



Social Event Package

No matter what the event is, Balboa Inn is the perfect venue for fun and festivities! Whether the event is a birthday party, a bridal shower, a reunion, an awards banquet, or a company holiday party, your event will be taken care of by our dedicated staff and will offer the best of the best in both food and service. Our Siena Ballroom and adjoining Covered Courtyard can accommodate up to 112 and 40 guests, respectively.

RECEPTION PACKAGE INCLUDES:

- Banquet Tables and Chairs
- Silverware, Dinnerware, and Glassware
- Choice of Black, White, or Ivory Linens and Napkins
- Use of Hotel Centerpieces
- Table Numbers and Stands
- Ancillary Tables with Black, White, or Ivory Linen (Gift, Place Card, Guestbook, Awards, etc.)
- Champagne Toast
- Beverage Station Throughout Event -
(Water, Iced Tea or lemonade, Coffee, Decaffeinated Coffee, Hot Tea)
- *Choice of (3) Course Plated Meal or Buffet
- Event Manager for the Duration of the Event

	<u>October – April</u>	<u>May - September</u>
	<u>Reception</u>	<u>Reception</u>
Up to 100 Guests	\$2000* <i>(plus Food and Beverage)</i>	\$2500* <i>(plus Food and Beverage)</i>
101 or More	\$2500* <i>(plus Food and Beverage)</i>	\$3000* <i>(plus Food and Beverage)</i>

EVENT SPACE

Siena Ballroom

Events may take place in our Siena Ballroom and adjoining Covered Courtyard. Receptions are available from the hours of 9:00am to 12:00am (Midnight). This space accommodates up to 112 guests with a small dance area (140 without), and 40 additional guests in the Covered Courtyard.

**Live music or DJ is allowed inside Siena Ballroom, however, all amplified music must end at 11:00pm.

Siena Terrace

Events of up to 50 guests may take place on our second floor, ocean view Siena Terrace between the hours of 12:00pm and 7:00pm.

**City noise ordinance does not allow for any live music or a DJ or dancing on Siena Terrace

Resort Terrace

Events of up to 20 guests may take place on our third floor, ocean view Resort Terrace between the hours of 12:00pm and 7:00pm.

** City noise ordinance does not allow for any live music or a DJ or dancing on Resort Terrace



EVENT TIMES

All events are (5) hours in length with (1) hour for cocktail hour and (4) hours for lunch/dinner reception. Should you require additional hours, please notify the Catering Sales Manager prior to the event date. Each additional hour is \$500.00++ per hour.

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.

MUSIC

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

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 catering is not allowed.

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 street 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 small cars and \$45.00 for trucks and SUVs.

CAKE CUTTING

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

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. Menu Tastings are available Wednesday – Sunday.



LABOR CHARGES

Bar set up Fee is \$200.00++ for a cash bar. This fee is waived when the bar is hosted.
One bartender is provided for every 75 guests at \$60.00++, per bartender, per hour.

The hotel can provide additional bellman, bartenders, carvers, station attendants, and food and beverage servers at a rate of \$60.00++ per hour, per additional staff member with a (4) hour maximum.

SERVICE CHARGE & STATE SALES TAX

A 20% Service Charge and 7.75% State Sales Tax will be added to all event packages, food and beverage, and audio visual charges.

All guest room rates are subject to a 10% occupancy tax and a \$15.00 taxable resort fee, charged per room, per night.

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 on event date.

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.

SLEEPING ACCOMMODATIONS

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



Balboa Inn
On The Sand at Newport Beach

TRAY PASSED APPETIZERS

Priced Per Person; 50-person minimum

Tier 1

Caprese

Fresh Mozzarella, Sliced Roma Tomatoes,
and Crisp Basil with Balsamic Drizzle

\$6

Bruschetta

Freshly Diced Tomatoes, Parmesan, Basil, and
Garlic Served on a Crispy Crostini

\$6

Italian Baked Meatballs

Handmade Meatballs
baked with Chef's Signature Sauce

\$6

Crispy Cheese Ravioli

Served with Roma Tomato Sauce

\$6

Chilled Gazpacho Shots

Served with a Crispy Crostini

\$6

Tier 2

Calamari Fritti

Breaded and Lightly Fried,
served with Roma Tomato Sauce

\$6.50

Chicken Satay

Glazed with a Creamy Peanut Sauce

\$6.50

Antipasto Kabobs

Olives, Cherry Tomatoes, Salami,
Pepperoni, and Mozzarella Cheese

\$7

Sesame Beef Skewers

Served with a Teriyaki Reduction
and Sesame Seeds

\$7

Sliders

Prime Ground Beef, Cheddar Cheese,
Red Onion, Tomato, Lettuce, and Aioli

\$7

Crab Stuffed Mushrooms

Roasted Mushrooms stuffed with
Fresh Crabmeat, Herbs, and Breadcrumbs

\$7

Garlic Grilled Shrimp

Glazed with a Garlic and Lemon Marinade

\$7.50



DISPLAYED APPETIZERS

Priced Per Person; 50-person minimum

Fresh Fruit Platter

Includes a Variety of Fresh Melons, Berries, and other Fresh Seasonal Fruit
\$7

Vegetable Medley

Variety of Fresh Seasonal Vegetables served with choice of three of dips –
Avocado, Ranch, Blue Cheese, or Chipotle Sour Cream
\$7

