to premises by the Group or any of the guests without prior approval by RHEC management. Any outside food or beverage, alcoholic or otherwise, brought on the premises by the Group or any of the guests without prior approval will result in a \$75.00++ fee.

- All food and beverage must be consumed on the Rio Hondo Event Center Property and purchased solely through Shelton Food & Beverage. Outside Food, Beverage, or Alcohol is strictly prohibited.
- Events are allowed, however, to bring in a cake for their event, but notify the RHEC management prior the event.
- Split entrees (maximum of two selections) are available and will be charged at the higher price of the two entrees. All food and beverage selections should be provided to your Catering Manager four weeks in advance of your event date.
- Any and all food items from a buffet style set-up may not be taken in "to go" boxes from the premises.
- An item/entree may be substituted due to unforeseen pricing fluctuations and or shortages.

Alcoholic Beverage Policy:

Club servers and bartenders of the RHEC can only dispense Alcohol. The Alcoholic Beverage Control requires employees of Rio Hondo Event Center to request identification on any person who is of questionable age and to refuse alcohol service if the person is underage or proper identification cannot be furnished. Rio Hondo Event Center employees also have the right to refuse alcohol service to any person, who in the servers' judgment appears intoxicated.

- Bar Service will not exceed 4 hours, and can be surrendered at any time. Bar Service is also a CASH ONLY setup, no credit or debit cards.

Final Guarantee:

All Guarantees must meet their dated guidelines to exercise the contract; any missed opportunity gives the RHEC management the right to hold as a breach of contract making cancellation of event possible and immediate collection of payments and fees.

- Please specify your exact number of attendees 14 business days prior to your event. If you do not confirm your guarantee, the required minimum guarantee will be applied.
- Guaranteed numbers are not subject to reduction; also all guests are subject to full price and guest list must be provided.
- No guest will be able to attend the event at a discounted rate even if not present for the dinner portion of said event.
- As a courtesy, The Rio Hondo Event Center will prepare and set for five percent above the guaranteed number. For buffets, we will prepare and set for the exact confirmed number.

Hold Harmless: For good and valuable consideration, the receipt of the signed Catering Agreement and the Banquet General Policies is hereby acknowledged. This client assumes entire responsibility and agrees to protect, indemnify, defend and save the Rio Hondo Event Center and its employees, harmless from and against all claims, losses, expenses included without limitation, attorney fees and security expenses, damage, environmental charges or fines arising out of or caused by the installation, removal, maintenance, occupancy or use of the Rio Hondo Event Center premises or a part thereof by this client, excluding such liability caused by the sole negligence of the Rio Hondo Event Center and its employees. In addition, this client acknowledges that the Rio Hondo Event Center does not maintain insurance covering this client's property and it is the sole responsibility of this client to obtain insurance covering such losses.

Liability: The Rio Hondo Event Center will not be responsible for any loss, damages or injury, bodily or of to property that may occur at any function held on property, from any cause, whatsoever, prior to, during or subsequent to the period covered by this contract.

Security: The Rio Hondo Event Center may require additional security for events whose size, program and/or nature of program indicate such needs. Additional security charges will be the responsibility of the event host. All events requesting alcohol must be required to purchase security. A \$75.00++ charge will be applied if your function leaves behind a large number of items that result in excessive clean-up for the RHEC and will be taken from the Security/Damages Deposit.

Signage: All banners, signs or posters must be freestanding and cannot be affixed to banquet rooms walls, ceilings, and windows. In addition, all signage posted in public areas of the Rio Hondo Event Center must be preapproved and professionally printed. No handwritten signage will be permitted in any public area.

Smoking Ordinance: The City of Downey and the State of California ordinances state that smoking is not permitted in any enclosed public area, including banquet rooms, restrooms and lobbies.

Shipping & Storage: All delivery, packaging and clearance information must be acquired through your Catering Manager. The Rio Hondo Event Center does not accept packages more than four days prior to your event. Please include your group name, function date and Catering Manager's name on the outside of all packages.

Service Charge & Taxes:

- All applicable taxes are in addition to the prices herein agreed upon and the client agrees to pay them separately.
- It should be understood that a taxable 20% service charge will be applied to all food and beverage functions.
- NO group is exempt from state sales tax.

Banquet Hours and Room Rental Rates:

Morning times are under the discretion of the Catering Director. Evening hours are after 4:00 pm. Patio and Terrace close at 10pm for children and 11pm for adults (patio hours are nonnegotiable). Event start and ending times are to be negotiated between client and event coordinator. Non-package events or extended wedding package hours are available for a fee per hour and upon approval from Catering Director. We will not serve any dish later than 8pm.

