

# Padua Hills



LIN JIRSA



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*Catering and Preferred Vendor Packet*

909.624.8628

[PADUAWEDDINGS.COM](http://PADUAWEDDINGS.COM)

[PADUAHILLSTHEATRE@GMAIL.COM](mailto:PADUAHILLSTHEATRE@GMAIL.COM)

## The Padua Hills Advantage

At the Padua Hills Theatre we provide you services and amenities that no other venue can. Not only is our facility completely unique and beautiful, here is a list of some of the incentives we can offer to you:

-**"One stop shop"** for everything we do not provide to you, we have access to Southern California's most sought after wedding professionals including entertainment, photography, florist, videography, wedding officiates, etc.

-**Single event facility** allowing you and your guests to have one hundred percent exclusivity and our complete undivided attention on your special day.

-**State of the art lighting** (in collaboration with Entertainment Express) spotlighting each and every one of your special moments and making them more memorable.  
(Separate Package)

-**Trained wedding professionals** at your disposal to assist you with all of your plans throughout the planning of your event.

-**Day of venue director** will be with you on the day of your event, ensuring that all of your requests are met, and everything goes according to plan.

- **Multiple ceremony setting options**

- **Indoor and outdoor dining options**

-**Gourmet in-house catering** our food is memorable in presentation and quality. We provide you and your guests with outstanding food and generous portions.

- **Customization** of each and every event, including colors, set up, themes, cuisine, etc.

- **Automatic upgrades, including:**

- Mahogany Chiavari chairs

- An expansive selection of **upgraded linens** (pintucks/dupionis/satins) providing each event with an instant flare of elegance.

# Menu Pricing

For over thirty years, we have been serving only the finest cuisine in one of the most beautiful locations in Southern California. Our menu is filled with a variety of incredible cuisine. We adhere to the highest culinary standards, creating exceptional dishes featuring the freshest ingredients. Come experience the magic of the Padua Hills Theatre.

Padua Hills Theatre  
4467 Padua Ave.  
Claremont, CA 91711

(909) 624-8628 Phone  
[www.paduaweddings.com](http://www.paduaweddings.com)

## **Hors D'oeuvres Selections**

### **Cold Hors D'oeuvres**

#### **\$9.00 Selections pp**

- ~ Assorted Deviled Eggs
- ~ Cucumber slices with Herbed Cream Cheese
- ~ Fresh Vegetable Platter with Fresh Dipping Sauce
  - ~ Endive with Blue Cheese & Bacon
  - ~ Fresh Basil & Tomato Bruschetta
- ~ Cherry Tomatoes and Snow Peas Stuffed with Garlic, Basil & Cream Cheese

#### **\$9.50 Selections pp**

- ~ Fresh Fruit Platter
- ~ Puffs Filled with Chicken Salad
- ~ Prosciutto Wrapped Asparagus
- ~ Prosciutto Wrapped Melon with Fresh Apples & Celery
- ~ Roast Pork Loin Gorgonzola

#### **\$10.50 Selections pp**

- ~ Assorted Cheese Platter Served with Assorted Gourmet Crackers
- ~ Mini Ceviche Tostadas w/ Shrimp or Fish
- ~ Smoked Salmon Crostini with Capers, Tomatoes & Cream Cheese

#### **\$20.00 Selection pp**

- ~ Charcuterie Board

## **Hot Hors D'oeuvres**

### **\$9.00 Selections pp**

- ~ Apple Fritters
- ~ Pate Choux Puffs with Herbed Cream Cheese or Goat Cheese
  - ~ Puff Pastry with Basil and Goat Cheese
- ~Grilled Cheese Points with Tomato Soup Shooters
- ~ Baked crostini with pesto, sundried tomatoes, and fresh mozzarella cheese
  - ~ Vegetable Tempura w/ tempura dipping sauce
- ~ Deep Fried Spring rolls- Thai Vegetarian, Tex Mex and Avocado Sundried Tomato
  - ~ Spanakopita (Filo Dough) w/ Spinach and Feta Cheese
    - ~ Filo Dough with Ham and Jarlsberg Cheese
    - ~ Filo Triangles with Wild Mushroom Filling

### **\$9.50 Selections pp**

- ~ Grilled Italian Sausage w/ Two Mustards
  - ~ Buffalo Wings
- ~ Cocktail Meatballs (Italian or Sweet & Sour)
- ~ Sliders: Pulled Pork, BBQ Chicken, Burgers
  - ~ Cocktail Empanadas: Beef or Chicken
  - ~ Pulled Pork Mashed Potatoes Shooters
- ~Rumaki (Date & Almond, Bacon Wrapped)
  - ~Bacon Wrapped Jalapeno Poppers
- ~ Deep Fried Spring Rolls: Chicken or Shrimp
  - ~Fried Wontons with Curried Chicken

