

# *Dante Event Center*

## *Policies and Price Points for Events and Meetings*

*Room Rentals:* All rentals are based on a five-hour event time frame and includes clean-up with a \$200 charge per hour there-after. Guests, not including the host, will not be permitted onsite prior to the contracted event start times and are required to leave the premises at the contracted end time. Room rentals include chairs, tables, linens (white or black), plates, silverware, glassware, servers, and coffee. Linens in additional colors are available but will incur additional fees. Napkins \$0.50 per napkin, Table Linen \$3.00 per table.

*Venetian Room:* Guaranteed Minimum 60 Guests, available for up to 350 guests (max seated at tables) (400 theater style)(250 seated at tables with dance floor)  
\$500 deposit to secure date, refundable after conclusion of event\*  
\$1,200 room rental fee for events Monday through Thursday  
\$1,400 room rental fee for events Friday through Sundays

*Tuscan Room:* Guaranteed Minimum 40 Guests, available for up to 120 guests (max seated at tables) (90 with dance floor)(200 theater style)  
\$500 deposit to secure date, refundable after conclusion of event\*  
\$1,000 room rental fee for events Monday through Thursday  
\$1,200 room rental fee for events Friday through Sunday

*Sicilian Room:* Guaranteed Minimum 30 Guests, Available for up to 100 guests (max seated at tables) (60 with dance floor)(150 theater style)  
\$500 deposit to secure date, refundable after conclusion of event\*  
\$800 room rental fee for events Monday through Thursday  
\$1,000 room rental fee for events Friday through Sundays

*Dante Club Garden & Tent with Gazebo:* Guaranteed Minimum of 50 Guests  
Available for up to 250 Guests including grass area, 150 under tent(max seated at tables) (120 with dance floor)(200 theater style)  
\$500 deposit to secure date, refundable after conclusion of event\*  
\$1,000 room rental fee for events Monday through Thursday  
\$1,200 room rental fee for events Friday through Sunday

Additional Tents/Umbrellas available for additional charge, please see management.

\*Due to local noise ordinances, music played in the outdoor area must maintain at 55-decibels or less, and no vulgar language is permitted. If the music cannot be maintained or it becomes an issue, the power to the A/V equipment will be shut off.

\*Tent available from April 1<sup>st</sup> to October 31<sup>st</sup>

*Reservations & Soft Holds:* The Dante Event Center will be happy to place your date/room on hold for 2 weeks after inquiry is made and reservation placed. Security deposit and contracts signed is required to firm your room/date reservation. If we do not receive the deposit by the two-week deadline, your reservation will be cancelled and date/room released. When room/date is on a temporary hold, no other reservations will be accepted until the deposit is secured or event is released.

*Deposit and Confirmation:* \$500 deposit to secure the date of your event, which becomes refundable after your event is concluded, providing we encounter no damages or violations to Dante Event Policies. Security deposit will not be put towards event balance. Security deposit will be received within 3 weeks after conclusion of event in check form. Deposit may also be used in the event that the client has a balance at the end of the event. (Additional hours, cash bar balance). If there is excessive trash throughout the facility and/or in the parking after the conclusion of your event, a cleaning fee of \$200 will be assessed and taken from your deposit. If damages are found after the conclusion of your event, your deposit will be forfeited in full. Photos will be provided. Deposit amount may be increased in the event that your event is large scale or full venue buyout.

*Service Charge & Sales Tax:* All services including room rentals, ceremonies, food & beverage, additional rentals will be subject to a 21% service charge and 7.75% sales tax. Service charge covers administrative fees, overheads fees, wages, and gratuity dispersed among employees who work leading up to, during, and after the event. Service charge and sales tax is non-negotiable.

*Wedding Ceremonies:* We do have indoor and outdoor ceremonies available for a \$300 fee in conjunction with receptions to be held on property. Ceremony-Only fee is \$600 all inclusive. The fee includes: Set-up and clean-up for your ceremony, including chairs with 1-hour of ceremony time. This fee does not include decorations. If decorations, additional hours, or bridal suites are added, the fee will be subject to service charge and sales tax.

*Day of Bridal Suite:* We do offer, if available, a bridal suite to be utilized the morning of the ceremony/reception. Starting at access 9:00AM. Arrangements can be made for an earlier start time. This is available for a \$300 fee and includes tables and chairs to get ready at with salon chair, a clothing rack to hang dresses and garments, as well as a Hot Tea & coffee Station, with breakfast pastry display. This space may be utilized to store bridal party items throughout the event. Guests will not be permitted to utilize this space during your event.

