

SPRING FIELD

Celebration of Life Package

Venue

Includes 4 hours of Event Time, 1 hours of Set Up, and 1 hour for Tear Down
Additional Fees May Apply if Minimum is Not Met

ROOM RENTAL ONLY

**Only applicable if catering not provided by Spring Field*

ROSE BALLROOM

ROOM MINIMUM

Monday – Thursday: 75

Friday & Sunday: 100

Saturday & Holidays: 125

CARNATION HALL

ROOM MINIMUM

Monday – Thursday: 50

Friday & Sunday: 75

Saturday & Holidays: 100

AZALEA ROOM

ROOM MINIMUM

Monday – Thursday: 30

Friday & Sunday: 40

Saturday & Holidays: 50

Event Necessities & Catering Amenities

60" Round Tables

Seats 8-10

6' & 8' Rectangular Event Tables

For Head Table, DJ, Desserts, Awards, etc

Standard Polyester Guest Table Linens

Underlay & Overlay

Choice of Color

Polyester Napkins

Choice of Color

Place Settings

Stainless Steel Forks & Knives

White China Dinner Plates

Water Goblets

Chiavari Chairs

Gold with Champagne Cushion OR

Silver with Black Cushion

Audio/Visual Equipment

Podium, Microphone, Projector, Screen

Centerpieces

Hurricane with Pebbles and Floating Candles

Services

Cake Cutting Service

Disposable Plates & Forks Included

Cake Not Included

Event Set Up & Clean Up

Décor & Client/Vendor

Belongings Not Included

Event Parking Attendance

Security Guard will Direct Guests

Table Bussing Services

For All Weekend Events

Friday, Saturday, Sunday

(Servers are not included as part of the package)

(1 for every 25)

SPRING FIELD

Celebration of Life Package

(Menus available Monday – Thursday)

INCLUDES: Room Rental | Amenities | Services | Drink Station | Assorted Cookies

ITALIAN MENU

CHOOSE TWO ENTREES

Chicken Parmesan
Italian Meatballs
Vegetarian Lasagna

INCLUDES

Fettuccini Alfredo OR Penne Pasta with Marinara
Sauteed Seasonal Vegetables
Garden Green Salad with 2 Dressings
Rolls with Butter

SPANISH-LATIN

CHOOSE TWO ENTREES

Chicken Tacos & Condiments
Cheese Enchiladas
Chicken Fajitas with Tortillas

INCLUDES

Tortilla Chips with Red & Green Salsa
Re-Fried Beans
Spanish Rice
Mexican Caesar Salad

AMERICAN

CHOOSE TWO ENTREES

Fried Chicken
Roasted Chicken
Spinach Stuffed Meatloaf with Gravy

INCLUDES

Mashed Potatoes
Mac N Cheese
Garden Green Salad with Two Dressings
Rolls with Butter

LUAU

CHOOSE TWO ENTREES

Teriyaki Chicken
Pulled BBQ Pork
BBQ Chicken Breast

INCLUDES

Steamed Rice
Macaroni Salad
Garden Green Salad with Ranch & Italian
Rolls with Butter

SANDWICHES AND SALADS

CHOOSE VARIETY OF 3 SANDWICHES

Chicken Salad | Turkey | Roast Beef | Egg Salad
| Ham | Vegetarian | Tuna Salad

Variety of 3 Bread Choice: Croissant | White |
Wheat | Squaw | Sourdough | Brioche

CHOOSE 2 SALADS

Pasta Salad | Potato Salad | Fresh Seasonal Fruit
California Salad
Cranberries, Orange Segments, Candied Walnuts, Diced Apple & Feta
Cheese with Two Dressing
Garden Green Salad
Tomatoes, Shredded Carrots, Cucumbers, Cheese Herb Croutons & Two
Dressings

INCLUDES: Bagged Chips

SPRING FIELD

Celebration of Life Package

Bring Your Own Catering

Includes:
Event Necessities & Catering Amenities
Services
(Staff Not Included)

