

SCARLETT BEGONIA

Private Evening Events Contract

OVERVIEW

The restaurant can accommodate groups up to 25ppl minimum to 70ppl for seated evening events and 25ppl minimum to 150ppl for standing cocktail parties, starting at 5pm. This is a site rental and does not include food, or a full service staff.

SITE FEE, COORDINATOR, CATERER

The site fee:

- Weekdays:** \$1,000.00 Day: Monday Tuesday Wednesday Thursday _____ [initial]
- Friday:** \$1,500.00 _____ [initial]
- Saturday:** \$2,000.00 _____ [initial]

(The restaurant is not available for rent on Sunday evening.)

All events must employ a personal event coordinator and **approved caterer** (see attached list) at the expense of the client _____ [initial]

If an event coordinator is not available Scarlett Begonia can supply said coordinator for a fee of \$500.00 _____ [initial]

SITE FEE INCLUDES

- All tables and chairs indoor and outdoor
- All glassware for cocktail, wine, and water service. Scarlett Begonia cannot provide additional wine glasses for table settings over 25ppl, however.
- Entire restaurant kitchen facilities.
- Reverse Osmosis Water
- Staff will include bartender(s). NOT FULL SERVICE. The staff of Scarlett Begonia will make and provide drinks. However the catering staff will service all of the clients needs away from the bar.
- Sonos system
- Outdoor lighting

SET UP & DECOR

All outside vendors may not access the restaurant for setup until 3:30pm. _____ [initial]

Scarlett Begonia will leave all tables and chairs wiped clean and all back stations cleared for the private events use. Tables and chairs can be moved and re-configured at the clients expense. _____ [initial]

All fixtures in the restaurant must be kept in place, the restaurant is rented "as is." _____ [initial]

No glitter or confetti is permitted. An additional cleaning fee of \$500 will be applied to the guests final bill if any décor is brought in containing these materials." _____ [initial]

EVENT CLEAN UP

Please assign a person from your group to take care of all event cards, gifts, decorations, left over cake or food, etc. should you not want these items thrown away. Scarlett Begonia is not responsible for any lost or stolen items. Scarlett Begonia reserves the right to charge a cleaning fee if the condition of the dining room, patio, or bathrooms requires exorbitant additional cleaning. _____ [initial]

TIMING

Site fee includes 4 hours of active event time. (example: 5pm start 9pm end) All events regardless of start time must end by 10pm

_____ [initial]

Scarlett Begonia's liquor license does extend past 10pm, however additional fees would apply to a later end time. If the event extends over 10pm a fee of \$250 per every 1/2 hour will apply. This must be negotiated in advance of the event.

_____ [initial]

BEVERAGE MINIMUMS & ALCOHOL POLICY

A beverage minimum of \$45 per person will be based on consumption. If you do not meet the minimum expenditure the balance will be settled as an additional site fee. Wines must be selected in advance. All open wine bottles at the end of the event will be charged to the client. The beverage requirement of \$45 per person does not include the 20% service fee, 3% administration fee, and current state sales tax. These fees are the responsibility of the client. Your wine selection and final guest count guarantee is due 7 business days prior to your event date. A minimum of 25 ppl is required to hold the event.

_____ [initial]

If at anytime the client or their guests become unruly or intoxicated Scarlett Begonia reserves the right to refuse service to an individual and/or close the bar service completely if responsible drinking behavior is not being adhered to. The client is still responsible for the beverage minimum in this circumstance. No one under the age of 21 years of age can be served alcoholic beverages. No alcoholic beverage will be poured past 11:30pm.

_____ [initial]

ADDITIONAL FEES

All events are subject to an event auditor fee of \$200 . This auditor will be on sight the night of and the point of contact for all prior arrangements for the event. The auditor will ensure that the contract is adhered to and to assist outside vendors and our staff with guidance and direction to maintain a successful event.

_____ [initial]

A kitchen porter fee of \$100 is required to maintain the integrity of the kitchen; it's clean up and supplies. The kitchen porter will make him/herself available to the caterer to assist as needed within the confines of the kitchen.

