



Historic Downtown Fullerton

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# Private Event Reservation Contract

The following information is provided to assist in planning your special upcoming event. Allicia Samuel, our Event Manager, is also available to consult with you on any additional details, in order to make your special occasion, private party or meeting a great success.

## Scheduling

Facilities are available for 3 – 6 hours of event time, depending on the day and time of the event. A date cannot be held without a signed contract and deposit. All reservations are subject to availability. One hour is provided prior to event time for decorating. Breakdown will begin promptly at the end of the scheduled event.

Type of Event	Availability	Duration	Breakdown Time
<b>Brunch</b>	9:00 a.m. – 2:00 p.m.	5 hour maximum	2:00 p.m.
<b>Lunch</b>	11:00 a.m. – 2:00 p.m.	3 hour maximum	2:00 p.m.
<b>Dinner</b>	4:00 p.m. – 10:00 p.m.	6 hour maximum	10:00 p.m.

## Deposits, Prepayments, and Balance Due

A 20% deposit is required to book your event. All deposits are non-refundable within 60 days or less prior to the event date.

Additional payments are accepted if the Client would like to prepay for more than 20%. All prepayments will be applied toward your final balance and are 100% refundable.

The balance due is required at least 2 days prior to the date of the event. If the total Guests served is higher than the guaranteed Guest count, the additional charges will be billed to the Client at the conclusion of the event.

Cash, cashier’s check, and credit cards (Visa, MasterCard, American Express, and Discover) are accepted forms of payment for all charges.

## Cancellations

If the event is canceled *prior to 60 days* from the event date, 50% of deposits are returned. If the event is canceled in *60 days or less* of the event date, all deposits are forfeited in full. A \$20 per person food tasting cancellation fee will be held for all food tastings that have been carried out.



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**Private Event Reservation Policies - Continued**

**Guest Count**

Confirmation of your final Guest count must be received no less than 7 days prior to event date. This count is known as your guaranteed Guest count. All charges will be based upon the final guaranteed Guest count, or the actual number of Guest served, whichever is larger. A Guest list may be provided to Matador Cantina if the Client wishes.

**Decorations and Favors**

Decorations must be affixed with ties or tape. Anything that would cause permanent damage to the walls or structure, such as nails and staples, may not be used. All décor, including adhesives, must be removed by the Client at the conclusion of the event. Confetti, glitter, or sparklers are not permitted. If these guidelines are not followed, a cleanup fee of \$200.00 may be applied to the final bill.

**Alcoholic party favors are NOT allowed.**

**Guest Minimums and Room Charge**

Private events are subject to a food and beverage minimum. Please see the tables below. Private dining contracts include setup, cleanup, tables, chairs, china, glassware, silverware, table linen, linen napkins, security for dinner events, and A/V access if applicable (laptop not provided). It does not include DJ.

Although our patio does have umbrellas to provide shade on sunny days, it is not covered. In the rare event of rain, there may not be an alternative for seating and the event may be cancelled.

**Private Luncheons and Brunches**

Facility	Guest Minimum Everyday	Minimum Monday - Friday	Minimum Saturday	Minimum Sunday
Agave Room	31 – 82 Guests	\$700	\$1,500	\$2,000
Patio	31 – 60 guests	\$700	\$2,500	\$3,500
Agave Room + Patio	up to 150 guests	\$1,400	\$4,000	\$5,500

**Private Dinners**

Facility	Guest Minimum Everyday	Minimum Sunday - Thursday	Minimum Friday	Minimum Saturday
Agave Room	31 – 82 Guests	\$2,000	\$4,000	\$4,500
Patio	31 – 60 guests	\$2,500	\$4,500	\$5,500
Agave Room + Patio	up to 150 guests	\$4,500	\$8,500	\$10,000



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## **Private Event Reservation Policies - Continued**

### **Food and Beverage**

All food and beverage, including alcohol, must be provided by Matador Cantina. Some exceptions are desserts (e.g., wedding cake, birthday cake, cupcakes) and unopened bottled wine. A \$15 corkage fee per 750ml bottle will apply to bottled wine brought in by the Client.

In instances where a third-party bakery is providing any of the aforementioned items, the selection, purchase, payment, and timely delivery of the cakes is the sole responsibility of the Client to prearrange with their third party. Matador Cantina will gladly accommodate presentation, dessert plates, and service only, and is not responsible for payment, delivery, or quality of third party provisions.

In accordance with appropriate health codes, Matador Cantina reserves the right to discard any leftover food items. Leftover food may not be taken to-go, for the protection of our Clients and their Guests.

### **Bar Service**

All beverages must be purchased through Matador Cantina. If there is a particular label, or something specific you would like served at your host bar, please let us know so we can check availability and pricing.

Client may choose a no-host bar or a host bar with an expenditure maximum for their bar package if desired. Once the maximum is reached, guests will be asked to start an individual tab. All bar services, including the host bar, are subject to 8% sales tax and 20% service charge. All bar beverage packages are based on consumption.

