



## Banquet Information

### BANQUET INFORMATION

- Minimum guests: 15 for Lunch and 20 for Dinner
- Maximum guests: 85 (with multiple rooms)
- Buffet and Breakfast pricing is available upon request
- Lunch and dinner two packages include a house salad or soup
- Dinner starts at 5:00pm
- Guaranteed guest count must be received 3 days prior to event
- Guaranteed guest will determine the minimum charge per guest on the day of event
- Set and breakdown, and white table linens are provided at no charge
- Room charges are included in the prices for the first 3 hours, \$100 ea. additional hour
- Set up begins one (1) hour prior to event, and removal must occur when event ends
- A \$10/pp credit card authorization must be received to reserve the room
- No charges will occur unless, no one shows or the event cancels in less than 24 hours
- Dessert service charge of \$1.00 per person if you choose to bring in your own dessert
- You will be charged for any damage or extra cleaning required from your event
- Sales tax will be added to all food, bar and other charges as required by law
- Gratuities are voluntary and paid directly to the staff and paid at the end of the event
- All prices and items are subject to price changes
- All prices are subject to California sales tax
- Valet Parking is limited but can reserve up to 12 cars behind the restaurant at \$15/car
- Public parking is available within blocks of Newport Landing, meters are free after 6pm
- WiFi is available in the banquet rooms (except some areas of Main Dining Room)
- Audio visual equipment must be arranged in advance

### COCKTAIL SERVICE

- Hosted Cocktail service available upon request
- Wine or champagne service included for all bottles purchased from Newport Landing
- Bottles of wine not provided by Newport Landing are \$15 corkage, max 2 bottles

### BANQUET ROOMS

	MINIMUM	MAXIMUM
America's Cup Room	12 guests	20 guests
Library Lounge Room	25 guests	45 guests
Lanai Patio (outside/covered/heated)	30 guests	45 guests
Main Dining Room (seasonal)	45 guests	65 guests

I have read and understand the policies and procedures listed above

\_\_\_\_\_  
Type of Event

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Room

\_\_\_\_\_  
Client Signature / Printed Name

\_\_\_\_\_  
Date