Cheese Station

Assorted Cheeses to include: Jalapeno Jack, Brie, Baby Swiss, and Smoked Havarti Cheese
Served with Fresh Homemade Bread and Crackers
\$9

Variety Station

Variety of Fresh, Seasonal Fruits
Fresh Seasonal Vegetables and Dips
Bruschetta with Mozzarella and Marinara Sauce
Siena Crab Cake
Chocolate Covered Strawberries
\$18

Seafood Station

Shrimp Cocktail
Smoked Salmon
Fresh Mussels and Clams Sautéed in Garlic
Fried Calamari with Marinara Sauce
Siena Crab Cakes
\$20

Sweet Tooth Tower

Chocolate Covered Strawberries
Tiramisu
Chocolate Raspberry Cake
Éclairs
Almond Fudge
Lemon Bars
\$8



BREAKFAST / TEA TIME / REFRESHMENTS

Light Continental Breakfast

Variety of Fresh Baked Pastries and Muffins
Fresh Fruit Salad
Assorted Chilled Fruit Juices
Coffee, Decaffeinated Coffee, Hot Tea
\$12

Tea Time

Fresh Seasonal Fruit Salad
Mixed Green Salad with Homemade Italian
Dressing
Miniature Finger Sandwiches to Include:
Tuna Fish, Egg Salad, and Caprese
Served on Garlic Ciabatta Bread
Assorted Soft Drinks and Bottle Waters
\$15

Celebration

Champagne
Chocolate Covered Strawberries
\$12

Siena Breakfast Buffet

Scrambled Eggs
Bacon and Sausage
Breakfast Potatoes
Assorted Breakfast Pastries and Muffins
Assorted Chilled Fruit Juices
Coffee, Decaffeinated Coffee, Hot Tea
\$20

The Siena Deli

(Build Your Own Sandwich Buffet)
Assorted Sliced Deli Meats to include:
Ham, Salami, Turkey, and Roast Beef
Assorted Sliced Cheeses to Include:
American, Provolone, and Swiss
Served with
Lettuce, Tomato, Onion, Mayonnaise, and Mustard
Fresh Seasonal Fruit Salad
Chips
Assorted Soda and Bottled Waters
\$20

Beverage Station

Assorted Soft Drinks and Bottled Waters
Coffee, Decaffeinated Coffee, Hot Tea
\$8



PLATED LUNCH OR DINNER

First Course

(Choice of one)

Classic Caesar Salad

With Creamy Garlic and Anchovy Dressing

Caprese Salad

Fresh Buffalo Mozzarella, Sliced Tomatoes, Basil, and Drizzled with Olive Oil

Mixed Green Salad

With Tomatoes, Cucumbers, Garbanzo Beans, and Carrots and Served with Homemade Italian Dressing

Minestrone Soup

Classic Italian Vegetable Soup

Spinach Salad

With Mushrooms, Tomatoes, Red Onions and Served with a Balsamic Vinaigrette

Lentil Soup

Second Course

Entrée selection is limited to one choice, however, if more than one selection is requested, the higher priced menu item will prevail for all menu selections.

All prices are per person, based on the package requested.

Eggplant Parmesan

Hand-Breaded Eggplant Baked with Mozzarella and Served with Chef's Signature Sauce, Penne Pasta and Fresh Seasonal Steamed Vegetables
\$38

Mushroom Ravioli

Served with Fresh, Seasonal Steamed Vegetables
\$38

Fresh Grilled Salmon

Served with a Lemon Caper Sauce, Wild Rice Pilaf, and Fresh, Seasonal, Steamed Vegetables
\$42

Chicken Cordon Bleu

Served with Wild Rice Pilaf and Fresh, Seasonal, Steamed Vegetables
\$42

Chicken Marsala

Served with Garlic, Whipped Potatoes and Fresh, Seasonal, Steamed Vegetables
\$45

Chicken Piccata

Sautéed Chicken Breast with Lemon, White Wine, and Caper Sauce and Served with Fresh Seasonal Steamed Vegetables
\$45

Branzino Bass

Oven Baked Sea Bass topped with Tomatoes, Capers, and Olives and served with Mashed Potatoes and Fresh, Seasonal, Steamed Vegetables
\$48

New York Strip Steak

Served with a Peppercorn Sauce, Garlic, Whipped Potatoes, and Fresh, Seasonal, Steamed, Vegetables
\$52



Second Course

continued

Grilled Filet Mignon

Served with a Red Wine Reduction,
Garlic, Whipped Potatoes, and
Fresh, Seasonal, Steamed Vegetables
\$65

