



Congratulations!

Thank you for your consideration of Balboa Inn! We know that this is an exciting time for both of you and that the beginning of wedding planning can be a bit hectic. At Balboa Inn, we strive in providing the utmost in quality and service and aim to make the planning process as pleasant and fun as possible.

The Balboa Inn was built in 1929 and recently expanded with the addition of The Resort. This unique and historic property is in the heart of Newport Beach's Balboa Peninsula and is surrounded by southern California's beach charm. You will celebrate your big day with a romantic, beachside setting, a ceremony site with panoramic ocean views, a Mediterranean-style courtyard for your cocktail hour, elegant banquet room with views of the boardwalk and beachside, delicious menus and an elegant full bar, and, should you and your guests need them, beautiful and modern hotel rooms and suites! Did I mention that our Mediterranean-style venue and the beach offer amazing photo back drops?

Say your "I do's" on our Second Floor Ocean View Siena Terrace. The Terrace hosts up to 140 guests for your wedding ceremony. Our Siena Grand Ballroom and Courtyard are also available and hosts up to 112 guests (with an additional 40 guests in the courtyard.)

Event Space

Ceremonies take place on our second floor Siena Terrace, offering panoramic views of the Balboa Peninsula boardwalk and the Pacific coastline. City noise ordinance does not allow for any amplified live music or a DJ on Siena Terrace. However, "background music" is permitted.

Cocktail Hour takes place in our Siena Covered Courtyard. This space offers a unique open and outdoor feel, while being completely covered and safe from natural elements.

Receptions take place in our Siena Grand Ballroom and offers an elegant yet casual feel. There are windows along one wall of the space allowing for natural light and views of the boardwalk and partial views of the coastline.

For small and intimate ceremonies and receptions, we offer the Resort Terrace. This outdoor area can accommodate parties of up to 20 guests and offers a panoramic view of the peninsula, the boardwalk, and the Pacific coastline.

Event Times

All events are (6) hours in length for ceremony and reception. Events with reception only are (5) hours in length. We allot (1) hour for ceremony (if taking place at Balboa Inn), (1) hour for the cocktail hour and (4) hours of actual reception time.

Should you require additional hours, please notify the Catering Sales Manager prior to the event date. Each additional hour is \$500.00++ per hour.

All events must end by 12:00am (midnight). All amplified music in the Siena Grand Ballroom must end by 11:00pm.

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Menu selection and prices are subject to change*



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 Grand 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

Outside vendors may be used at your discretion. Outside vendors must be able to show proof of liability insurance. Vendors can setup up to two hours prior to the event start time. Vendors are responsible to tear down or clean up after the event concludes. They must make appropriate arrangements with the Hotel should they need to pick up items at a later date.

Outside caterers are not allowed. All food and beverage (including alcohol) must be provided by Balboa Inn.

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.

Valet parking is available through the hotel. The fee is \$35.00 for cars and \$45.00 for trucks and SUVs.

Cake Cutting

Should you wish to provide a cake from a vendor of your choosing (not included in our package), a cake cutting and service fee is charged at \$2.50++ per person. If you decide on a package that includes your wedding cake, the cake cutting fee is waived.

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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 contracted receptions. Menu Tastings available Wednesday – Sunday.

Labor Charges

Bar set up Fee is \$200.00++, per bar, for a cash bar. This fee is waived with a hosted bar.
One bartender is provided for every 75 guests at \$60.00++, per bartender, per hour. (Cash or Hosted Bar)

The hotel can provide additional valet staff, bartenders, 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.

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.

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Payment Methods:

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

Sleeping Accommodations

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

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



Rates:

	<u>October – April</u>		<u>May - September</u>	
	<u>Ceremony</u>	<u>Reception</u>	<u>Ceremony</u>	<u>Reception</u>
Up to 100 Guests	\$1500	\$2000* <i>(plus Food and Beverage)</i>	\$2000	\$2500* <i>(plus Food and Beverage)</i>
101 or More	\$2000	\$2500* <i>(plus Food and Beverage)</i>	\$2500	\$3000* <i>(plus Food and Beverage)</i>

**Food and Beverage prices are an additional cost per person*

Ceremony Package:

Honeymoon Suite the Night of Your Wedding

(1) Valet Parking Pass for the Newlyweds

Ceremony Chairs

White Trellis Arch

Your Choice of White, Ivory, or Red Aisle Runner

Ancillary Tables with White, Ivory, or Black Linen (Gift, "Unity", Guestbook, etc.)