*Event Insurance:* Event insurance is required for all large scale events or high risk events. Clients must provide proof of event insurance at time of final payment. The Dante Event Center is happy to provide event insurance for your event and the cost will be added to your final quote with a 3% processing charge.

*Event Security:* Event Security is required for events larger than 100 guests and/or events running after 5:00PM with bar service. The Dante Event Center will provide security and a fee of \$200 will be added to your final quote. Additional security may be required for larger events and an additional fee will be incurred.

*Final Guest Count:* A final guest count is required no later than two weeks prior to the event. This will determine the minimum amount of your entire bill. Guest count may not be reduced or increased after this date.

*Final Menu Selections:* Final menu selections must be chosen and finalized no later than three weeks prior to the event to ensure that products can be ordered and delivered in a timely manner.

*Final Payment & Details:* Final payment, details and arrangements are due two-weeks prior to event date. Any other miscellaneous balances or charges incurred leading up to the event must be paid prior to event start time. As stated above, deposit may be used to pay off any remaining balance in the event that there are no damages or violations of policy. At time of final payment, final details including timeline, room set-ups, decorating times, etc will need to be arranged. No changes will be made day of event.

**Cancellation Policy:** All cancellation requests must be made in writing. In the event of a cancellation, the deposit is forfeited. A 100% refund of all other payments (excluding deposit) made will be granted when the cancellation request is received 10 business days prior to the scheduled event. A 50% refund will be granted if the request is received between 9 and 5 business days prior to the scheduled event, note that if the Dante Event Center is catering the event, all food & beverage charges will be final at this point and non-refundable to include service charge and sales tax. **No refunds will be granted if the request is received with fewer than 5 days prior to the scheduled event.**

Any cancellation request received fewer than 10 business days prior to a scheduled event due to an extenuating circumstance may be reviewed by Management who in turn will recommend the appropriate refund and action to the Board of Directors. Contracting Covid-19 does not count as an extenuating circumstance.

If the event is cancelled by Dante, clients may be extended a full refund (100%) including deposit. In the event that your event needs to be postponed or cancelled due to COVID-19 county restrictions, Dante will provide you with a full refund (100%) or a date change at no extra fee.

**Room Requirements:** There is a 30-person guaranteed minimum for the Sicilian Room, a 40-Person guaranteed minimum for the Tuscan Room and a 60-person guaranteed minimum for the Venetian Room. There is a 50-person guaranteed minimum for the Outdoor/Gazebo area. Dante Event Center reserves the right to assign the function to a larger or smaller room based on attendance.

**Guaranteed Minimum:** Guaranteed minimum is the number as set forth by the Dante Event Center as to the minimum number of guests you will be charged for your event based on room choice. Even if your actual guest count drops, you will be required to pay for the guaranteed minimum of the room or the final count you provided, whichever number is higher.

**Room Set-Up:** Inform Management two weeks prior to your scheduled event with the following: room set up, items selections, table arrangements and any equipment or special needs. Head table, dance floor, microphone, etc. The room set-up must be decided prior to the event and will not be changed on the scheduled date. Please see manager for details. Linens beyond white and black are available for your event at additional charge.

**Decorations:** Any function may decorate their assigned room as they wish. They will be given up to a three-hour time frame for decorating and will be arranged in advance. (In the event that additional time is needed, a request can be made to management and a fee will be assessed.) Decorators will be required to bring in their own equipment and supplies (IE Tape, Scissors, Ladders). The Dante Event Center will not provide forgotten materials. The Dante Event Center does not allow any confetti or glitter of any kind on the tables or elsewhere. Functions are prohibited from hanging anything on the walls unless painter's tape or command strips are utilized. Nails, duct tape, scotch tape and staples are prohibited. Candles are acceptable but must be placed in candle holder. The Dante Event Center has a list of decorations and equipment that can be utilized by the guest at an additional charge. The banquet room must be left free from debris, trash and decorations at the conclusion of your event. No materials or decorations will be stored at the Event Center prior to or after the conclusion of your event. All cardboard boxes and balloons must be removed from the property and no decorations can be disposed of onsite. Failure to do so will result in an additional cleaning charge. Dante Event Center is not responsible for lost or stolen property.

*Clean-up:* It is the responsibility of the host to ensure that all trash, decorations and debris are cleaned up from the event. In the event that excessive trash, decorations or food remnants (IE frosting, cakes, desserts) are found throughout the center, the host will be charged a clean-up fee. Photos will be provided.