_____ [initial]

DEPOSIT

A 50% deposit based on the site fee is due to hold the event date. (Weekday deposit = \$500; Friday = \$750, Saturday = \$1,000) Deposit and final payment will be charged to credit card on file at the conclusion of your event. The 50% deposit will be applied to your event total.

ADD ON SERVICES CAN BE PURCHASED

Scarlett Begonia can provide additional rental and/or items for purchase that include: White Napkins and White Tablecloths, Maldon finishing salt containers and Mini Pepper grinders for table service, along with cakes and edible favors from our bakery.

THEFT AND DAMAGES

The client agrees to be responsible for any damage to, or theft of: furniture, fixtures, equipment, table accessories, or other property by the client or the client's guests, employees, or other individuals responsible to the client. Scarlett Begonia will assume no financial responsibility for damaged or stolen property brought to the facility by the client, client's guests, or outside vendors.

Authorized signature: _____ Date: _____



SCARLETT BEGONIA

Credit Card Authorization

**This letter authorizes Scarlett Begonia to charge my company
or personal credit card for charges related to:**

Guest Name: _____

Reservation Date: _____ Time: _____

Number of People: _____

Name as it appears on Credit Card: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Credit Card Type: _____

Credit Card #: _____

Exp Date: _____ CVV: _____

This card will be used for: _____

Cardholder Signature: _____

Please email the credit card authorization form with a copy of the front and back of the credit card as well as a copy of the card holder's drivers license to: **events@scarlettbegonia.net**

SCARLETT BEGONIA Event Workbook

Completed by: _____

Information

Client's name: _____

E-mail: _____

Phone: _____

Main contact on site during setup: _____

Phone: _____

Event auditor: _____

Phone: _____

Required Vendors

Approved caterer*: _____

Phone: _____

Event coordinator: _____

Phone: _____

Furnishings/Equipment Rentals _____

Phone _____

Additional Vendors

Music/entertainment: _____

Phone: _____

Florist: _____

Phone: _____

Photographer: _____

Phone: _____

Misc. _____

Wine Choices

Red: _____

White: _____

Champagne: _____

Champagne Toast: Yes No If Yes, what time? _____

Bakery items from Deux Bakery

Butter Cookie packs of 4 @ \$6.00 (party favor) Total # of packs: _____

1/4 Sheet Cake \$100

1/2 Sheet Cake \$200

Cake Flavors:

Vanilla Chocolate Carrot Red Velvet

Fillings:

Buttercream Ganache Cream Cheese

Writing or décor requested for cake: _____

Guests & Timeline

Number of attendees: _____

Guests arrive: _____

Cocktails: _____

Dinner: _____

Dessert: _____

Dancing: _____

Guests depart: _____

Venue Need to Know

Set Up Start Time:

3:30pm FIRM

Parking:

City Lot #5

75 minutes free

Staff included:

• Bartender(s)

Note: bartender only mixes drinks (not full service).

Delivery is handled by the caterer.

Furnishings included:

All tables, chairs and bar glassware

Not included:

All plates and silverware for the event must be rented.

(Furnishings/Equipment Rentals under Required Vendors)

Linens available for rent:

White Tablecloths 62" square @ \$5.00 each

Total # tablecloths needed: _____

White Napkins 20"x20" @ \$1.00 each

Total # napkins needed: _____

Misc:

Maldon Salt Shakers & Black Pepper Mills

@ \$2.00 each

Total # salt & pepper sets needed: _____



SCARLETT BEGONIA

Approved Caterer List

The following caterers are the only the food provider allowed on Scarlett Begonia's site. In order to have a private evening event one of these vendors must be hired for that event.

Catering Connection

805-566-1822
events@cateringconnect.com

Pure Joy Catering

purejoycatering.com
[805] 963-5766

Duo Events

duoevents.com
[805] 957-1670

Savoir Faire Catering

saviorfaresb.com
[805] 963-9397

Events by Rincon

[805] 566-9933
eventsbyrincon.com

Seasons Catering

[805] 339-9665
seasonscateringca.com

Omni Catering

omnicateringsb.com
[805] 564-4200

Slate Catering

[805] 364-2699
slatecatering.com

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