

General Wedding Information

<i>Confirmation of Space and Deposits</i>	<i>An initial non-refundable deposit of twenty percent (20%) of estimated charges is required to confirm your date along with a signed contract. The second deposit will be fifty percent (50%) of the estimated charges, and will be due ninety days prior to your wedding. The final guarantee of attendance is due five business days prior to your wedding as well as final payment in the form of a cashier's check or credit card. A credit card must be kept on file for any overages and/or incidental charges following the event.</i>
<i>Set-Up</i>	<i>We will advise you of proper and maximum room set up (at no charge for "normal" set up). Should you require extensive or unusual set up needs, there may be additional set-up or labor charges incurred.</i>
<i>Menu Selections</i>	<i>If you wish to give your guests a choice between two entrée's you are more than welcome to do so. Pricing for entrée will be the higher of the two selected. Please consult with your catering manager regarding procedures.</i>
<i>Candles</i>	<i>Votive candles (3 per round table) will be provided at no charge. Taper or pillar candles that you may wish to provide, are allowed as long as a fire permit is retained from the city of Newport Beach and is provided one week prior to your event</i>
<i>Reception Times</i>	<i>The Pacific Ballroom and the Newport Bay Ballrooms are available for afternoon events from 11:00 am – 4:00 pm and from 6:00 pm – 12:00 am for evening events. The Poolside Pavilion is available from 10:00AM-4:00PM or 5:00PM -11:00PM. If additional time is requested please speak with our catering dept.</i>
<i>Linens</i>	<i>We offer a selection of colors to choose from for your linen & napkins, if a color you desire is not included in our selection additional colors are available and can be chosen through your catering manager (an additional charge may apply).</i>
<i>Final Guarantees</i>	<i>Your expected attendance is required 5 business days prior to your event. This number represents minimum billing and is not subject to reduction. We will set up and prepare for up to 5% over your final guaranteed guest count. If we are not advised of a guaranteed count, the contracted expected number of guests will become the final guarantee number. Should your guaranteed guest count be significantly less than your tentative guest count, the hotel reserves the right to reassign the function to a more suitable banquet room.</i>
<i>Service Charge</i>	<i>A 20% taxable service charge will be applied to all food, beverage, audio-visual and labor charges.</i>
<i>Taxes</i>	<i>California State sales tax of 7.75% will be applied to your total on the final bill.</i>
<i>Meal Substitutions</i>	<i>It is our intent to accommodate any special requests due to dietary restrictions and we ask that requests be provided 72 business hours prior to the function so that we may accommodate you successfully.</i>