

Tallman Hotel Banquets & Events

Catering by



After years of events, our experience has taught us to pay significant attention to excellence in food preparation, to superior presentation and to quality service. Whatever your event - a breakfast meeting, a conference luncheon, a reception for a visiting dignitary, a wedding or a banquet - you will find that we offer the finest, freshest ingredients, prepared with creativity and passion, and presented with style and elegance.

Base Costs

Site Fee

Court Yard \$125 per hour (4 hour minimum)
Meeting Room \$30-\$50 per hour (4 hour minimum)
Hotel Dining Room \$30-\$50 per hour (4 hour minimum)
Pool \$200-\$300 (requires booking of all hotel rooms)

Linen and China Fee*

House china and linen \$5.00 per person (limited to 40)
**other china available upon request, price based on selection*

Tables & Chairs*

House tables and chairs are included up to 30 people
**custom or additional chairs & tables available, price based on selection*

Catering

Food and service fee based on menu selections

Beverage Service

The Tallman Hotel offers full bar service
Cocktail pricing based on selection
Portable bar and private bartender \$125 plus \$50 per hour

Audio Visual Equipment

Projector Screen	\$25
Projector	\$60
Netbook(computer)	\$60
Screen, projector & netbook	\$125
Easel (w/markers & paper)	\$30

We look forward to the opportunity to serve you.

Marlana Gould
Hotel Manager
707-275-2244

Julie Hoskins
Catering Coordinator
707-987-9664

Travis Lipscomb
General Manager
707-275-2244

Reservation Tips

- Please contact Hotel Guest Services and check for availability before planning your event.
- Food & beverage order must be placed 10 days in advance.
- Carefully review contracts: recheck Event Date, Start & End Times, Locations, Guest Count and Menu.

Banquet Policies & Catering Guidelines

In an effort to make your event planning process as easy as possible, we are providing you with the following guidelines.

You will need the following information to reserve your space:

1. Date
2. Time
3. Number of Attendees
4. Type & Nature of Event

Date of Event

Due to the hectic pace of special events and meeting schedule, we recommend that you call to reserve the date and location of your event as early as possible, even if the date is tentative. For reservations call Guest Services at (707) 275.2244 ext 500 or email: info@tallmanhotel.com

Time of Event

To fully service your event, you will need to provide the start time and ending time of each event. Please allow ample time for set up and breakdown. Please use the following guidelines for setup and break down:

	<u>Setup</u>	<u>Breakdown</u>
<u>Onsite</u>		
Meeting (no food or beverage)	.5	.5
Continental Breakfast	1.0	1.0
Lunch	1.0	1.0
Reception	.5	1.0
Dinner	1.0	1.5
<u>Off-Site</u>		
Lunch	2.0	1.0
Reception	2.0	1.5
Dinner	2.0	1.5

Number of Attendees

An estimated number of expected attendees are necessary to determine your needs when booking space for the event. A final guest count and menu selection is required at least 10 days prior to event.

Type & Nature of Event

To fully service your event and ensure its success, we need to know what type of event: breakfast, lunch, dinner or appetizers to go. The nature of the event (meeting, reception, wedding, etc) is required to assist in what type of room setup is needed for your event.

Food and Beverage Orders

Food and beverage orders require a minimum of 7 days advance notice. The Caterer will try to accommodate late requests when possible (see last-minute orders).

To determine your food and beverage needs, please review the enclosed menus. If you require a special menu, the Caterer will be happy to customize one for your group. After reviewing proposed menus, contact the Caterer to make final arrangements. Once your menu selections are made, a Catering Event Contract will be processed by the Caterer and provided to you.

Please review the information on the Catering Contract carefully and return a copy to the caterer with an **authorized signature and deposit**. This is required prior to the event. The Caterer cannot provide service without a signed contract and deposit.

Site Locations

The Tallman Hotel offers a handful of great locations for your event.

Riffe's meeting house, adjacent to the historic hotel, has one large conference style table great for business luncheons, meetings and dining. With additional tables the site will accommodate up to 40 guests.

The Historic Hotel Dining Room will accommodate up to 30 guests for a luncheon or dinner.

Hotel Court Yard and Blue Wing Saloon Veranda our largest site accommodates up to 100 guests in a beautiful outdoor setting. Great for weddings and other large outdoor events.

Menu Tasting

To help with your selection a menu tasting can be arranged prior to an event. Cost is based on preparation. Please schedule this tasting at least 3 weeks prior to an event, to allow for changes.

Last Minute Orders

If possible to accommodate your needs, catering will accept last minute (within 24 hours) orders and additions. A 25% rush charge will apply.

Additional Items to Consider

The Catering staff is available to assist in accommodating dietary needs for your event as well as aid with the ordering of theme or floral decoration, linen and signage.

Payment Information

All catering functions require an authorized payment method prior to the event.

Cancellations

Notification of cancellation of an event is required 30 days prior to the event. If cancellation occurs after this time, all deposits will be forfeited.

Missing Equipment

As the host of your event, you are responsible for the equipment provided for your event. Catering equipment must remain in the original function location. Any damaged or missing hotel property will be charged to your credit card or account, at replacement cost.

Weddings

Weddings regardless of time on property are classified as an all day event.

Decorations

Both event spaces are well appointed, and require little in the way of additional decorations. You may, bring in floral arrangements for any event. Use of candles will have to be approved by Management prior to the event. No nails, staples tacks or tape may be used on any walls or woodwork to preserve the integrity of the rooms.

Photos or signs may be displayed on easels or on small standing tabletop frames.

The hotel will provide Ivory linen and napkins; however, arrangements can be made for colored napkins at an additional charge.

Damages

The host of the function is responsible for any personal property or equipment and will be held liable for any damage to property on the premises. In the event of damage of willful destruction to the property by any attendees will result in cancellation of the event at full charge for the catering services. Host will further be charged for any repairs needed for damaged property.

Entertainment

Any proposed entertainment must be approved by the management prior to the event; certain noise level and time restraints will apply. The meeting room contains a flat panel display, DVD player and a roll down screen for presentations.

Restrictions

All California state liquor laws and restrictions apply to private catered parties. Underage consumption is prohibited. Over consumption is prohibited and our bartenders are trained to stop service at their discretion. Violation of these rules will cause the management to immediately stop the function and full charges will apply.

By signing I have read, understand and agree to the policies herein.

Print Name

Signature

Date