

Pasta Pelican

Waterfront Banquet & Event Contract

2455 Mariner Square Drive · Alameda, CA 94501 · (510) 864-7427 · ppadmin@pastapelican.com

CLIENT INFORMATION

Name / Organization	Phone Number	Email Address
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Billing Address	City / State / Zip
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EVENT DETAILS

Event Date	Session Time (circle)	Final Guest Count
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Sessions: LUNCH 11:00am - 4:00pm DINNER 5:00pm - 10:00pm

PRICING

Base rate per person (room, setup, bartender, cleanup, gratuity, taxes, soft drinks, salad & fresh bread)	\$75.00 / person	Minimum 40 guests
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Weekday minimum (Monday - Thursday)	\$3,000.00	Applied if total falls below minimum
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Weekend minimum (Friday - Sunday)	\$3,500.00	Applied if total falls below minimum
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Entree Upgrades (per person, added to base rate)

New York Strip - thinly sliced & grilled	+\$15.00 / person
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Ribeye Steak - thinly sliced & grilled	+\$20.00 / person
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Filet Mignon	+\$20.00 / person
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Roasted Prime Rib	+\$25.00 / person
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BBQ Pork Ribs	+\$15.00 / person
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Optional Add-Ons

Appetizer package	+\$8.00 / person	Selection of house appetizers
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Dessert package	+\$8.00 / person	Selection of house desserts
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Bar Arrangements

Hosted bar (client pays per drink consumed)	At cost	Billed at close of event
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Cash bar (guests pay individually)	No charge
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MENU SELECTIONS - Choose 4 Entrees

SEAFOOD	CHICKEN (POLLO)	PASTA & MEAT
<input type="checkbox"/> Salmone Picatta <input type="checkbox"/> Salmone di Aneto <input type="checkbox"/> <input type="checkbox"/> Seafood Ravioli <input type="checkbox"/> Lobster Ravioli	<input type="checkbox"/> Pollo Pelicano <input type="checkbox"/> Pollo Picatta <input type="checkbox"/> Pollo Marsala <input type="checkbox"/> Fettuccine Primavera con Pollo	<input type="checkbox"/> Bolognese <input type="checkbox"/> Fettuccine con Sugo Caldo <input type="checkbox"/> Penne Meat <input type="checkbox"/> Beef Ravioli <input type="checkbox"/> Fettuccine Alfredo con Broccoli <input type="checkbox"/> Fettuccine di Tequila
<input type="checkbox"/> New York Strip (+\$15/person)	<input type="checkbox"/> Ribeye Steak (+\$20/person)	<input type="checkbox"/> Filet Mignon (+\$20/person)
<input type="checkbox"/> Roasted Prime Rib (+\$25/person)	<input type="checkbox"/> BBQ Pork Ribs (+\$15/person)	
<input type="checkbox"/> Appetizer Package (+\$8/person)	<input type="checkbox"/> Dessert Package (+\$8/person)	Bar: <input type="checkbox"/> Hosted <input type="checkbox"/> Cash bar

PRICE SUMMARY

Number of guests:	_____	Base rate (\$75 x guests):	\$ _____
Entree upgrades:	\$ _____	Appetizers (\$8 x guests):	\$ _____
Desserts (\$8 x guests):	\$ _____	Hosted bar (estimated):	\$ _____
ESTIMATED TOTAL:			\$ _____

Weekday min. \$3,000 / Weekend min. \$3,500 — applied if total falls below minimum.

DEPOSIT & PAYMENT SCHEDULE

Payment	Amount	Due Date	Date Paid	Init.
Non-refundable deposit (holds the date)	\$1,000.00	At signing	_____	_____
50% of estimated total	50%	2 weeks prior	_____	_____
Remaining balance	Balance	1 week prior	_____	_____

Payments accepted via PayPal at pastapelican.com, by check payable to Pasta Pelican Restaurant, or cash. The \$1,000 deposit is non-refundable. Cancellations within 14 days forfeit 50% of total. Cancellations within 7 days forfeit the full balance.

TERMS & CONDITIONS

- * Capacity: The banquet room accommodates a minimum of 40 and a maximum of 100 guests.
- * Food & Beverage: All food and non-alcoholic beverages must be catered exclusively by Pasta Pelican. Outside food and beverages are not permitted.
- * Alcohol: Pasta Pelican holds the liquor license and is solely responsible for alcohol service. Management reserves the right to refuse service at any time.
- * Setup & Cleanup: Room setup and cleanup are included in the base rate. Damage to the facility will be billed to the client at replacement cost.
- * Final Guest Count: Must be confirmed no later than 7 days prior. Charges are based on confirmed count or actual attendance, whichever is greater.
- * Overtime: Events exceeding the scheduled session are charged at \$300 per additional 30 minutes, subject to availability.
- * Decorations: Permitted with prior approval. No confetti, glitter, or open flames. All decorations must be removed at end of event.
- * Music: Background music is included. Live entertainment or DJ must be approved in advance and may incur additional charges.
- * Force Majeure: Pasta Pelican is not liable for cancellations due to circumstances beyond our control.
- * Governing Law: This contract is governed by the laws of the State of California.

AGREEMENT & SIGNATURES

By signing below, both parties agree to the terms and conditions in this contract. This contract is binding upon receipt of the \$1,000 non-refundable deposit.

Client Printed Name

Signature

Date

Pasta Pelican Representative

Signature

Date

Return signed contract and deposit to: ppadmin@pastapelican.com | Fax: (510) 521-1274 | 2455 Mariner Square Drive, Alameda CA 94501