

Procedures & Arrangements

Thank you for choosing Scott's Seafood for your event.

Our full event coordination allows you to be a guest at your own function!

- ❖ A guaranteed guest count is due five business days prior to your event. Should a guarantee not be received, Scott's will charge for the original expected number of guests or the actual attendance, whichever is higher. A preorder is required for an event with 30 or more guests.
- ❖ Scott's will be prepared to seat and serve a maximum of 5% over the guaranteed guest count.
- ❖ A 20% service charge (gratuity) will be added to all food and beverage and audio visual orders. California State Law regulation #1603g requires State Sales Tax to be calculated on all food, beverage, service and rental charges.
- ❖ A non-refundable \$100.00 deposit confirms your reservation and will be deducted from the total bill. Upon completion of the function any balance due must be paid in full. No checks are accepted for final payment.
- ❖ All decorations provided by the guest must be approved by Scott's and meet the restrictions of the fire department.
 - ❖ We do require that your group commit to a food and beverage minimum. If the contracted food and beverage minimum is not met, the difference will be paid in room rental. Minimums are listed below.
 - ❖ All set up details must be confirmed 5 days prior to the event. Any changes made the day of the event will result in a minimum \$75 labor charge.
 - ❖ The room is available for a four hour period from arrival to departure. Any additional hours needed, a charge of \$30 per server per hour will be added to the bill.

LOEHMANN'S PLAZA:

THE SEA VIEW ROOM: **January through November:**
\$300.00 at lunch, \$500.00 at dinner
December: \$400.00 at lunch Monday through
Saturday, \$600.00 at dinner Sunday thru Thursday,
\$750.00 at dinner Fridays and Saturdays.

THE TARKAY ROOM: **January through November:**
\$300.00 at lunch, \$500.00 at dinner
December: \$400.00 at lunch Monday thru Saturday,
\$600.00 at dinner Sunday thru Thursday evenings,
\$750.00 Friday and Saturday evenings.

THE COURTYARD: **January through November:**
\$300.00 at lunch, \$500.00 at dinner
December: \$400.00 at lunch Monday thru Saturday,
\$600.00 at dinner Sunday thru Thursday, \$750.00
Friday and Saturday evenings.

FOLSOM:

THE NATOMAS ROOM: **January through November:**
\$300.00 at lunch Monday through Saturday,
\$600.00 at dinner Sunday through Saturday
December: \$400.00 at lunch Monday through
Saturday; \$600.00 at dinner Sundays thru Thursdays;
\$1,500.00 on Fridays and Saturdays.

I have read and understand all of Scott's policies and procedures.

Event Name

date of event

Signature

today's date