- Function rooms are available no earlier or later than the time stated on your Catering Contract Agreement. For additional setup or breakdown times, please consult your Catering Manager for availability and fees. Event packages are available in 5 hour increments.
- NO Event shall extend pass 12:00am and entertainment must be silenced at 11:50pm and all guest should be out of the facility by 12:20am.

Non-Waiver: The failure by one party to require performance of any provision shall not affect that party's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

Breach of Contract: In the event of a breach of the above terms and conditions of this agreement, the performing party who has not breached the agreement shall be entitled to all fees and costs expended to be made whole by the breaching parties conduct.

Attorney Fees: The prevailing party shall have the right to collect from the other party its reasonable costs and necessary disbursements and attorney's fees incurred in enforcing this agreement.



Quince + Sweet 16 Packages

All Packages Include:

5 Hour Event Time
2 Hour Vendor Access Window Prior to Event Start + 1 hour After the Event for Teardown
Entrée Tasting for 2
Served Champagne & Sparkling Cider Toast
Floor Plan Setup and Breakdown
Choice of White or Ivory Floor Length Polyester Linens for all Tables
Choice of our In-House Napkin Color Selection
China, Glassware, and Flatware
Skirted Head Table, Cake Table, Gift Table, & Sign in Guest Table with Photo Easel Choice
Video & Audio Equipment
Complimentary Parking for all Guests
Cake Cutting Service including China and Flatware
Coffee, Decaf, Water & Fresh Brewed Tropical Iced Tea
Patio & Golf Course View
Professional Staff

Additional Charges:

Additional Hours: 400.00 per hour
Dance Floor: 500.00
Bridal Room: 500.00
Bar & Beverage Service Setup, 2 bartenders: 250.00 (required for 125 guests or more)
Bar & Beverage Service Setup, 1 Bartender: 125.00 per bartender
Day of Coordinator, In-House (100 guests or more): Inquire for pricing or provide your own
Chiavari Chairs: 7.50 each
Chair Covers with Organza Sash: 5.00 each
Chair Covers with Satin Sash: 6.00 each
Napkins, Satin: 1.50 each
Napkins, Polyester: 1.25 each
Upgraded Linens: 19.75+ each (based on Materials, Colors & Sizes)
Security: 300.00
Ambiance Lighting: 250.00+
Customized Gobo: 200.00
Desserts: 5.00+



Silver Package

Complimentary Entrée for Bride & Groom

Polyester Napkins In-House Color Selection

Gold Package

Complimentary Upgraded Entrée's for Father, Mother and Daughter

Provided by Rio Hondo Event Center

Polyester Napkins Extended Color Selection

Day of Bridal Room Access

Vegetable & Fruit Display

Bone Color Charger Plate

20x20 (400sqft) Professional Wood Dance Floor

Indoor Ambient Wall Lighting highlights our glass wall with a view

Platinum Package

Complimentary Upgraded Entrée's for Father, Mother and Daughter

Provided by Lock and Key Social Drinkery

Polyester or Satin Napkins Extended Color Selection

Day of Bridal Room Access

Vegetable & Fruit Display

Bone Color Charger Plate

20x20 (400sqft) Professional Wood Dance Floor

Indoor Ambient Wall Lighting highlights our glass wall with a view

Choice of Two Tray Passed Hors D'oeuvres

Chipotle Meatballs, Bacon-wrapped Scallops, Chicken or Beef Empanadas, Lemon Pepper or Cajun Honey Chicken Drumettes, or Shrimp with Jalapeno Marmalade Dipping Sauce

Polyester or Satin Table Linens White or Ivory

Chair Covers with Colored Organza Sash or Chiavari Chairs in choice of colors

Bar Set-Up 1 bartender, fully stocked bar, ice, glassware and garnishes for the duration of your event

6 Hour Event Time



Plated Menu Selections

Menu Includes

California Field Greens Salad, Deluxe California Seasonal Vegetable Blend and Choice of Oven Roasted Baby Rose Potatoes, Twice Baked Potato, Garlic Whipped Potatoes, or Rice Pilaf.

Your Choice of 1 Entrée

Chicken Breast

Choice of:

Marsala Wine & Mushroom Sauce, Piccata Lemon Butter Caper Sauce, Lemon Butter & Herbs, Parmesan, or Stuffed Cranberry & Apple.

Silver 42

Gold 48

Platinum 54

Filet Mignon

Choice of:

Traditional or with a Bordelaise Mushroom Sauce.

Silver 46

Gold 53

Platinum 63

Salmon

Choice of:

Blackened, Mango Salsa, Dijon, Béarnaise, Lemon Butter, or Macadamia Nut Crusted.