## **Hot Hors D'oeuvres Continued**

### **\$10.50 Selections pp**

- ~ Beef Satay with Peanut Sauce
- ~ Grilled Skewers: Chicken, Beef
- ~Jamaican Jerk Chicken Skewers

### **\$11.00 Selections pp**

- ~ Fried Crab Wontons
- ~ Coconut Fried Shrimp with Spicy Orange Marmalade
- ~ Shrimp Tempura with Dripping Sauce
- ~Wagyu Beef Sliders with Caramelized Unions and Pear Chutney & Gruyere
- ~ Crab Stuffed Mushrooms

### **\$12.50 Selections pp**

- ~ Grilled Baby Rack of Lamb with a Pomegranate Demi Glaze

## **Pizzas**

**\$9.00 per person**

- ~ Assorted Vegetable Pizzas with Marinara sauce
  - ~ Sundried Tomato, Goat Cheese & Pesto
  - ~ Pepperoni or Sausage with Marinara
  - ~ Four Cheese Pizza with Basil & Tomato
- ~ Grilled Chicken, Corn & Pepper with Chile Oil
  - ~ Build Your Own

## **Stuffed Mushrooms**

- Traditional with Garlic and Parmesan ~ **\$9.00 pp**
- Spinach ~ **\$9.00 pp**
- Spicy Italian Sausage ~ **\$9.00 pp**

## **Market Price**

- ~Hot Curried Oysters
- ~ Oysters Mignonette
- ~ Crab Claws on Ice
- ~ Ceviche Shooters
- ~ Petit Crab Cake with Remoulade
- ~Jumbo Shrimp Cocktail Shooter
- ~Baked Oysters with Pesto and Sundried Tomatoes
- ~ Lobster Medallions in Puff Pastry with Coconut Curry Sause
- ~ Bacon Wrapped Scallops with Chipotle Caramelized Pineapple Glaze
- ~ House Smoked Salmon with Cornichon Mayonnaise (Salmon Chunks w/ House Relish)

**All Prices Are Subject To Change Without Notice**

**All Seafood is at current Market price.**

## **Buffets**

**A 100-person minimum is required for each of the following buffet menus. All full-service catered events are subject to an administrative fee of 22%. When choosing more than one entrée client will be charged for the higher cost entrée selection.**

### **Poultry**

Marinated and Grilled Chicken Breast	\$71.50
Stuffed Chicken Breast	\$73.50
Pecan or Macadamia Nut Breaded Chicken	\$73.50
Roasted Breast of Turkey	\$71.00

### **Beef**

Barbecued Beef Ribs	\$73.00
Smoked Tri Tip	\$75.00
Roast Leg of Lamb	\$75.50
Roasted Rib Eye	\$81.00
New York Strip	\$81.00
Skirt Steak	\$81.00
Roasted Filet	\$85.00
Braised Short Ribs	\$81.00

**NOTE: (Meat prices are not guaranteed and are subject to change due to a fluctuation in the market)**

### **Pork**

Barbecued Baby Back Ribs	\$74.50
Honey Baked Ham	\$73.00
Marinated Roasted Pork Loin	\$74.50

### **Fresh Seafood**

Red Snapper	Market
Halibut	Market
Salmon	Market
Swordfish	Market
Sea Scallops	Market
Shrimp	Market

### **Pasta**

Assorted Pasta Buffet	\$66.50
Lasagna (Vegetarian or Italian Sausage)	\$66.50



To accompany your main entrée, please choose from the categories below.

## **Side Dishes**

### **Potato or Rice and Vegetables** Choose Two

Cajun Fried Spicy Red Potatoes  
Sliced Potatoes with Parmesan & Garlic Cream  
Potato Sauté with Mushrooms & Onions  
Red Potatoes with Lemon Dill Butter  
Roasted Red Potatoes with Fresh Herbs  
Potatoes Gratinée  
Twice Baked Potatoes  
Mashed Potato  
Regular or mashed Sweet Potatoes  
Baked Yams with Maple Butter  
Baked Potatoes with Assorted Toppings  
Rice Pilaf  
Wild Rice Pilaf with Toasted Pecans  
Corn Bread Stuffing with Apples and Pecans  
Fresh Cut Green Beans with Brown Butter, Almonds  
Assorted Sautéed Vegetables  
Sautéed or Grilled Asparagus  
Five Cheese Mac and Cheese – *Additional \$3.00 per person*  
Mediterranean Pasta – *Additional \$3.00 per person*

