



# Long Beach Petroleum Club (LBPC) CATERING TERMS AND CONDITIONS

## DEPOSIT & PAYMENT SCHEDULE

A non-refundable security deposit of 30% for food and beverage to estimated quotation is required to confirm the reservation for the date and room. The deposit will be applied toward the total balance of the event. All checks must be made payable to LBPC. The LBPC will guarantee prices based on signed contract with deposits. Fifty percent (50%) of the event total is required within sixty (60) days prior to the function. The balance of the bill is due no later than ten (10) days prior to the function. This can be paid by cashier's check, credit card or cash. (Initial \_\_\_\_\_)

## CANCELLING & RESCHEDULING

All cancellations must be made in writing. In the event of a cancellation, the deposit is non-refundable and non-transferable. There must be a 120 day notice for all events postponed or cancelled. Rescheduled events will pay prices that are current on new date of event which is based on availability. The deposit can be applied against the rescheduled date. Cancellations made between 30 to 120 days from scheduled event will be charged 50% of the total cost of the event. Events cancelled less than 30 days before scheduled event will be charged 100%. (Initial \_\_\_\_\_)

## SERVICE CHARGE & SALES TAX

All prices are subject to a 20% Service Charge and current CA Sales Tax. (Initial \_\_\_\_\_)

## RENTAL FEES

Room Rental Fees for catered events are based on the day and time of the week for five hours. (Initial \_\_\_\_\_)

## FINAL GUARANTEE/GUEST COUNT

The final menu selection is due fourteen (14) business days prior to the function date. The guest count must be specified ten (10) days in advance and this guaranteed number is considered final. Total costs will be adjusted accordingly upon confirmation of final guest count and must be paid in full. Your guest count may increase though is not subject to reduction. The LBPC can increase your guarantee no later than three (3) days prior to the event. LBPC will automatically prepare 5% over your guaranteed number and you will be charged based on the final count. Guests arriving after the meal is served will be charged the same contracted rate per person. Extra person charges are the client's responsibility and will be added to your final bill and must be paid prior to the conclusion of your event. (Initial \_\_\_\_\_)

## ROOM MINIMUM/FUNCTION SPACE

Fees are subject to individual room minimums on Saturday nights: Grand Ballroom-200 and Terrace Room-100. The minimum guest count may not be lowered and you will be charged for this minimum or your guaranteed guest count whichever is greater. Rooms are assigned by the number of anticipated guests and set-up requirements. Should attendance increase or decrease substantially, we reserve the right to assign you to a room accommodating your specific needs. The total number of guests will not exceed the maximum number of people permitted in the room, due to Fire Department regulations. (Initial \_\_\_\_\_)

## ROOM TIMES

Banquet rooms are reserved for the following time periods: Afternoon hours are 11:00 a.m. to 4:00 p.m. Lunch must be served by 1:30 p.m. Evening hours are from 6:00 p.m. to 11:00 p.m. or 7:00 p.m. to 12:00 a.m. Dinner must be served by 8:00 p.m. Set-up and decorating is allowed not more than one hour prior to event, by the client, unless prior arrangements are made and based on availability of the room. One additional hour for an evening event may be purchased for \$350.00 for the Grand Ballroom and \$250.00 for the Terrace Room paid in advance. Restrictions apply. Under no circumstances is the client to conclude their event beyond 12:00 a.m. (Initial \_\_\_\_\_)

## FOOD/BEVERAGE

The client or their guests may not bring food or beverage, alcoholic or otherwise, into the facility from outside sources with the exception of a cake. Due to insurance regulations, under any circumstance may any food or beverages may NOT be taken off the premises. No meals will be provided one (1) hour after serving. Food tasting may only be requested for sit-down. Vegetarian or substitutions due to dietary restrictions may be arranged at a price equal to your entrée price. (Initial \_\_\_\_\_)

## CHILDREN

Children ten (10) years of age and under are charged for the child's menu prices. Children's plate counts are required at the time of finalizing the event with a maximum of 30 children's in the Grand Ballroom and 20 children's meals in the Terrace Room. An adult must supervise children at all times. Loitering in the lobby, halls and outside the club is not permitted. (Initial \_\_\_\_\_)

## BAR

The client agrees to abide by all existing Federal, State and Local Statutes governing the sales and consumption of alcoholic beverages. A bartender fee of \$100.00 (per 75 guests) applies to functions that are providing bar services. Last Call at the Bar will be thirty (30) minutes prior to the end of your event time allotment and no later than 11:30 p.m. I understand that if a minor is found possessing or consuming alcohol, the following actions can be taken: expulsion from LBPC, early closure of the event and notification to the Long Beach Police Department. (Initial \_\_\_\_\_)