Speaker System with Microphone

Ceremony Rehearsal (up to One Hour)

Event Manager for Rehearsal and Wedding Day

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Reception Packages:

Breeze Package

Banquet Tables and Chairs
Silverware, Dinnerware, and Glassware
Choice of Black, White, or Ivory Linens and Napkins
Ancillary Tables with White, Ivory, or Black Linen (Gift, Place Card, Guestbook, etc.)
(1) Easel (for Engagement Picture or Seating Chart)
Centerpieces
Table Numbers with Stand
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 Wedding

Sand Package

Everything Included in the Breeze Package PLUS
(1) Hour Hosted Soft Bar Package (Beer, House Wine, Soft Drinks, Juices)
Choice of (1) Displayed Appetizer -
(Cheese Station, Vegetable Medley, Fresh Fruit Platter, or Bruschetta Station)
Wedding Cake

Wave Package

Everything Included in the Breeze Package PLUS
(1) Hour Hosted Deluxe Bar (Call Brands, Beer, House Wine, Soft Drinks, Juices)
Choice of (1) Displayed Appetizer -
(Cheese Station, Vegetable Medley, Fresh Fruit Platter, or Bruschetta Station)
Choice of (2) Tray Passed Appetizers from Tier 1
Wedding Cake
Choice of White Chiavari Chairs (white with white pads) or Chair Covers (white, ivory, or black)
Choice of Colored Linen

Ocean Package

Everything Included in the Breeze Package PLUS
(1) Hour Hosted Premium Bar (Premium Brands, Beer, House Wine, Soft Drinks, Juices)
Choice of (2) Displayed Appetizer -
(Cheese Station, Vegetable Medley, Fresh Fruit Platter, or Bruschetta Station)
Choice of (2) Tray Passed Appetizers from Tier 2
Wedding Cake
Choice of White Chiavari Chairs (white with white pads) or Chair Covers (white, ivory, or black)
Choice of Upgraded Specialty Linen
Choice of Colored Up-lights

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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

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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

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Bridal Suite Enhancements

Available for either the Bride's Changing Room or the Groom's Changing Room
Per person

Light Continental Breakfast

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

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

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

Celebration

Champagne
Chocolate Covered Strawberries
\$12

Beverage Station

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

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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 / \$68 / \$98 / \$118

Mushroom Ravioli

Served with Fresh, Seasonal Steamed Vegetables
\$38 / \$68 / \$98 / \$118

Fresh Grilled Salmon

Served with a Lemon Caper Sauce, Wild Rice Pilaf, and Fresh, Seasonal, Steamed Vegetables
\$42 / \$72 / 102 / \$122

Chicken Cordon Bleu

Served with Wild Rice Pilaf and Fresh, Seasonal, Steamed Vegetables
\$42 / \$72 / 102 / \$122

Chicken Marsala

Served with Garlic, Whipped Potatoes and Fresh, Seasonal, Steamed Vegetables
\$45 / \$75 / \$105 / \$125

Chicken Piccata

Sautéed Chicken Breast with Lemon, White Wine, and Caper Sauce and Served with Fresh Seasonal Steamed Vegetables
\$45 / \$75 / \$105 / \$125

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Second Course

continued

Branzino Bass

Oven Baked Sea Bass topped with Tomatoes, Capers, and Olives and served with Mashed Potatoes and Fresh, Seasonal, Steamed Vegetables
\$48 / \$78 / \$108 / \$128

Grilled Filet Mignon

Served with a Red Wine Reduction, Garlic, Whipped Potatoes, and Fresh, Seasonal, Steamed Vegetables
\$65 / \$95 / \$125 / \$145

Grilled Chicken Breast and fresh Grilled Salmon
Served with a Lemon Caper Cream Sauce, Garlic Whipped Potatoes, and Fresh, Seasonal, Steamed Vegetables
\$60 / \$90 / \$120 / \$140

Black Angus Beef Tenderloin and Half Grilled Cornish Hen
Served with Wild Rice Pilaf and Fresh, Seasonal, Steamed Vegetables
\$88 / \$118 / \$148 / \$168