Silver 44

Gold 55

Platinum 60

Roasted Prime Rib

Cracked Black Pepper & Herbs Accompanied with Au Jus and Creamy Horseradish.

Silver 45

Gold 54

Platinum 61

Duet of Filet & Fish or Filet & Chicken

Petite filet paired with your choice of Salmon, Sea Bass or Halibut or Chicken Breast.

Silver 47

Gold 55

Platinum 65

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Revised 1/01/2017.



Buffet Selections

Per Person:

Silver 45

Gold 56

Platinum 67

Classic Buffet:

Mixed Green Salad with Raspberry Vinaigrette & Ranch Dressing.
4 Chef's Choice Cold Salads, Fresh Fruit, Roast Beef Tenderloin with Brown Mushroom Gravy, Blackened Filet of Salmon & Breast of Chicken in a Lemon Butter Caper sauce, Sautéed California Deluxe Vegetables, Roasted Red Potatoes or Rice, and Warm Rolls with Butter.

Spanish Nights:

Mixed Green Salad with Raspberry Vinaigrette & Chipotle Ranch Dressing .
4 Chef's Choice Cold Salads, Fresh Fruit, Salsa & Fresh Guacamole, Spanish Rice, Refried Beans, Spanish Style Corn, Yellow Corn Tortilla Chips, Chicken or Steak Fajitas, Chicken or Beef Flauta's, Beef Taquitos, Chicken or Beef Enchiladas.

Barbecue Buffet:

Mixed Green Salad with Raspberry Vinaigrette & Ranch Dressing.
4 Chef's Choice Cold Salads, Fresh Fruit, Barbecue or Mesquite Tri Tip & Chicken Breast, BBQ Pork Spare Rib, Baked Beans, Baked Potatoes, Hot Buttered Corn, and Warm Rolls with Butter.

A taste of Italy Buffet:

Mixed Green Salad with Raspberry Vinaigrette & Ranch Dressing.
Fresh Fruit, Antipasto Salad, Tomatoes & Onions in Vinaigrette, Pasta Salad, Potato Salad, Italian Pepper Steak, Chicken Parmigiana, Cheese Tortellini in Alfredo Sauce, Italian Sausage & Peppers, Vegetable Medley, Roasted Rose Potatoes, and Garlic Bread.

Chinese Buffet:

Mixed Green Salad with Sesame Dressing.
4 Chef's Choice Cold Salads, Mongolian Beef, Cashew Nut Chicken, Shrimp Chow Mein Noodles, Chinese Vegetable Blend, White or Fried Rice and Warm Rolls with Butter

Hawaiian Buffet:

Mixed Green Salad with Raspberry Vinaigrette & Ranch Dressing.
4 Chef's Choice Cold Salads, Sliced Pork with Cranberry Glaze Teriyaki, Salmon & Chicken Kahlua with Pineapple Hawaiian Vegetable Mix, White Rice, Mashed Potatoes, and Warm Rolls with Butter.



Hot Hors D'oeuvres

Per 100 Pieces

Chipotle Meatballs	200
Bacon Wrapped Scallops	250
Beef Empanadas	250
Lemon Pepper or Cajun Honey Chicken Drummetts	200
Coconut Shrimp with Jalapeno Marmalade Dipping Sauce	275
Spinach Spanakopita	200
Angus Beef Sliders	350
Marinated Lemon Chicken Skewers	350

Cold Hors D'oeuvres

Per 100 Pieces

Stuffed Deviled Eggs	150
Assorted Tea Sandwiches	150
Caprese Skewers	175
Jumbo Shrimp Platter	325

Light Hors D'oeuvres

Per Person

Assorted Cheese and Crackers	1.50
Feta Cheese & Kalamata Olives	3.00
Fresh Fruit Platter	2
Vegetable Crudités with Dip	2



Bar Packages

All Packages will not exceed 4 hours in duration.
Speak to your Event Director about extended service .

Premium Hosted Bar

Premium Liquors, House Wine, Domestic (Bud Light), Soft Drinks, Fruit Juice & Mineral Water
Add \$2 for Import Beers (Corona & Stella Artois) Four Hours 36.00
(Shots not included)
14 per person per hour

Well Hosted Bar

Well Liquors, House Wine, Domestic (Bud Light), Soft Drinks, Fruit Juice, & Mineral Water
Add \$2 for Import Beers (Corona & Stella Artois)
Four Hours 32.00 (Shots not included)
10 per person per hour

Soft Hosted Bar

House Wine, Domestic (Bud Light), Soft Drinks, Fruit Juice, & Mineral Water
Add \$2 for Import Beers (Corona & Stella Artois)
Four Hours 23.00
7 per person per hour

Consumption Services also provided

Drinks will be DEDUCTED from the Budgeted Dollar Amount Minimum \$1000.00
Standard Bar Pricing will be applied

\$125 Bartender fee per bartender – 4 hour service
Minimum of \$200 must be reached plus bartender fee

Alcoholic Beverage Policy:

Club servers and bartenders will only be allowed to dispense alcohol. The Alcoholic Beverage Control requires employees of Rio Hondo Event Center to request identification on any person who is of questionable age and to refuse alcohol service if the person is underage or proper identification cannot be furnished. Rio Hondo Event Center employees also have the right to refuse alcohol service to any person, who in the servers' judgment appears intoxicated. Bar Service will not exceed 4 hours, and can be surrendered at any time.