### **Salads** Choose Two

Fresh Mixed Greens  
Classic Caesar Salad with Grated Parmesan Cheese  
Spinach Red Cabbage & Walnut  
Fresh Wilted Spinach Salad with Warm Pancetta Dressing  
Caprese Salad  
Asparagus or Fresh Cut Green Beans with Garlic Vinaigrette  
Marinated Mushrooms  
Carrots in Dill Vinaigrette  
Marinated Tomato & Avocado  
Rottelo Pasta with Shallots, Basil and Tomato  
Marinated Tortellini Salad  
Red Potato Salad with Bacon and Dill Vinaigrette  
Antipasto Platter  
Grilled Vegetable Platter  
Middle Eastern Fattoush Salad

**We have designed our menu choices to include ample portions and a variety of food.  
All buffets include a seasonal fresh fruit platter, assorted whole breads, rolls and butter.**



## **Buffets Continued**

### **Italian Buffet**

\$75.50

Prosciutto Wrapped Asparagus

Antipasto Platter

Fresh Assorted Pasta with Marinara, Pesto & Clam Sauce

Italian Chicken

Spinach & Radicchio Salad with Balsamic, Basil Vinaigrette

Caprese Salad

Fresh Fruit Platter

Garlic Bread & Assorted Whole Breads

\*Italian Chicken may be replaced by Osso Bucco (Additional Charge)

### **California Grill**

\$81.00

Baked Potatoes with Cheese Sauce, Sour Cream, Bacon and Chives

Barbecued Black Beans with Cilantro & Jalapenos

Fresh Corn on the Cob

Mixed Green Salad with Roquefort Dressing

Fresh Fettuccini Salad with Artichoke Hearts, Asparagus,

Sun Dried Tomatoes and Basil Marinated in

Balsamic Dressing

Fresh Fruit Platter

Assorted Whole Breads & Butter

**Entrees:** Choose two

Grilled Rib Eye with Fresh Pepper Relish

Smoked or Grilled Salmon with Fresh Cornichon Mayonnaise (Market Price)

Grilled Baby Back Ribs

Grilled Chicken

## **Buffets Continued**

## **Caribbean Buffet**

\$81.00

Sweet Red Peppers & cabbage salad with Bell Peppers, tomatoes with vinaigrette  
Fresh Tropical Fruit Platter  
Steamed Corn on the Cob with Coconut Milk  
Rice & Peas  
Scalloped Sweet Potatoes and Onions  
Fried Plantains  
Assorted Whole Breads & Butter

**Entrees:** Choose Two

Grilled New York Marinated in Mango & Pineapple Juice  
Pork Tenderloin  
Jerk Chicken  
Curried Shrimp

## **Southern Cuisine**

\$80.00

Hot Curried Oysters with Cilantro, Red Onion and Lime  
Pecan Breaded Chicken with Mustard Sauce  
Seafood Gumbo with Jumbo Scallops, Shrimp, Crab  
Marinated Black-eyed Pea Salad  
Cajun Dirty Rice  
Banana & Corn Fritters  
Whipping Cream Biscuits

## **Buffet Brunch Menu**

\$71.50

Honey Baked Ham  
Bacon  
Scrambled Eggs (w/ Cream Cheese, Scallions & Cheddar Cheese) OR Three Assorted Quiche of Choice  
Sautéed Red Potatoes with Lemon, Onion & Dill  
Cinnamon Baked Apples  
Fresh Fruit Platter  
Marinated Tortellini Salad  
Assorted Muffins, Danish & Rolls

## **Sit Down Menus**

Our full-service menus include warm bread/butter. Sit down dinners must include two courses. When choosing a two-entrée selection you will be charged for the higher priced item of the two across the board.

### **Sit Down Menu Salad**

**\$11.00 - \$13.00 per person**

Classic Caesar Salad with Grated Parmesan Cheese	\$11.00
Spinach Radicchio & Walnut Salad with Basil Balsamic Vinaigrette	\$11.00
Fresh Mixed Green Salad with Tomatoes, Cucumbers and your Choice of Dressing	\$11.00
Honey Baked Pear Salad with Fresh Mixed Feta, Candied Walnuts and Fresh Pear Vinaigrette	\$11.00
Fresh Pear Salad with Watercress & Endive Pear Vinaigrette	\$11.00
Fresh Mixed Greens with Cranberries, Candied Nuts, Feta Cheese with Balsamic Vinaigrette	\$11.00
Warm Brie Salad	\$13.00
Baked Breaded Goat Cheese Salad	\$13.00
Caprese Salad with Fresh Basil & Balsamic Vinaigrette	\$13.00

