



Congratulations on Your Engagement!

The Inn at Morro Bay is pleased to present our 2010 wedding packet for your review. We look forward to helping you create the wedding of your dreams. Our romantic location has a variety of options for rehearsals, ceremonies, and receptions for up to 175 attendees. An outdoor ceremony with beautiful bay views overlooking the stunning Morro Rock is just a taste of what our property can offer.

Our professional banquet & catering team will assist you in capturing the ideal setting for your special day. We will meet with you personally to help you create and bring to life the wedding that you envision.

Options for your consideration:

Ceremony & Reception Packages

- Grand Event ~ Waterfront ceremony with reception in our Morro Bay Room with Garden Patio (for up to 120 guests)
- A Tented Affair Waterfront ceremony and reception, both on a breathtaking outdoor location (for up to 175 guests)
- Intimate Gathering ~ Waterfront ceremony with reception in our very private Cayucos Room with Fireplace (for up to 50 guests)
- Simple Elegance ~ Waterfront ceremony and reception in our beautiful Bay view Alcove Room (for up to 30 guests)

Meal Packages

- Ruby
- Sapphire
- Diamond

Please let us know if we can arrange a site tour to show you our banquet rooms, ceremony sites, guestrooms, and The Inn at Morro Bay's wonderful views.

Warm Wishes,

Tara Ross  
Catering Manager  
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Jennifer Louis  
Sales Manager  
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[www.innatmorrobay.com](http://www.innatmorrobay.com)

60 State Park Road, Morro Bay, CA 93442 - (800) 420-4759 or (805)-772-5651



# Wedding Information 2010



[www.innatmorrobay.com](http://www.innatmorrobay.com)  
Sales & Catering Office: (800) 420-4759 Hotel: (805) 772-5651  
60 State Park Road, Morro Bay, CA 93442



# Waterfront Wedding Packages



(800) 420-4759 & (805) 772-5651



## ~ Grand Event ~

For up to 120 Guests

*Package Includes:*

### CEREMONY

Ceremony on our Bay View Deck, a Breathtaking Outdoor Location

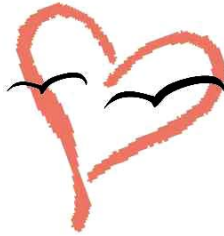
White Wedding Arch

White, folding Wooden Chairs

Gift Table and Guest Book Table

One Hour Ceremony Rehearsal Prior to Wedding Day

Two Night Stay in a Guestroom with King Bed



### RECEPTION

Reception Room with outdoor Garden Patio, Complete, Private Bar set-up with Bartender on the Garden Patio (alcohol costs additional)

Dance Floor 12' x 12'

Guest Book Table, Cake Table & Gift Table with Linens

Cake Cutting and Service

Tables, Chairs, Linens (limitations apply) Glassware, China and Flatware

Professional Staff to service the event

**\$2,500**

Plus 19% service charge and 8.75% local sales tax-subject to change without notice

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## ~ A Tented Affair ~

For up to 175 guests

Package Includes:

### CEREMONY

Ceremony on our Bay View Deck, a Breathtaking Outdoor Location  
White Wedding Arch  
White, folding Wooden Chairs  
Gift Table and Guest Book Table

One Hour Ceremony Rehearsal Prior to Wedding Day  
Two Night Stay in a Guestroom with King Bed



### RECEPTION

Tented Reception Space (tent additional) on our Bay View Deck, a Breathtaking Outdoor Location, Complete, Private Bar set-up with Bartender (alcohol additional)  
Dance Floor 12' x 12'  
Guest Book Table, Cake Table & Gift Table with Linens  
Cake Cutting and Service  
White Chair Covers  
Tables, Chairs, Linens (limitations apply) Glassware, China and Flatware  
Professional Staff to service the event

**\$2,500**

And 19% service charge and 8.75% local sales tax-subject to change without notice

*Restrictions apply:*

\*Group is required to reserve all 30 guest rooms attached to Bay View Deck

\*Tent and tent fee not included. Group must contract with an outside vendor for tent set-up and clean-up.