New York Strip Steak

Served with a Peppercorn Sauce, Garlic, Whipped Potatoes, and Fresh, Seasonal, Steamed, Vegetables
\$52 / \$82 / \$112 / \$132

Blackened Prime Rib

Served with Garlic, Whipped Potatoes and Fresh, Seasonal, Steamed Vegetables
\$68 / \$98 / \$128 / \$148

Grilled Chicken Breast and Grilled Shrimp Kabob
Served with Wild Rice Pilaf and Fresh, Seasonal, Steamed Vegetables
\$65 / \$95 / \$125 / \$145

Black Angus Beef Tenderloin and Pan Seared Lobster Tail
Served with Garlic, Whipped Potatoes and Fresh, Seasonal, Steamed Vegetables
\$90 / \$120 / \$150 / \$170

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 dinners are served with Fresh Bread and Butter.

Beverage Station to include:
Water, Iced Tea, Coffee, Decaffeinated Coffee, and Hot Tea

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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 / \$75 / \$105 / \$125

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 / \$85 / \$115 / \$135

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 / \$130 / \$160 / \$180

All Buffets are served with Fresh Bread and Butter.

Beverage Station to include:

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

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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

Tablesides 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.

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A La Carte / Upgrades

Should you wish to enhance the ceremony and/or reception package for 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
Wedding Planning Services	\$1,000
Officiant	Starting at \$500
DJ	Starting at \$1500
Photo Booth	Starting at \$700
Personalized GOBO	Starting at \$300
Honeymoon Suite Enhancement (Champagne, Chocolate Covered Strawberries, WHITE Rose Petals, Candles)	\$100
½ Day Bride or Groom Changing Rooms (based on availability; from 9:00am – 4:00pm)	\$125 per room

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Vendor List

BAKERIES

Pacific Patisserie	Armando	714-549-2808	www.pacificpatisserie.com
Rossmoor Pastries	Ron	562-498-2253	www.rossmoorpastries.com

BEAUTY (Hair / Make Up)

Artistic Wedding Hair	Janet Payne	949-375-5000	www.artisticweddinghair.com
Design Visage	Jackie	800-603-1383	www.designvisage.com
Flawless Faces	Carina	949-742-4211	www.flawlessfacesinc.com
Joyce Luck Style		909-239-0236	www.joyceluckstyle.com

DJ/ENTERTAINMENT

AAV Entertainment	Lucas Earley	949-233-8833	www.aaventertainment.com
Atmosphere Events	Joe Paxton	714-264-9338	www.atmospheredj.com
Extreme DJ Services		949-362-4218	www.extremedjservice.com
Fly by Night DJ		714-698-8250	www.flybynightdjs.com
Invisible Touch Events		949-450-9950	www.invisibletouchevents.com

FLORISTS

Blooming Hills		562-690-3347	www.bloominghills.com
Elegant by Design	Karla	949-574-9060	www.elegantbydesign.florist
Flowers by Cina		714-539-8939	www.flowersbycina.com
La Vonne's Florist	Jean	949-675-8052	www.lavonnesflorist.com

OFFICIANTS

Reverend Brent	Brent Edwards	949-202-6086	www.reverendbrent.com
California Wedding Priest	Fr. Brian Delvaux	562-920-2212	www.weddingpriest.org
Great Officiants	Alan Katz	562-432-8888	www.greatofficiants.com

PHOTOGRAPHY

Cordes Photography	Candy Cordes	949-697-9370	www.candycordesphotography.com
Ernesto Olivares Photography	Ernesto Olivares	714-713-3328	www.ernestoolivares.net
Happy Photos		949-678-6626	www.happyphotos.com
Lisa Marie Figueroa Photography		714-390-8759	www.lisamariefigueroa.com
Sweet Day Studio		619-356-1861	www.sweetdaystudio.com
Oana Foto	Oana Sweeney	714-488-1125	www.oanafoto.com

VIDEOGRAPHY

Godfather Films	John Goolsby	800-495-5530	www.godfatherfilms.com
Robles Video Productions		714-672-0222	www.roblesvideo.com
Vantage Point Productions		949-218-7870	www.vantagepointcustomfilms.com
Sweet Day Studio		619-356-1861	www.sweetdaystudio.com

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