*Food and Beverage:* Dante Event Center has a full-service kitchen on property and menus are made available to the guest. Dante does allow outside catering from a licensed and permitted vendor. Home cooking is **not** allowed. In the event that the guest decides to use an outside caterer or vendor, an additional fee per guest dependent on guest count will be incurred:

*Outside Catering Fee*

Under 75 Guests: \$7 per person; 75-100 Guests: \$6 per person; above 100 Guests: \$5 per person. The outside catering fee covers the overhead expenses as well as liability of allowing outside catering to be served on Dante Event Center property. In the event that the caterer needs to utilize the kitchen, they may do so with an additional fee of \$300 and they will be granted limited access to the kitchen to warm and/or plate their food only. Servers will be provided to the guest with no additional fee. All chaffing dishes, serving utensils, plates, silverware, glassware will be provided by Dante, unless requested by Caterer.

*Alcohol*

All alcohol must be purchased through the Dante Event Center with the exception of wine or champagne. There is a \$10.00 per bottle corkage fee for wine and champagne, and \$3 per bottle corkage fee for sparkling ciders/juices. **NO outside Liquor or Beer will be allowed on premises.** If a guest's party is found with outside Liquor or Beer, the guest will be subject to losing their deposit and may be asked to vacate the premises. One warning will be made to the host after which deposit will be forfeited. Any outside alcohol that is found on property will be confiscated immediately and will not be returned. It is the responsibility of the host to inform guests of the alcohol policy. To have beverage service available, there will be a \$200 Bartending Fee to have the bar staffed for parties with up to 200 guests. Parties with more guests are subject to additional fees per 50 guests.

*Audio Visual Equipment:* All rooms have a podium available at no extra charge. The Dante Event Center has Audio/Visual capabilities and equipment along with a projector and screen, (2) 65-Smart TVs, portable speakers and microphones available at the rate of \$200.00 rental fee. Please see Manager for details.

*Dante Club Property:* No property of the Dante Club is permitted to leave the premises. All plate ware, silverware and glassware is to remain in the designated rented room. No bar glassware is permitted in the parking lot. If barware is found in the parking lot, the client is subject to losing a part of or all of their deposit.

*Smoking on Property:* Smoking of cigarettes, cigars and vaping is permitted on Dante Club property in designated smoking areas after 6PM Monday through Friday, all day Saturdays and Sundays. No smoking is permitted inside the Dante Club premises or at doorways. Violation of this policy will leave the client subject to losing part or all of their deposit.

*Marijuana:* It is illegal in the state of California to sell, smoke or consume of any type of cannabis products where a liquor license is held. It is strictly prohibited to sell, smoke or consume cannabis products on Dante Club premises, including inside the building, in the smoking areas or in the parking lots. If cannabis is suspected, the guests will be asked to leave the premises and the client will be subject to losing part or all their deposit. It is the responsibility of the host to inform guests of the Marijuana/drug policy.

*Children in the Facility:* The Dante Event Center is a child friendly establishment. It is the responsibility of the host to ensure that any children in attendance of the event remain well behaved, that they respect the policies of the center and remain in the designated event space. In the event that any child is found wondering, they will be directed back to the designated room. Children will not be allowed to run throughout the facility as it is not a playground. Any messes incurred from unattended children will incur an additional cleaning fee that will be taken from the deposit. \*Little Magpies Preschool and its play area are off-limits to all Dante Guests. Violators will be asked to leave the premises.

*Excessive Noise:* At the conclusion of the event, all guests must vacate the premises in a respectful and timely manner. Excessive noise such as but not limited to honking of horns, blaring of music, doing donuts in cars, screaming, yelling or fighting is not permitted. If this type of behavior is witnessed, the host will lose their deposit immediately, the local authorities will be called and the host and associates will be banned from further event rentals. The Dante Event Center is located in a residential area and will not allow its guests to disrespect it and the surrounding areas.

*Tax:* All local taxes and charges will be imposed applicable to this agreement to the services rendered by the Dante Club and in addition to the prices herein agreed upon, and the Customer agrees to pay them separately.

*Contractual Liability:* All Dante Event Center Clients are required to sign the Dante Event Center Contract upon booking. Performance on this agreement is contingent upon the ability of the Dante Event Center to complete same, and is subject to labor troubles, disputes, strikes or picketing, accidents, government (federal, state or local) requisitions; restrictions upon travel, transportation, food, beverage and supplies; and other causes, whether enumerated herein or not, which are beyond the control of management. In no event shall the Dante Event Center be liable for the loss of profit or other similar or dissimilar collateral or consequential damages, whether based on breach of contract, or otherwise in no event shall the Dante Event Center liability be in excess of the total amount of the food and beverage contracted heretofore.

*Policies and prices are subject to change.*