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## ~ Intimate Gathering ~

For up to 50 Guests

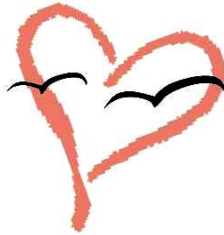
Package Includes:

### CEREMONY

Ceremony on our Sunset Terrace, a Breathtaking, Outdoor, Semi-enclosed Location

White, folding Wooden Chairs  
Gift Table and Guest Book Table

One Hour Ceremony Rehearsal Prior to Wedding Day  
Two Night Stay in a Guestroom with King Bed



### RECEPTION

Reception Room with a welcoming fireplace  
Guest Book Table, Cake Table & Gift Table with Linens

Cake Cutting and Service

White Chair Covers

Tables, Chairs, Linens (limitations apply) Glassware, China and Flatware

Cocktail Server

Professional Staff to service the event

**\$1,800**

And 19% service charge and 8.75% local sales tax-subject to change without notice



## ~ Simple Elegance ~

For up to 30 Guests

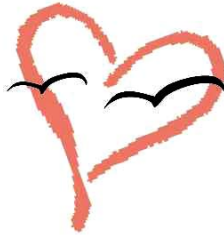
Package Includes:

### CEREMONY

Ceremony on our Sunset Terrace, a Breathtaking, Outdoor, Semi-enclosed Location

White, folding Wooden Chairs  
Gift Table and Guest Book Table

One Hour Ceremony Rehearsal Prior to Wedding Day  
Two Night Stay in a Guestroom with King Bed



### RECEPTION

Reception Room with a welcoming fireplace and beautiful Bay view  
Guest Book Table, Cake Table & Gift Table with Linens

Cake Cutting and Service

White Chair Covers

Tables, Chairs, Linens (limitations apply) Glassware, China and Flatware

Cocktail Server

Professional Staff to service the event

**\$1,800**

And 19% service charge and 8.75% local sales tax-subject to change without notice

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# Meal Packages





## ~ Ruby Package ~

### - One Hour Champagne and Hors d'oeuvre Reception -

♥ One Hour of Tray Passed Champagne Service

♥ Hors d'oeuvres (Displayed)

- Vegetable Crudités with Cilantro Ranch

- Assorted Breads and Dips

Choice of One:	× Pita Bread	× French Bread
Choice of Two Dips:	× Hummus	× Tapanade
	× Spinach & Artichoke	× Caramelized Onions

- Cheese & Crackers

Choice of One:	× Baked Brie - Stuffed with walnuts, apricots & honey
	× Imported & Domestic Cheese Assortment

### - Plated Meal Service -

♥ Assorted Fresh Baked Dinner Rolls with Butter

♥ Salad – Please choose One for entire party (Soup available upon request):

× Mixed Green Salad	× Caesar Salad	× Mixed Greens, Hazelnuts,
House Vinaigrette		Raspberry Vinaigrette

♥ Entrée - Please choose One Entree for entire party\*\*:

× Cornish Game Hen, Grain Mustard Jus	× Portobello Ravioli (vegetarian)
× Top Sirloin, Demi Glace	× Pine Nut & Chive Crusted Salmon
	Citrus Butter Sauce

♥ Starch – Please choose One for entire party:

× Mashed Potatoes	× Rice Medley	× Roasted Red Potatoes
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♥ Seasonal Vegetables

♥ Freshly Brewed Coffee, Decaf Coffee, Iced Tea & Assorted Hot Teas

♥ Champagne Toast - garnished with seasonal berry

**\$60 per person**

And 19% service charge and 8.75% local sales tax-subject to change without notice

\*\*Ask about our second entrée and split plate options for an additional charge

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## ~ Ruby Buffet Package ~

- One Hour Champagne and Hors d'oeuvre Reception -

♥ One Hour of Tray Passed Champagne Service

♥ Hors d'oeuvres (Displayed)