**COMPLIMENTARY SERVICES**

The following items are provided as a service to our clients for their event:

1. Tables with dining room chairs.
2. China and silverware.
3. Tablecloths and napkins (see swatches for colors available.)
4. Dinner tickets, table numbers or reserved signs available upon request.
5. Additional tables, such as a skirted head table, registration table, gift table, cake table, display table, etc., upon request.
6. Use of stage, dance floor, podium with one (1) microphone, upon request in the Grand Ballroom or Terrace Room.
7. Parking on street and two side parking lots owned by the Long Beach Petroleum Club.

**DECORATIONS**

The client may bring in their own centerpieces provided you comply with Fire Department regulations. If centerpieces include candles, the actual flame must not be exposed and must be enclosed in glass. The client may decorate and set up no sooner than one hour prior to start time of event unless prior arrangements are made and based on availability. Items may not be affixed, taped, nailed, hung or stapled to the walls. The client is responsible for all pre-event planning, placing of favors, place cards, etc. Should LBPC staff provide pre-event planning, placing of favors, place card, etc., an additional charge of no less than \$275.00 will apply. Mirrored squares are available for rent for center of tables (see Manager). The client agrees to pay \$10.00 per missing or broken mirror. (Initial \_\_\_\_\_)

**ENTERTAINMENT**

All Entertainers (including DJs) must provide their own sound systems. Sound levels will be determined by the management. Failure to follow management’s instructions will require the sound system to be closed down. At no time is the use of smoke/fog machines permitted inside the LBPC. Inform the LBPC prior to your event if there are any special electrical requirements, there may be an additional charge incurred. Under no circumstances will the LBPC permit the use of a stripper, exotic dancer or any other type of entertainer to perform sexually suggestive acts which are prohibited by law. The client will be responsible and indemnify LBPC for all fines, expense or losses incurred or related there to. (Initial \_\_\_\_\_)

**SECURITY**

One (1) security personnel per 100 guests at the rate of \$25.00 per hour per guard with a minimum of five (5) hours is required for all events. The LBPC will not be held liable for damage or loss of any merchandise or articles left in the facility prior to or following any function. (Initial \_\_\_\_\_)

**PARKING**

There are self-park spaces for your convenience, at NO CHARGE. Parking is at the vehicle owner’s risk. (Initial \_\_\_\_\_)

**DAMAGE TO PROPERTY**

A minimum fee of \$200.00 will be added to your bill, to be collected at the end of your event if glitter, rice, bird seed, fog/smoke machines or other similar substances are used or thrown inside or outside of the facility. The client agrees to pay the LBPC for any and all damages arising from the occupancy and use of the facility by the client, client’s vendors (i.e. florist, entertainment, DJ’s production companies, etc.) or any attending the function. (Initial \_\_\_\_\_)

**ARBITRATION**

This agreement contains the entire agreement of the parties thereto with respect to the matters covered by the agreement. No other agreement or statement made by any party or made by any employees, officer or agent of any party shall be valid or binding. If any provisions of this agreement are contrary or inconsistent with any other agreement, document or representation (written or oral), the provision of this agreement shall govern. If any parts of this agreement are declared invalid for any reason, such ruling shall not affect the validity of the rest of this agreement. The validity of this agreement and any of its terms or provisions, as well as the rights and duties of the parties hereto, shall be construed pursuant to and in accordance with the laws of the State of California. If either party is prevented from performing its obligations pursuant to this agreement by an act of God, strike, lockout, public enemy, war, riot, insurrection, flood or by any occurrence that is beyond the control of such party, then that party shall be excused from any further performance of its obligations and undertakings pursuant to this agreement and this agreement shall terminate without further liability. (Initial \_\_\_\_\_)

**DEFAULTS AND REMEDIES**

Should the client default in performances of this contract, the LBPC shall have the right to seek all legal remedies necessary in the recovery of damages including a possessor lien on all property of the client for reasonable legal fees and expenses incurred in seeking relief of damages and any collection fees. (Initial \_\_\_\_\_)

I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH THE ABOVE STATEMENTS.

CLIENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

LBPC REPRESENTATIVE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

3636 Linden Avenue • Long Beach, CA 90807  
[www.lbpetroleumclub.com](http://www.lbpetroleumclub.com)  
562.427.7966 • Fax: 562.427.0726