

Balboa Inn 105 Main Street Newport Beach, CA 92661  
\* 949-675-3412 \* 877-Balboa-9 \* Balboainn.com info@balboainn.com\*

## *Congratulations!*

Say your "I do's" on our Second Floor Ocean View Siena Terrace. The Terrace hosts up to 170 guests for your wedding ceremony. Our Siena Grand Ballroom and Courtyard are also available and hosts up to 170 guests.

### **CEREMONY PACKAGE INCLUDES:**

Honeymoon Suite the Night of Your Wedding  
Ceremony Chairs  
Gift Table  
Guest Book Stand  
White Trellis Arch  
Your Choice of White, Ivory, or Red Aisle Runner  
Ceremony Rehearsal  
Event Manager for Rehearsal and Wedding Day  
**Starting at \$1500.00++**

*(Price varies based on time of year, day of week and number of attendees)*

### **RECEPTION PACKAGE INCLUDES:**

Banquet Tables and Chairs  
Silverware, Dinnerware, and Glassware  
Choice of Black, White, or Ivory Linens and Napkins  
Table Top Mirrors and Centerpieces  
Table Number Stands with Placards  
Gift Table, Place Card Table, Guestbook Table  
Champagne Toast  
Event Manager for the Duration of the Wedding

**October thru April**  
**Starting at \$2000**

**May thru September**  
**Starting at \$3000**

*(Price varies based on time of year, day of week, and number of attendees)*

### **~AVAILABILITY~**

Ceremonies take place on our second floor, ocean view Siena Terrace.  
May be scheduled between the hours of 12:00pm and 7:00pm.

\*\*City noise ordinance does not allow for any live music or a DJ on the second floor, ocean view Siena Terrace

Receptions take place in our Siena Grand Ballroom and Courtyard  
Receptions are available from the hours of 9:00am to 12:00pm (Midnight)  
Receptions are also available on the second floor Siena Terrace from between the hours of 12:00pm and 7:00pm.

\*If you choose to have your ceremony after 6:00pm and the reception is at our facility, your event must still be completed by 12:00am. Up to (1) hour of your total event time may be sacrificed by the decision to have a late ceremony.

**~CAKE CUTTING~**

A cake cutting and service fee is charged at \$2.50++ per person.

**~DÉCOR~**

Set up and decoration of the venue space is available starting up to two hours prior to the event start time. You may provide your own décor or use the services of professional vendors. All décor and set up must first be approved by the Catering Sales Manager or Hotel Management prior to the event date. This includes use of fire, open/closed flame candles, heat, extension cords, altering of the original furnishings, flooring, walls, or structure of the hotel and/or event rooms, and use of tacks, nails, glue, and all tapes other than scotch tape. Any décor, packaging, and/or garbage left behind after the event will be thrown away, or if requested kept in storage at a rate of \$150.00 per day until retrieved.

**~EVENT TIMES~**

All events are (6) hours in length for ceremony and reception. Events with reception only are (5) hours in length if reception only. Should you require additional hours, please notify the Catering Sales Manager prior to the event date. Each additional hour is \$500.00++ per hour.

**~GUARANTEED GUEST COUNT~**

A confirmed, final guest count must be given (14) days prior to the event date along with the final payment. Guest count cannot be reduced after this deadline has passed and final payment is made. Any additional guests added after this date will be charged at regular menu pricing.

**~SLEEPING ACCOMMODATIONS~**

You may reserve a block of rooms at a reduced group rate through your Catering Sales Manager.

**~LABOR CHARGES~**

**Bar Set Up Fee:**

Bar set up Fee is \$200.00++, per bar, whether it is a hosted or cash bar. One bartender is provided for every 75 guests at \$60.00++, per bartender, per hour.

**Additional Servers and Attendants:**

The hotel can provide additional bellman, bartenders, carvers, station attendants and food and beverage servers at a rate of \$75.00++ per hour, per additional staff member with a (4) hour maximum.

**~MENU TASTING~**

Menu tastings are available with our executive chef by appointment only for \$75.00 plus tax. This charge covers tasting for up to (4) people and consists of (1) glass of house champagne or house wine each, and a full tasting of selected menu items. Menu tastings are available only for scheduled or contracted receptions.

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**~MUSIC~**

All music and live entertainment must be coordinated and approved prior to event day with the event manager. All music inside Siena Grand Ballroom must end by 11:00pm. No loud/amplified music is allowed on the ocean view Siena Terrace.

**~PARKING~**

You may choose to have your guests self-park in the city municipal parking lot at a rate of \$1.75/hour or a maximum of \$17.50 per 24 hours. There is also metered parking at a rate of \$ 1.75 per hour and free from 6:00pm to 8:00am daily.

Guests may also choose to valet park through the hotel. The fee is \$35.00 for cars and \$45.00 for trucks and SUVs.

**~PAYMENT~**

**Initial Payment:**

A \$2,500.00 NON-REFUNDABLE payment is required, along with a signed contract, to guarantee any hotel event. This payment will be applied directly towards the balance of the event.

**Second Payment:**

A second NON-REFUNDABLE payment of 50% of the remaining estimated balance will be due 90 days prior to the event date.

**Final Payment:**

Final NON-REFUNDABLE payment of the estimated remaining balance is due (14) days prior to your event date, along with the final guest count.

In the event the final payment is not received by (7) days prior to the event, we reserve the right to cancel the event.

If overnight accommodations are required under the event contract and the balance of the contract is not paid by (7) days prior to the event date, the overnight accommodations will be released and sold individually.

**Payment Methods:**

The Balboa Inn accepts all major credit cards, money orders, checks, cashier checks, and cash.

**~SERVICE CHARGE & STATE SALES TAX~**

A 20% Service Charge and 8% State Sales Tax will be added to all event packages, food and beverage and audio visual charges.

All guest room rental is subject to a 10% room rental tax and a \$15.00 resort fee, charged per room, per night.

**~TRANSPORTATION~**

Transportation may be arranged to and from airports and other destinations with advance notice through your Catering Sales Manager or the front desk. Additional charges may apply.

**~OUTSIDE VENDORS~**

Vendors other than those referred by the hotel may be used at your discretion. In order to use outside vendors, they must complete a contract with the hotel, which protects the hotel from any claims for losses or damages arising out of a vendor's participation and activities taking place at the hotel and show proof of liability insurance. Outside caterers are not allowed.

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**~PACKAGE UPGRADES~**

Should you wish to enhance the ceremony and/or reception package for your event,  
the following upgrades are available:

Wedding Planning Services	\$1,000.00++
Chiavari Chairs (White Chair with White Chair Pads)	\$7.00++ per chair
Oversized Banquet Chair Covers (White, Ivory, Black Poly Cotton Blend)	\$6.00++ per chair
Upgraded Poly Cotton Linens (Choice of Colors)	Starting at \$15.00++ per linen
Upgraded Linens (Choice of Fabrics, Colors, and/or Lengths)	Starting at \$25.00++ per linen
Uplights	Starting at \$750.00++
Speaker System with Lavalier Microphone	\$70++
LCD Projector and Screen Package	\$425.00++