- Vegetable Crudités with Cilantro Ranch

- Assorted Breads and Dips

- |                     |                       |                      |
|---------------------|-----------------------|----------------------|
| Choice of One:      | × Pita Bread          | × French Bread       |
| Choice of Two Dips: | × Hummus              | × Tapanade           |
|                     | × Spinach & Artichoke | × Caramelized Onions |

- Cheese & Crackers

- |                |   |
|----------------|---|
| Choice of One: | × Baked Brie - Stuffed with walnuts, apricots & honey |
|                | × Imported & Domestic Cheese Assortment               |

- Choice of One Buffet -

♥ Woodstock (Vegetarian)

Includes: Potato Leek Soup, Tabbouleh Salad, Mixed Greens with Apples Candied Walnuts and Bleu Cheese, Sun-dried Tomato and Roasted Vegetable Lasagna with Marinara and Parmesan, Ratatouille of Vegetables and Assorted Breads with Butter

♥ The Italian

Includes: Minestrone Soup, Fussili Pesto Pasta Salad Kalamata Olives Hearts of Romaine Caesar Dressing Parmesan & Garlic Croutons, Chicken Marsala Sautéed Mushrooms, Roasted Potatoes, Chef's Meat or Grilled Vegetable Lasagna, Seasonal Vegetables

♥ Santa Maria Style

Includes: Black Bean & Chorizo Soup, Mixed Green Salad Ranch Dressing, Char-Grilled Tri Tip of Beef Salsa Fresca, Barbeque Chicken, Corn on the Cob with Melted Butter, Santa Maria Style Beans, Char-Grilled Garlic Bread

♥ Freshly Brewed Coffee, Decaf Coffee, Iced Tea & Assorted Hot Teas

♥ Champagne Toast - garnished with seasonal berry

**\$60 per person**

And 19% service charge and 8.75% local sales tax-subject to change without notice



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## ~ Sapphire Package ~

### - One Hour Champagne and Hors d'oeuvre Reception -

♥ One Hour of Tray Passed Champagne Service

♥ Hors d'oeuvres

-Cheese & Crackers –

- Choice of One:    × Imported & Domestic Cheese Assortment  
                           × Baked Brie - Stuffed with walnuts, apricots & honey

- 1 Display of your Choice:

- |   |  |
|---|--|
| × Shrimp Cocktail Display                   | × House-Cured Salmon Display with accompaniments               |
| × Vegetable Crudités<br>with Cilantro Ranch | × Assorted Breads and Dips                                     |
|   | Choice of One Bread:    × Pita Bread            × French Bread |
|   | Choice of Two Dips:    ×Spinach & Artichoke    ×Hummus         |
|   | ×Caramelized Onion    ×Tapanade                                |

- Butler Passes Hors d'oeuvres -

Choice of One Cold Item and One Hot Item from our menu selections  
(See attached hors d'oeuvre menu)

### - Plated Meal Service -

♥ Assorted Fresh Baked Dinner Rolls with Butter

♥ Salad – Please choose One for entire party (Soup available upon request):

- |                     |                |                            |
|---------------------|----------------|----------------------------|
| × Mixed Green Salad | × Caesar Salad | × Mixed Greens, Hazelnuts, |
| House Vinaigrette   |                | Raspberry Vinaigrette      |

♥ Entrée - Please choose One Entree for entire party\*\*:

- |  |  |
|--|--|
| × Seared Pork Chop, Apple Brandy Sauce   | × Seared Sea Bass, Mango Ginger Coulis                                   |
| × Slow Roasted Prime Rib of Beef (min. 25 ppl)<br>Au Jus & Creamed Horseradish | × Mushroom-Spinach Stuffed Chicken<br>Breast, Roasted Tomato Cream Sauce |

♥ Starch – Please choose One for entire party:

- |                   |               |                        |
|-------------------|---------------|------------------------|
| × Mashed Potatoes | × Rice Medley | × Roasted Red Potatoes |
|-------------------|---------------|------------------------|

♥ Seasonal Vegetables

♥ Freshly Brewed Coffee, Decaf Coffee, Iced Tea & Assorted Hot Teas

♥ Champagne Toast - garnished with seasonal berry

**\$70 per person**

And 19% service charge and 8.75% local sales tax-subject to change without notice