Blackened Prime Rib

Served with Garlic, Whipped Potatoes and
Fresh, Seasonal, Steamed Vegetables
\$68

Grilled Chicken Breast and fresh Grilled Salmon

Served with a Lemon Caper Cream Sauce, Garlic
Whipped Potatoes, and Fresh, Seasonal, Steamed
Vegetables
\$60

Grilled Chicken Breast and Grilled Shrimp Kabob

Served with Wild Rice Pilaf and Fresh, Seasonal,
Steamed Vegetables
\$65

Black Angus Beef Tenderloin and Half Grilled Cornish Hen

Served with Wild Rice Pilaf and Fresh, Seasonal,
Steamed Vegetables
\$88

Black Angus Beef Tenderloin and Pan Seared Lobster Tail

Served with Garlic, Whipped Potatoes and Fresh,
Seasonal, Steamed Vegetables
\$90

Third Course

(Choice of One)

Tiramisu

Homemade Tiramisu with Espresso
Soaked Lady Fingers, Layered with Mascarpone
Mouse and Chocolate Shaving

Cheesecake

Creamy Cheesecake with a
Graham Cracker Crust

Chocolate Cake

Chocolate Layer Cake Filled with Rich Chocolate Cream
and Covered with Chocolate Ganache

All meals are served with Fresh Bread and Butter

Beverage Station to include:

Water, Iced Tea OR Lemonade, Coffee, Decaffeinated Coffee, and Hot Tea



BUFFETS

Priced Per Person

Balboa Buffet

Fresh Fruit Salad
Caesar Salad
Pesto Pasta
Fresh, Seasonal, Sautéed Vegetables
Fresh Seasonal Fish
Choice of Chicken Parmigianino or Chicken Piccata
Trio of Desserts including Cheesecake, Tiramisu, and Chocolate Cake
\$45

Siena Buffet

Fresh Fruit Salad
Caesar Salad
Smoked Salmon Pasta
Fresh, Seasonal, Sautéed Vegetables
Chicken Florentine
Prime Rib
Grilled Salmon
Trio of Desserts including Fresh Berry Grand Marnier, Tiramisu, and Cheesecake
\$55

Grand Buffet

Fresh Fruit Salad
Caesar Salad
Smoked Salmon Pasta
Fresh, Seasonal, Sautéed Vegetables
Seafood Station
Filet Mignon
Lamb
Trio of Desserts including Fresh Berry Grand Marnier, Tiramisu, and Cheesecake
\$100

All Buffets are served with Fresh Bread and Butter

Beverage Station to include:

Water, Iced Tea OR Lemonade, Coffee, Decaffeinated Coffee, and Hot Tea



BAR PACKAGES

Priced Per Person, Per Hour

Hosted Deluxe Bar

Unlimited Consumption

Deluxe Brand Liquors, House Wine, Imported and Domestic Beer, Assorted Soft Drinks

One hour of Service	\$16
Two hours of Service	\$26
Three hours of Service	\$34
Four hours of Service	\$42

Hosted Premium Bar

Unlimited Consumption

Siena Choice Brand Liquors, Premium Wine, Imported and Domestic Beer, Assorted Soft Drinks

One hour of Service	\$20
Two hours of Service	\$32
Three hours of Service	\$46
Four hours of Service	\$58

Hosted Soft Bar

Unlimited Consumption

House Wine, Imported and Domestic Beer, Assorted Soft Drinks

One hour of Service	\$12
Two hours of Service	\$22
Three hours of Service	\$30
Four hours of Service	\$38

Cash Bar Prices

Per Drink

Premium Brand Liquors	\$11
Deluxe Brand Liquors	\$9
Premium Wine	\$9
House Wine	\$8
Imported Beers	\$8
Domestic Beers	\$7
Bottled Water/Soft Drinks/Juices	\$5

Tableside Wine Service available starting at \$26 per bottle. Ask the Catering Sales Manager for details.

Bar Set Up Fee is \$200.00++, per bar

Set Up Fee is Waived if Bar Revenue Exceeds \$1500.

One bartender is provided for every 75 guests at \$60.00++, per bartender, per hour.

Balboa Inn 105 Main Street Newport Beach, CA 92661

* 949-675-3412 * 877-Balboa-9 * Balboainn.com info@balboainn.com*



A LA CARTE / UPGRADES

Should you wish to enhance your event, the following upgrades are available:

Chiavari Chairs (White Chair with White Chair Pads)	\$7 per chair
Specialty Chair Covers (White)	\$6.50 per chair
Upgraded Poly Cotton Linens (Choice of Colors)	Starting at \$15 per linen
Upgraded Linens (Choice of Fabrics, Colors, and/or Lengths)	Starting at \$25 per linen
Up-lights	Starting at \$750
Speaker System with Lavalier Microphone	\$50
LCD Projector and Screen Package	\$250
Event Planning Services	\$1,000
Officiant	Starting at \$500
DJ	Starting at \$1500
Photo Booth	Starting at \$700
Personalized GOBO	Starting at \$300