Attendee and Servers = per hour | per server
Bottomless Non-Alcoholic Beverages + \$4.00 pp
Cookies & Brownies + \$2.00 pp

Add-Ons & Upgrades

Upgrade to Plated Style

Add Hors d'oeuvres

Station -

Tray Passed -

Add Extra Salad or Side

Upgrade Linens

Price Vary

Add Cash Bar

See Bar Pricing Sheet

Add Wall Wash Up Lighting

Outside Caterer Guidelines

1. **No cooking is permitted on Spring Field property-** all food must be cooked off-site and brought to the venue.
2. **Outside Catering Amenities:**
 - a. Ice machine (must share with other events)
 - b. Sinks (for water access only – no dish washing)
 - c. Prep area (size varies based on venue)
 - d. Refrigerators (based on availability)
 - e. Dishwasher not included
3. **All outside caterers must submit copy of their general liability insurance.**
 - a. “Spring Field” must be in place of “additionally insured”, and the event date must be included.
4. **All outside caterers must submit Outside Catering Questionnaire.**
 - a. Catering is required to bring their own equipment. Spring Field will only provide what is marked on the catering questionnaire.
5. **Spring Field is not responsible for serving, setting up, tearing down, or otherwise handling food unless that service is added.**
6. Spring Field is held harmless for any damages or loss related to outside catering.
7. \$500.00 Refundable Security Deposit will be required for all outside catering events

GENERAL INFORMATION

MINIMUMS: Packages are priced per person and are based on a 100+ food guest minimum. Events less than guest minimum will be charged an additional rate fee per person

RETAINER & PAYMENTS: A \$500.00 retainer is required to secure your date and room. Your initial retainer is non-refundable and will go towards your final balance. Customers will be responsible for submitting payment for their event in accordance with the following guidelines:

1.0 7 days prior to event, the final payment is due (unless payment is submitted in check, final guest count and payment must be paid 21 days to the event date)

We accept all types of payment from Cash, Checks and Major Credit Cards

GUEST COUNT AND CONTRACT CHANGES: You can change your guest numbers, tweak the menu items, or change from buffet to plated service all up until 7 days prior to your event. At day 6 or less, we can no longer make changes as we have pre-ordered everything we need for your event. However, last minute orders may be accommodated, but at a premium price.

CANCELLATIONS / REFUND: Cancellation notices must be submitted in writing. The initial retainer is nonrefundable. Any additional payments will be refundable up to 50% if cancellation is submitted prior to six months from the event date. A food tasting cancellation fee will be held if food tasting has been carried out.

PACKAGES AND SERVICES: All prices are subject to change without notice and are guaranteed only at the time of booking when initial retainer is received. Customers will be responsible for honoring guest count minimums. All quotes are only guaranteed within 30 days from consultation date.

FOOD & BEVERAGE: customers will select packages based on their individual catering needs and will be responsible for honoring minimum guest requirements of the chosen package selection. Please advise Spring Field Banquet Center of any dietary restrictions for Kosher, Vegan, Gluten Free & Vegetarian meals. Spring Field Banquet Center will work with customers in selecting appropriate menu or will advise on available menu options to accommodate those needs.

FOOD TASTINGS: Once complimentary tasting will be provided after booking and will be subject to caterer's availability. Customized Menu options are available upon request. Food tastings set for 4 guest only. If tasting is requested prior to the booking, there will be a tasting fee that can range from \$50.00 - \$75.00 per person (depending on menu selections). Tasting fee will go towards your final balance.

TAXES AND SERVICE CHARGE: All items are subject to CA State Taxes (at the current rate of time of booking) and 18% Service Charge. The service charges apply if your event is staffed by Spring Field Banquet Center. The service charge covers the additional expenses we incur in the planning and execution of your event such as: client consultations, administrative overhead, equipment, preparation and maintenance, and of course the extra time we spend to make your event the best it can be.