\*\*Ask about our second entrée and split plate options for an additional charge



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## ~ Sapphire Buffet Package ~

- One Hour Champagne and Hors d'oeuvre Reception -

♥ One Hour of Tray Passed Champagne Service

♥ Hors d'oeuvres

-Cheese & Crackers –

- Choice of One:   × Imported & Domestic Cheese Assortment  
                          × Baked Brie - Stuffed with walnuts, apricots & honey

- 1 Display of your Choice:

- |   |  |
|---|--|
| × Shrimp Cocktail Display                   | × House-Cured Salmon Display with accompaniments   |
| × Vegetable Crudités<br>with Cilantro Ranch | × Assorted Breads and Dips<br>Choice of One Bread:   × Pita Bread       × French Bread<br>Choice of Two Dips:   ×Spinach & Artichoke   ×Hummus<br>×Caramelized Onion   ×Tapanade |

- Butler Passes Hors d'oeuvres -

Choice of One Cold Item and One Hot Item from our menu selections  
(See attached hors d'oeuvre menu)

- Choice of One Buffet -

♥ Woodstock (Vegetarian)

Includes: Potato Leek Soup, Tabbouleh Salad, Mixed Greens with Apples Candied Walnuts and Bleu Cheese, Sun-dried Tomato and Roasted Vegetable Lasagna with Marinara and Parmesan, Ratatouille of Vegetables and Assorted Breads with Butter

♥ The Italian

Includes: Minestrone Soup, Fussili Pesto Pasta Salad Kalamata Olives Hearts of Romaine Caesar Dressing Parmesan & Garlic Croutons, Chicken Marsala Sautéed Mushrooms, Roasted Potatoes, Chef's Meat or Grilled Vegetable Lasagna, Seasonal Vegetables

♥ Santa Maria Style

Includes: Black Bean & Chorizo Soup, Mixed Green Salad Ranch Dressing, Char-Grilled Tri Tip of Beef Salsa Fresca, Barbeque Chicken, Corn on the Cob with Melted Butter, Santa Maria Style Beans, Char-Grilled Garlic Bread

♥ Buffets Options Continue on Next Page ♥





## ~ Sapphire Buffet Package Continued ~

### - Buffet Selections Continued -

#### ♥ Pan-Asian

Includes: Curried Parsnip Soup, Tropical Fruit Salad w/Spiced Yogurt Sauce, Asian Vegetable Salad w/Sesame-Orange Dressing & Marinated Tofu, Coconut Jasmine Rice, Baby Bok Choy & Chinese Broccoli, Sherry-Honey Glazed Pork Roast, 5-Spice Glazed White Sea Bass

#### ♥ Californian

Includes: Marinated White Bean & Mushroom Salad, Mixed Greens & Assorted Dressings, Garlic Herb Roasted Chicken, Carved Roast Prime Rib Au Jus, Seasonal Vegetable Medley, Herb Roasted Red Potatoes, Assorted Breads with Butter

#### ♥ All Seasons

Includes: Hearts of Romaine Parmesan & Garlic Croutons, Fussili Pasta Salad, Carved Roast New York Strip Sirloin Wild Mushroom Sauce, Seared Filet of Salmon Tarragon Cream, Seasonal Vegetables, Roasted Yukon Gold Potatoes, Assorted Breads with Butter

#### ♥ Freshly Brewed Coffee, Decaf Coffee, Iced Tea & Assorted Hot Teas

♥ Champagne Toast - garnished with seasonal berry



**\$70 per person**

And 19% service charge and 8.75% local sales tax-subject to change without notice



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## ~ Diamond Buffet Package ~

- One Hour Champagne and Hors d'oeuvre Reception -

♥ One Hour of Tray Passed Champagne Service

♥ Hors d'oeuvres

-Cheese & Crackers –

Choice of One:   × Imported & Domestic Cheese Assortment  
                          × Baked Brie - Stuffed with walnuts, apricots & honey

- 2 Displays of your Choice:

× Shrimp Cocktail Display                   × House-Cured Salmon Display with accompaniments  
× Vegetable Crudités                       × Assorted Breads and Dips  
    with Cilantro Ranch                      Choice of One Bread:   × Pita Bread       × French Bread  
  Choice of Two Dips:   × Spinach & Artichoke   × Hummus  
  × Caramelized Onion   × Tapanade

- Butler Passes Hors d'oeuvres -

Choice of One Cold Item and One Hot Item from our menu selections  
(See attached hors d'oeuvre menu)

- Choice of One Buffet -

♥ Woodstock (Vegetarian)

Includes: Potato Leek Soup, Tabbouleh Salad, Mixed Greens with Apples Candied Walnuts and Bleu Cheese, Sun-dried Tomato and Roasted Vegetable Lasagna with Marinara and Parmesan, Ratatouille of Vegetables and Assorted Breads with Butter

♥ The Italian

Includes: Minestrone Soup, Fussili Pesto Pasta Salad Kalamata Olives Hearts of Romaine Caesar Dressing Parmesan & Garlic Croutons, Chicken Marsala Sautéed Mushrooms, Roasted Potatoes, Chef's Meat or Grilled Vegetable Lasagna, Seasonal Vegetables

♥ Santa Maria Style

Includes: Black Bean & Chorizo Soup, Mixed Green Salad Ranch Dressing, Char-Grilled Tri Tip of Beef Salsa Fresca, Barbeque Chicken, Corn on the Cob with Melted Butter, Santa Maria Style Beans, Char-Grilled Garlic Bread

♥ Buffets Options Continue on Next Page ♥



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## ~ Diamond Buffet Package Continued ~

### - Buffet Selections Continued -

#### ♥ Pan-Asian

Includes: Curried Parsnip Soup, Tropical Fruit Salad w/Spiced Yogurt Sauce, Asian Vegetable Salad w/Sesame-Orange Dressing & Marinated Tofu, Coconut Jasmine Rice, Baby Bok Choy & Chinese Broccoli, Sherry-Honey Glazed Pork Roast, 5-Spice Glazed White Sea Bass

#### ♥ Californian

Includes: Marinated White Bean & Mushroom Salad, Mixed Greens & Assorted Dressings, Garlic Herb Roasted Chicken, Carved Roast Prime Rib Au Jus, Seasonal Vegetable Medley, Herb Roasted Red Potatoes, Assorted Breads with Butter

#### ♥ All Seasons

Includes: Hearts of Romaine Parmesan & Garlic Croutons, Fussili Pasta Salad, Carved Roast New York Strip Sirloin Wild Mushroom Sauce, Seared Filet of Salmon Tarragon Cream, Seasonal Vegetables, Roasted Yukon Gold Potatoes, Assorted Breads with Butter

#### ♥ Freshly Brewed Coffee, Decaf Coffee, Iced Tea & Assorted Hot Teas

♥ Champagne Toast - garnished with seasonal berry



**\$80 per person**

And 19% service charge and 8.75% local sales tax-subject to change without notice



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*Iron Horse Bay*

# Butler Passed Hors d'oeuvre Menu



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## ~ Cold Hors D'oeuvres ~

- ♥ Tomato & Mozzarella Basil Bruschetta
- ♥ Asparagus & Goat Cheese wrapped with Prosciutto
- ♥ Grilled Zucchini with Garlic Herb Cheese
- ♥ Roasted Eggplant on Pita Chips
- ♥ Salmon Mousse with Dill & Puff Pastry
- ♥ Charred Sliced Beef with Sweet Onion Relish
- ♥ Sesame Crusted Ahi Tuna with Fried Wonton & Chile Lime Aioli
- ♥ Smoked Duck with Caramelized Onions on Crostini
- ♥ Smoked Salmon & Apple Quesadillas
- ♥ Endive with Whipped Blue Cheese & Walnuts

## ~ Hot Hors D'oeuvres ~

- ♥ Teriyaki Chicken Skewers with Thai Peanut Sauce
- ♥ Spanikopita
- ♥ Bacon & Onion Quiche
- ♥ Petite Crab Cakes with Spicy Mustard Sauce
- ♥ Stuffed Mushroom Caps with Andouille Sausage or Crab
- ♥ Sauteed Garlic Shrimp with Chiles
- ♥ Vegetable Spring Rolls with Sweet Thai Chili Sauce



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## ~ Rehearsal Dinner Package ~

Start your wedding weekend off with a relaxing intimate dinner with your closest friends and family.

