

VALLEY BREW BANQUET EVENT ORDER

DAY/ DATE _____ TIME: (decorate) _____ (guests arrive) _____

NAME OF GROUP: _____ PARTY THEME: _____

EMAIL ADDRESS: _____

EVENT CONTACT PERSON: _____

PHONE: (HOME) _____ (WORK) _____ (CELL) _____

INITIAL COUNT _____ APPETIZER EVENT OR SIT-DOWN

DAY OR EVENING EVENT NO HOST BAR OR HOSTED BAR \$ _____

FINAL MENU CONFIRMATION: _____ (NUMBER OF ADULTS) _____ (NUMBER OF CHILDREN) _____

APPETIZER TIME: _____ LARGE PARTY TRAYS

SEASONAL FRUIT _____ Vegetable Tray _____

DELI PLATTER MEAT/CHEESE _____ w/bread _____ CHEESE BOARD/CRACKERS _____

MEATBALLS _____ (MARINARA SWEDISH TERIYAKI)

BBQ PORK SLIDERS WITH COLESLAW (30) _____ BRAT PLATTER WITH CIABATTA _____

CHICKEN WINGS _____ (BUFFALO BBQ TERIYAKI)

TACO DIP/CHIPS n SALSA _____ QUESADILLA _____ (CHEESE or CHICKEN or PORK or BEEF)

CEVICHE W/WONTON _____ AHI W/ WONTON _____

PRAWNS _____ BRUSCHETTA PLATTER _____ HUMMUS W/EGGPLANT DIP _____

MUFFALETA SANDWICHES (30) _____

VALLEY BREW -BANQUET EVENT ORDER

LUNCHEON/DINNER TIME: _____

PLATED--\$18 PER PERSON _____ ENTREE _____ SALADS

MAC & CHEESE _____ QUARTER CHICKEN _____ PORK RIBS _____

VEGETARIAN OPTIONS: BAKED EGGPLANT _____ VEGETABLE LASAGNA _____

PLATED --\$22 PER PERSON _____ ENTREES _____ SALADS

FRIED CHICKEN _____ GUMBO _____ BBQ TRI-TIP _____

VEGETARIAN OPTIONS: BAKED EGGPLANT _____ VEGETABLE LASAGNA _____

PLATED-- \$26 PER PERSON _____ ENTREES _____ SALADS

BLACKENED SALMON _____ SHORT RIBS _____ HALF CHICKEN _____

VEGETARIAN OPTIONS: BAKED EGGPLANT _____ VEGETABLE LASAGNA _____

PLATED--\$30 PER PERSON _____ ENTREES _____ SALADS

NEW YORK STEAK _____ SHRIMP SCAMPI _____ CHICKEN SCHNETZLE _____

VEGETARIAN OPTIONS: BAKED EGGPLANT _____ VEGETABLE LASAGNA _____

BUFFET ONLY FORM

TIME SERVED: _____

BUFFET- \$18 PER PERSON- _____ number of guests

BUFFET- \$22 PER PERSON- _____ number of guests

BUFFET- \$26 PER PERSON - _____ number of guests

BUFFET- \$30 PER PERSON - _____ number of guests

**The buffet pricing is based on each person receiving ONE serving on the buffet.
The start and finish time of the buffet will be specified.**

DESSERT OPTIONS

SERVE- TIME:

CHEESECAKE WITH SEASONAL TOPPING- _____

BROWNIE ALA MODE WITH VANILLA ICE CREAM- _____

COOKIE SLIDER WITH BUTTERSCOTCH COOKIES AND VANILLA ICE CREAM _____

ICE CREAM BAR WITH ASSORTED TOPPINGS: _____

LARGE BROWNIE TRAY _____ LARGE COOKIE TRAY _____

COFFEE SERVICE: Valley Brew will set-up a coffee and hot tea station at your request. This service will be \$2 PER person charge in addition.

OUTSIDE CAKE FEE: _____

WEDDING CAKE FEE: _____

SPECIAL INSTRUCTIONS

LINENS: _____

REQUESTED ALCOHOL _____

TABLE SET-UP _____

***For all PLATED Banquet Events, Valley Brew requires a list with the names of the guests and their meal choice. You are welcome to provide the name cards with your guest’s entrée choice on the card. This policy ensures that each guest receives their choice of entrée for the event. Thank You ! _____ initial here**

Deposit Amount: _____ **Cash/Check #** _____ **Date received** _____

Customer Signature: _____ **Date:** _____

VALLEY BREW BANQUET and CATERING CONTRACT

The Valley Brew's Banquet and Catering service will meet all your needs with excellent food and service. The following policies assist us in achieving these goals. Your cooperation with regards to the following matters will further contribute to the success of your event.

GUARANTEE: A guaranteed number of guests is required ten (10) days in advance of your event. The bill will be based upon the number of guests provided at this time. This number may not be reduced within those ten days. Pre-counts from one menu for sit-down service is required ten (10) days in advance. **NO OUTSIDE FOOD OR DRINK WILL BE ALLOWED.** The only exception in this area would be a single birthday cake or wedding cake. The restaurant will charge a fee for bringing in this item and serving. Please, no exceptions.

Wedding Cake: \$1. /person fee _____ Cake: \$35./flat fee _____

FACILITY/ROOM FEE: \$350.00 Main Banquet Room fee which includes clean-up , set-up and Valley Brew linens.

Available linen colors: White or Cream mid-length table covers with a choice of brown or black napkins. Rentals of other colors are available upon request. Valley Brew does not assume any responsibility for outside rentals items.

DEPOSIT: The deposit to reserve your date with Valley Brew is \$ 250.00 . All deposits are **NON-REFUNDABLE** and **NON- TRANSFERABLE** as your date would not be available to any other patron once it is reserved.

BEVERAGES/BAR: In compliance with state law, no hard liquor, wine or beer may be brought onto the premises. Valley Brew reserves the right to cater all food and beverages. All persons consuming liquor on the premises must be of legal age, as imposed by California State Law. Valley Brew reserves the right to refuse service of liquor to any member of your group at anytime during your event. Obviously intoxicated guests will not be served any alcoholic beverages and if necessary, asked to leave the premises.

DAMAGES: The patron agrees to assume responsibility for any damages or loss on the premises during the event, from the time the guest/ patron has entered the establishment until the time all guests have left. Valley Brew does not assume responsibility for lost or damaged articles including any decorations, cake or cake items left in the establishment prior to, during, or after the event.

DECORATIONS: All decorations must be discussed with the banquet manager prior to the event. **NO GLITTER, RICE OR CONFETTI IS ALLOWED TO BE THROWN OR PLACED ON TABLES.** Any candles used in decorations must be enclosed in glass. All other decorations must be approved by the banquet manager.

TAX & SERVICE CHARGE: The **entire** bill, INCLUDING THE ROOM FEE, is subject to California Sales Tax and an 18% service charge.

PAYMENT: The initial deposit \$250.00 is required to secure the room for the date. Ten days prior to the date, the order for the event must be finalized and paid in full at that time. Valley Brew does not bill for services and does require payment in full 10 days prior to the event.

This agreement is binding by the customer/patron who understands and will comply with all of the above information and agreements.

CUSTOMER: _____ **DATE:** _____ **BANQUET DATE:** _____