Matador Cantina is required to serve alcoholic beverages in compliance with local, state, and/or federal law, even at privately reserved events. All Guests consuming alcohol on Matador Cantina premises must be 21 years of age or older, and have in their possession a valid non-expired picture identification, and present it for verification by Matador Cantina staff upon request. Matador Cantina has the right to remove from the premises any Guests under the age of 21 found to be consuming alcohol, or anyone providing alcohol to a minor. Guests under 21 years of age are permitted on the Matador Cantina premises until 10:00 p.m. After 10:00 p.m., all Guests must be 21 years of age or older.

Matador Cantina staff and management reserve the right to refuse alcohol to anyone who appears overly intoxicated. Matador Cantina has the right to remove from the premises, Guests who become verbally or physically disruptive.



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## **Private Event Reservation Policies - Continued**

### **DJ Services or other Music Entertainment**

Clients may choose to include DJ services for their event. Only DJs contracted through Matador Cantina will be permitted to use the house equipment.

#### **Wedding Package - \$1,000.00**

Matador DJ services include:

- One meeting with the contracted DJ
- Master of Ceremonies (MC) on the day of the event
- 6 hours of event time
- Event lighting

#### **Party Package - \$500.00**

Matador DJ services include:

- 4 hours of event time
- Event lighting

Mariachis or other musicians not requiring electrical setup are permitted. The Client must notify the event manager if special entertainment has been booked. Matador Cantina assumes no liability for outside vendors brought in by the Client.

### **Audio / Visual Presentations**

In the private Agave Room, you have access to the 7 TVs for presentations and slideshows. You also have the option to bring in your own device with a music playlist to hookup to our house system. Any audio / visual presentations will need to be tested on a date prior to the event to ensure all equipment will work properly. Matador Cantina is not responsible for any technical issues resulting from untested presentations.

### **Tastings**

Food tastings are available for \$20 per person, with a maximum of 4 Guests. This amount can be applied toward your deposit if you book your event with Matador Cantina. If you schedule a tasting after your event is booked and have already paid a deposit, the tasting is complimentary.

### **Additional Services**

Matador Cantina can provide referrals for local businesses like florists, bakeries, photographers, wedding gown boutiques, and event coordinators. Recommendations are available from our Event Manager. Matador is not responsible for service or product guarantee from referrals.



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**Private Event Reservation Policies - Continued**

Room and Table Amenities	Investment
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**Tables**

Rectangles – Various Sizes	Included
Children’s Table (rectangle or round)	\$9.00 each

**Table Linen**

Tablecloth (black or ivory)	Included
Tablecloth Floor Length	\$18.00 per table (colors subject to availability)
Napkins (ivory)	Included
Napkins (various colors)	\$1.00 each (colors subject to availability)
Tablecloth Overlay	\$10.00 per table (colors subject to availability)
Table Runner	\$10.00 - \$20.00 (subject to availability)

**Chairs**

Wood (Pecan Finish)	Included
White Wood	\$3.00 each
Natural Wood	\$3.00 each
Black Wood	\$3.00 each
Fruitwood	\$3.00 each
Bamboo	\$4.00 each
Chiavari (gold, mahogany, black, silver, or white)	\$6.00 each
Farm Style with Cushion	\$10.00 each
Children’s White (stacking or folding)	\$2.00 each

**Chair Accessories**

Chair Cover	Not Available
Chair Sash	Not Included
Various Colors	\$2.00 each (colors subject to availability)
Jute	\$3.00 each

**China, Flatware, and Glassware**

China, flatware, and water goblet for service	Included
China and Flatware for Dessert	Included
Champagne Flutes for Toast	Included with Toast Package



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**Private Event Reservation Policies - Continued**

**Liability and Damage**

The Client is liable and financially responsible for personal injury, property damage, or equipment damage that may occur at Matador Cantina, caused by the willful negligent actions or conduct of the contracted party or their Guests. Any costs incurred for repair or replacement is the liability of the Client.

**Security**

Matador Cantina will provide security personnel for all dinner events. Additional security personnel may be added for \$20 per guard per hour (2 hour minimum). Client may not use their own guests as security.

**Unlawful Activities**

The Client and their Guests will comply with all the laws of the United States of America and the State of California, all municipal ordinances and all lawful orders of police and fire departments, and will not do anything on Matador Cantina premises in violation of any laws, ordinances, rules or orders.

Any Guest found to be in possession or under the influence of illegal substances will be immediately escorted off the premises. Any illegal substance and/or any paraphernalia found will be confiscated and turned in to the local police.

If unlawful activities should occur on the premises, and the event is cancelled, there will be no refund of any kind from Matador Cantina to the Client.

**Personal Property**

Matador Cantina is not responsible for personal items of the Client or their Guests.

I / we agree to all of the terms and conditions above and confirm that I / we have received a copy of the Matador Event Reservation Policies.

\_\_\_\_\_  
**Print Client's Name**

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**Print Manager's Name**

\_\_\_\_\_  
**Client's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Manager's Signature**

\_\_\_\_\_  
**Date**