### ♥ Includes:

Freshly Brewed Coffee, Iced Tea and Hot Tea

### ♥ Starter:

Please select one for your entire party:

× New England Clam Chowder

Or

× Caesar Salad with Hearts of Romaine, Shaved Parmesan, Garlic Croutons and Caesar Dressing

### ♥ Entree:

Please select one for your entire party:

× Romano Crusted Chicken Breast with Cheese Tortellini, Alfredo Sauce, Fresh Tomatoes and Basil

Or

× Herb Crusted Seasonal Fish with Citrus Salsa and Rice Pilaf

### ♥ Dessert:

Please select one for your entire party:

× Tiramisu with Crème Anglaise

Or

× Apple Torte with Carmel Sauce

And

Champagne Toast with Seasonal Berry

**\$45 per person**

And 19% service charge and 8.75% local sales tax-subject to change without notice



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## ~ Banquet Event Bar Selections ~

(May be non-hosted or hosted\*)

### House Cocktails \$7.00

Smirnoff Vodka, Bombay Gin, Cutty Sark Scotch, Jim Beam Bourbon,  
Bacardi Rum, Sauza Tequila  
Martinis, Manhattans and Margaritas made with the above brands \$8.00

### Premium Cocktails \$8.00

Absolut Vodka, Bombay Sapphire Gin, Johnny Walker Red Scotch,  
Jack Daniels Bourbon, Captain Morgan Rum, Cuervo Gold Tequila  
Martinis, Manhattans and Margaritas made with the above brands \$9.00

### Super Premium Cocktails \$9.00

Grey Goose Vodka, Hendricks Gin, Johnny Walker Black Scotch,  
Crown Royal Bourbon, Sauza Hornitos Tequila  
Martinis, Manhattans and Margaritas made with the above brands \$10.00

### Premium Cordials \$8.00

Bailey' Irish Cream, Kahlua, Tia Maria, Midori, Sambuca

### Super Premium Cordials \$9.00

Grand Marnier, Brandy & Benedictine, Drambuie

### House Wines

Chardonnay and Cabernet Sauvignon  
Glass \$7.00 Bottle \$25.00

### Domestic Bottled Beer \$3.50

Budweiser, Bud Light, Coors Light, Blue Moon Ale

### Premium Bottled Beers \$4.00

Corona, Heineken, Firestone Double Barrel Ale

### Super Premium Bottled Beer \$4.50

New Belgium Brewing Company Seasonal Selections, Fat Tire Amber Ale

\*Ask your Catering Manager for details on non-host & host bar tabs

Please Note: All hosted tabs are subject to 19% service charge & 8.75% local sales tax

The Inn at Morro Bay will attempt to accommodate special requests for specific Liquor, Wine or Keg Beer. Pricing on these items will be determined based upon the brand. All alcohol special ordered for an event must be paid for in the entirety by the contracted person, who must be 21 years of age or older.

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## ~ Children's Meals ~

Please select one meal for all children 12 years of age and younger

All children's meals come with a fruit cup and they are able to have unlimited Sparkling apple cider and appetizers during the champagne reception.