Terrace Ceremony

Includes:

One Additional Hour added for Ceremony

Up to 150 White Padded Wedding Chairs

Golf Course Lake & Water Fall Back Drop

Arch or Columns

Complete Set Up and Break Down

1 Hour Ceremony Rehearsal

1,250.00

Items not included in package:

Wedding Coordinator, Photographer, Decorations, Clergy, Music, and Flowers.

Referrals are Available



FREQUENTLY ASKED QUESTIONS

1. Are Fridays and Sundays priced less than Saturdays?

No. Catering pricing stays the same no matter which day your event takes place on. However, you will not be held to the \$8,000 (Jan-March) or \$10,000 minimum expenditure that is tied to a Saturday evening event.

2. What do I need to do to book my date?

To book your date, you just need to submit a non-refundable and non-transferable retainer of 25% of your total quote and a signed contract!

3. When is the last day I can submit my guest count?

We will schedule a Final Banquet Event Order Meeting (BEO) with you 2 weeks before your event. We hope you have your guest count and banquet room set-up details in order by then! After that meeting, you may continue adding guests until 4 days before your event, but we cannot deduct from any contracted or updated final guest counts as all food preparation will already be underway.

4. By when do I need to pay for my event in full?

If you are ready by your Final BEO Meeting, we can take care of your balance then! If not, you still have until 4 days before your event.

5. What is your cancellation policy?

All deposits are non-refundable and non-transferable. If you cancel your event, your retainer deposit will be forfeited and cannot be transferred. 50% of your total event quote will be due if you cancel your event after 30 days of the date of booking. 100% of your total event quote will be due if you cancel within 72 hours of your event date.

6. Can I bring my own alcohol and food to my event?

No. All food and beverages must be provided by Rio Hondo Event Center. You can bring an outside cake; however, outside desserts, dessert stations, candy stations, and food party favors must be approved and added to your Banquet Event Order by office staff in advance of your event.

7. Does the RHEC catering also include the cake?

No. We rather give you the opportunity to bring your own cake.

8. Do you have kids' meals? What does my DJ eat?

Yes! We serve kids' meals (chicken tenders/fries/fruit, spaghetti or beef sliders) to children ages 5-11. It is to your discretion if you would like to order kids meals for children under 5. Vendor meals (dj, photographer, etc.) are the same as your guest meals but at a discounted price.

9. Can I come in early on the day of my event to set up my decorations?

We can guarantee you 2 hours before the start of your event for your vendors and yourself to come in to your banquet space and set-up any items. Any earlier times are subject to earlier events that may be booked on the same day as yours and to the discretion of RHEC personnel.

10. Do I need a Day of Coordinator?

We think you do! But we only require it for wedding events consisting of 100 guests or more. We offer in-house coordination or you may bring any insured outside coordinator. Inquire with us for an in-house coordinator quote!

11. Can I bring my own rentals for my event?

Yes; however, chair rentals and dance floors must be rented from RHEC, as the drop off, installation, and pick up of these items requires trusted vendors, due to guaranteed and reliable scheduling and potential damages to our facility. Please note all rentals must be approved and added to your Banquet Event Order by office staff in advance of your event. We ask that all rental companies installing large rental pieces provide proof of liability insurance.

12. Can my friend be the DJ?

Yes, but we do ask all non-professional vendors provide us with a CERTIFICATE OF INSURANCE / GENERAL LIABILITY COVERAGE. They may easily purchase one from any insurance company or website like TheEventHelper.com and must add the following to it:

- Coverage: \$1,000,000 Minimum General Liability Coverage
- Additional Insured Endorsement: Please list "Rio Hondo Event Center - 10627 Old River School Road Downey, CA 90241" in the Additional Insured Section of the COI.

13. Can I use real candles or hang items on the wall?

Yes. But we do ask that when lit, the flame of the candle still be inside the vase. You may hang any items on our walls, but you may only use the "3M Command Brand" hooks or magnets (for ceiling). No tape, nails, or pins of any kind on our walls, ceiling, or other facility surfaces.