



Drummond Culinary Dining Room  
 Physical Address: 710 Old Stage Road, Salinas, CA 93908  
 Mailing Address: P.O. Box 6948, Salinas, CA 93912 Ph (831) 444-3506 Fax (831) 444-3550

## Reservation and Catering Guidelines

*This information has been prepared to assist you in planning your event at the Drummond Culinary Dining Room.*

**RESERVATION & DEPOSIT:** Reservation dates are not confirmed unless a signed complete Reservation and Catering Form and \$250 refundable deposit had been received. The deposit is required because the facility reservation is based on a first-come, first serve basis. The remaining balance is due 15 days prior to event, and any additional billing is due 10 days after the event. Please mail all payments to: Rancho Cielo, Inc P.O. Box 6948, Salinas CA 93912

**CANCELATION:** Cancellation fees will be charged as follows: Thirty-one (31) days or more prior to the rental: 50% of deposit or \$100, whichever is less, will be deducted from the deposit plus a \$10.00 processing fee applies. Thirty (30) days or less prior to the rental: 100% the deposit will be forfeited.

**VENUE FEE:** Rental fees are determined based on the number of hours used by the renter. Fees include the time from set up until the time that the renter finishes with the clean-up of the dining room. Any requests for changes to set-up, event, or clean-up time must be forwarded in writing to the Rancho Cielo office 15 days prior to rental date.

<u>Closed Monday, Thursday and Friday</u> <u>Tuesday &amp; Thursday 7:00AM-5:00PM</u>	<u>Tuesday 5:00PM-11:00PM</u> <u>Saturday &amp; Sunday 7:00AM-11:00PM</u>	<u>Damage, Cleaning</u> <u>Deposit</u>
\$25.00 per Hour	\$50.00 per Hour	\$250.00 Refundable

### **AUDIO/VISUAL EQUIPMENT:**

Set up for Audio Video (A/V) and specialty items are not included in the room rental.

#### Audio-Visual & Specialty Equipment

Portable Sound System..... \$25.00  
 Projector & Screen..... \$25.00

**INSURANCE:** Applicant must provide Rancho Cielo with a Certificate of Insurance with liability in the minimum of the amount of \$1 million. Liability coverage and an endorsement that names Rancho Cielo, Inc as additional insured are also required. Rancho Cielo reserves the right to require additional insurance based on the nature of the activity (ies). A copy of said insurance must be provided to Rancho Cielo 30 days prior to the event.

Endorsement must read:

Rancho Cielo, Inc  
 P.O. Box 6948  
 Salinas, CA 93908

### **FOOD & BEVERAGE:**

If food and/or beverages will be served at an event, it is required that the client uses the Drummond Culinary Academy Catering Services. We do not allow groups or individuals to bring food or beverages into the Dining Room.

Food and Beverage prices include setup of standard tables, chairs and china. Linen, napkin and table drapes rentals may be arranged at an additional fee.

### **Menu Selection:**

Menus must be submitted to the Events Coordinator a minimum of two weeks prior to an event to guarantee your item selections. We offer a variety of Menus for you to choose from or our Chef can customize a menu to your specific taste and desires. Prices are guaranteed for 90 days.



Drummond Culinary Dining Room  
Physical Address: 710 Old Stage Road, Salinas, CA 93908  
Mailing Address: P.O. Box 6948, Salinas, CA 93912 Ph (831) 444-3506 Fax (831) 444-3550

## Reservation and Catering Guidelines

### Catering Terms:

Confirmation of final head count will be due 15 days prior to event. In the event of a reduction in the final number of number of persons after confirmation, full charge will be levied on the number of persons confirmed.

### Service Charge and Sales Tax:

A 20% service charge plus current California sales tax will be added to the food and alcohol bill.

### Tablecloths and Napkins:

Tablecloths (white or black)..... \$5.00 each  
Cloth Napkins (white or black)..... \$1.00 each

### Other Equipment:

Outside Heaters..... \$30.00 each

**ALCOHOL:** Any alcohol served at your party must be served by the Drummond Culinary Academy staff. No beer is allowed to be brought onto premises for consumption. Prior approval is required for wine that is brought into the building by you or your guests. State and local laws, regarding the sale or furnishing of alcohol, must be observed by you and your guest, or alcohol service will be stopped.

Corkage Fee..... \$10.00 per bottle opened

**SECURITY:** Rancho Cielo requires security officers to be present for all events. A minimum of one officer, more for events at which alcohol will be served, is required. These officers are hired by Rancho Cielo staff at the expense of the Renter.

Security Guard..... \$20.00 per Hour (minimum of 4 hours per guard is required)

50 guests = 1 guard                      51-75 guests = 2 guards                      76-100 = 3 guards

**ATTENDANCE:** Attendance is based on the capacity. The Dining Room capacity for seated dining is 60 guests indoors and 40 guests outdoors. Facility capacity will be enforced. Once your party has reached the number of guest you specified on your contract no more people will be allow to enter the facility. If your event will include meal service, total attendance is restricted to the dining seating capacity of the facility. Set-up changes to accommodate additional people during the event are not allowed.

**BUILDING ACCESS AND SET UP:** You will be able to access the building at the time agreed upon and specified in the rental contract. A Center Attendant will open the building and remain present during the entire event, staff cost is included in rental fees. You will be provided with an emergency number in the case of an emergency.

**DECORATIONS:** No decorations may be attached to any wall or ceiling surface.

**PARKING:** Parking is restricted to paved parking lot. Open areas for parking may be available by special arrangement.

**SMOKING:** Smoking is not permitted inside of Rancho Cielo facilities.

**MEETING DEADLINES:** Once you complete the rental contract, there are certain things you must complete by specified dates. Failure to meet the rental deadlines may result in cancellation of the rental.

**If you have any questions, please call 444-3506, Monday through Friday, 8:00AM-5:00PM**