### ♥Selections:

Chicken Finger and French Fries

Or

Hamburger and French Fries

Or

Spaghetti Marinara

Or

Macaroni and Cheese

Or

Grilled Cheese Sandwiches

**\$20 per child**

And 19% service charge and 8.75% local sales tax-subject to change without notice





## **TERMS AND CONDITIONS GROUP EVENTS**

### **CUSTOMER SERVICE**

For your convenience, we have a Catering Manager to help detail your ceremony and reception in regards to catering and room set-up. However, we are not an on-site Wedding Coordinator. Our banquet staff is here to assist you in any way possible during your event. However, due to the nature and amount of set-up needed for any function, we are only able to decorate the room with our *standard* set-up. We would be happy to refer you to local, qualified vendors, who will assist you with everything from invitations to florists and any additional decorating. Our Catering Manager is happy to provide you with our referral list with suggestions for a photographer, wedding coordinator, Officiant, band or DJ, etc. It is highly recommended that you hire a band or DJ. Inn at Morro Bay cannot assume responsibility for personal property brought onto the premises. Items left behind after special events will be discarded after 48 hours unless prior arrangements have been made with management.

### **FOOD AND BEVERAGE**

Inn at Morro Bay is the only licensee authorized to sell, serve or distribute any food and beverage items on property. The hotel requires that all food and beverage must be supplied and prepared by the Hotel during any organized group functions. In accordance with the local county health ordinance, food served to the group and not consumed is restricted from any form of re-use or transportation. Also, please note the hotel is responsible for the administration of the sales and service of all alcoholic beverages.

### **MENU AND PRICING**

Due to the seasonality of our menu content, specific menus and prices will be confirmed sixty (60) days prior to your event. Substitutions may be suggested due to occasional adverse market conditions.

### **MENU SELECTION**

In order to ensure that your menu selection can be made available, please submit your menu choices at least thirty (30) days prior to the event date. All menus are limited to one (1) entrée selection. In the event it is deemed necessary to have a second or third entrée choice, there will be a \$5.00 surcharge per person. For split menus we charge an additional surcharge of \$5.00 per person for lunch and dinner entrees. Please note the Group must provide their own entrée cards. Any requests for entrée changes the night of the event will be charged over the guarantee. Custom menus should be discussed directly with your Catering Manager.

### **GUARANTEES**

In order to ensure adequate food and beverage preparation, the number of guests attending the event must be submitted three (3) business days prior to the event date. This number will be considered the guaranteed number, not subject to reduction. If the guarantee is not received three (3) business days prior, the Hotel will consider the contracted number of guests to be final guarantee. The Hotel is pleased to prepare 5% over the guarantee for functions, up to a maximum of fifty (50) guests. The group is financially responsible for 100% of their guaranteed numbers or the actual number of attendees, whichever is greater.

### **MINIMUM ATTENDANCE AND FEES**

Food and beverage minimums will apply for all banquet space reserved. If the minimum is not met, a surcharge will apply. Please contact our Sales or Catering Manager for minimum food and beverage requirements. In order for Inn at Morro Bay to uphold its high quality of service, we have set guidelines based on industry standards and years of experience. Minimum orders for items may be required, and Inn at Morro Bay reserves the right to refuse service for events that will reflect poorly on both Inn at Morro Bay and the organizers of the event.

### **BANQUET TICKETS**

The Group contact or authorized representative agrees that by signing the banquet ticket for the services rendered at the end of the function, there is no dispute over such services and the Group is solely responsible for the payment of the total amount due. Any outstanding balance will be charged to the credit card on file unless otherwise stated.

### **LABOR CHARGES**

Bartenders Fee: \$100.00 plus gratuity and tax for the first three hours and \$50.00 for each additional hour. Bartenders are required and charged for unless otherwise stated. One bartender is included with the Grand Event and Tented Affair Wedding Packages.

Chefs and carvers are required for some menu items and are charged at \$50.00 per hour.

Cake Cutting Fee: See Catering Manager for pricing.

Corkage Fee: \$12.00 plus gratuity and tax per bottle with Hotel approval.

Additional servers: \$75 plus gratuity and tax per server

### **SERVICE CHARGE AND TAX**

A taxable 19% service charge and the applicable state sales tax of 8.75% will be applied to all food and beverage charges. (California State Board Equalization Regulation Code No. 1603) All prices are subject to change.

### **FUNCTION ROOMS AND SEATING**

Function rooms are assigned based upon anticipated guests, set up requirements, time allotments and logistics in conjunction with other groups confirmed simultaneously. Therefore, should any changes occur, the Hotel reserves the right to re-assign the function to a more appropriate room or to re-evaluate the rental fees. Room rental fees may be applicable or re-assessed if group attendance falls below contracted estimated attendance. Extra charges are applicable for unusual setup requirements, electrical hookups, telecommunications equipment, additional labor, room changes and time extensions. For banquet seating we utilize 72" reception rounds and seat ten (10) guests per table, unless otherwise specified. Due to other functions being held in our banquet facilities, we are not able to provide access for set-up of the room the night prior to your event. Specific approval from your Catering Manager is required for access to the room before your designated time and additional room rental charges will apply. If the hours specified in your contract are exceeded before or after your event additional room rental charges will apply.

### **OUTDOOR FUNCTIONS**

Due to demands of scheduling staff and equipment, the Hotel will decide on the day of the event four hours prior to the event, whether the function will be held inside or outside. If local forecast is 30% chance of rain or higher, the party will automatically be moved to another space deemed appropriate by Inn at Morro Bay to insure the safety of our guests and staff. For any events held outside of the Hotel, a surcharge of \$5.00 per person will apply.

### **MEETING ROOM RENTAL/TIME ALLOTMENTS**

Food and beverage minimums will apply for all banquet space reserved. Rates are determined by menu choice, length of event, estimated attendance, day of the week and season. Day rental is considered 8:00 am to 5:00 pm; Evening 6:00 pm to 11:00 pm. Overtime fees will be assessed at the rate of \$100.00 plus gratuity and tax per additional hour.

### **SECURITY**

If, in the sole judgment of the hotel, security is required in order to maintain order due to the size and nature of your event, the Hotel may require the Group to provide at their expense, uniformed security personnel. Any and all provisions for security must be arranged through the Hotel Sales and Catering office.

### **SIGNS AND BANNERS**

The Hotel reserves the right to approve all signage. Printed signs located outside function rooms should be free standing or on an easel and professionally printed. The hotel will not permit the affixing of anything to walls, floors or ceilings without prior hotel approval. Please notify your Catering Manager to assist with the placement of approved signs and banners.

### **PROPERTY DAMAGE**

The Group is responsible for any damage to any part of the Hotel during the period of time any attendees, employees, independent contractors or other agents under the control of any independent contractor hired by the Group are in the hotel.

### **DECORATIONS**

Flowers and décor enhance any event and provide a lovely atmosphere for a wonderful occasion. We partner with several preferred vendors to assist you in creating an event to fit your specific needs. You or a member of your group is responsible for placement of any favors, name cards, and/or any other decorative items. If you wish to enlist the services of a vendor other than our recommendations, please notify your Catering Manager so we may share our policy and procedure information with them. Please note the Hotel restricts affixing of any nails, tacks, staples, or tape to the walls, floor or ceiling.

### **MUSIC**

For the comfort of all hotel guests, and residential neighbors, all entertainment, amplified music and noise abatement end no later than 11:00 pm. Any group creating excessive noise will be responsible for compensating lost revenue due to disrupting surrounding functions or other guests of the hotel. The Hotel reserves the right to end a function without refund.

### **PACKAGE HANDLING**

Due to limited storage, the Hotel requests that shipment of supplies and materials arrive no sooner than three (3) days prior to the event date. All shipments should be addressed to the attention of the Catering Manager and marked with the name of the group, meeting name, and group contact information.

### **DAMAGES**

The Inn will not assume responsibility for damages to or loss of any merchandise or articles left in the hotel prior to, during or following the event. The Inn will not be responsible for transporting or storing gifts or supplies of any type. Please make arrangements appropriately.

### **BILLING**

A non-refundable deposit is required for all events. Total estimated charges must be prepaid in advance a minimum of thirty (30) business days prior to the event date. Payment received within ten days will be required to pay with cash or cashiers check.

### **CANCELLATIONS**

Cancellations must be made in writing and only with the Sales and Catering office Monday through Friday, between the hours of 8 am and 5 pm. Please check your Banquet Event Contract for cancellation charges. Please note deposits are required and non refundable.