### **Sit Down Menu Soups**

**\$11.00 per person**

French Onion with Roquefort & Onion  
Minestrone  
Clam Chowder  
Cream of Tomato  
Cream of Broccoli and Cheese

### **Poultry**

\$64.00 Chicken Breast En Croute

\$64.00 Stuffed Chicken Breast with Spinach and Feta Cheese

\$64.00 Mediterranean Stuffed Chicken

\$61.00 Marinated and Grilled Chicken Breast

\$61.50 Cornish Game Hens

\$72.00 Roasted Duck

**With choice of Sauce**

### **Beef, Pork & Lamb**

\$70.00 Tri Tip

\$89.00 Bone in Rib Eye

\$79.00 Rib Eye

\$76.00 Grilled New York

\$81.00 Filet

\$77.00 Rack of Grilled Lamb

\$66.00 Marinated Pork Loin

**Steaks will be prepared Marinated & Grilled with choice of Sauce**

### **Pasta**

\$59.00 Lasagna

\$59.00 Grilled Vegetable Cheese or Meat

\$60.00 Beef Stroganoff

\$59.00 Fettuccini Alfredo

\$59.00 Penne Mediterranean Pasta

\$59.00 Spaghetti & Marinara

\$59.00 Fettuccini Basil Pesto

Market Price

### **Seafood**

Salmon – Sautéed, Grilled, Encrusted

Mahi-Mahi – Sautéed, Grilled, Encrusted

Swordfish – Sautéed, Grilled

Northern Halibut – Sautéed, Grilled

Seared Hawaiian Ahi

Chilean Sea Bass

Grilled Shrimp Brochettes

Sautéed Sea Scallops

Seafood Gumbo

**Main Entrees served with rice or potatoes, seasonal sautéed vegetables, and fresh rolls with butter.**

## **Sauces**

Please choose one sauce to accompany each main entrée:

### **Poultry**

Honey Vinegar Sauce  
Fresh Tarragon Buerre Blanc  
Ginger Lemon and Soy Sauce  
Fresh Mustard Sauce  
Lillet and Shallots  
Armagnac and Raspberry  
Buerre Blanc & Onions, Mushrooms and Lemon  
Butter, Lemon, and Garlic

### **Beef**

Port and Shallots  
Red Wine and Green Pepper Corn  
Roasted Garlic Sauce  
Red Onion, Cilantro and Jalapeno  
Fresh Rosemary  
Fresh Thyme  
Cabernet & Pine Nuts  
Port and Onion Marmalade  
Brandy Black Pepper Corn  
Compound Butter

### **Seafood**

Red Onion, Garlic, Tomato Butter  
Garlic, Tomato and Basil Butter  
Basil Butter  
Saffron and Lime  
Basil, Tomato and Garlic  
Champagne Burre Blanc  
Lemon and Caper  
Almandine  
Red Onion, Cilantro and Lime  
Dill Butter  
Miso Marinade

**All prices subject to change without prior notice**

# **Bar Services**



# **BAR PACKAGES**

## **Host Bar**

<b><u>Duration</u></b>	<b><u>Beer, Wine &amp; Soda</u></b>	<b><u>Deluxe Brands</u></b>	<b><u>Superior Brands</u></b>
<b><u>One Hour</u></b>	\$24.00pp	\$29.00pp	\$33.00 pp
<b><u>Two Hours</u></b>	\$28.00pp	\$33.00pp	\$37.00pp
<b><u>Three Hours</u></b>	\$32.00pp	\$37.00pp	\$41.00pp
<b><u>Four Hours</u></b>	\$36.00pp	\$41.00pp	\$45.00pp
<b><u>Five Hours</u></b>	\$40.00pp	\$45.00pp	\$49.00pp
<b><u>Six Hours</u></b>	\$44.00pp	\$49.00pp	\$53.00pp

**Hosted Bars do NOT include shots**

## **DELUXE LIQUOR**

(Brands may vary)

Smirnoff Vodka, Smirnoff Citron, Burnett's Gin, Bacardi Rum, Malibu Rum, Captain Morgan Rum, Jack Daniels Whiskey, Crown Royal, Johnny Walker Red, Cazadores Reposado Tequila, Jim Beam Bourbon, Jose Silver, & Dewar's White Label Scotch

## **Superior Liquor**

(Brands may vary)

Grey Goose, Meyer's Rum, Patron Silver Tequila, Johnnie Walker Black, Glen Livet Scotch, Maker's Mark, Disaronno, Hennessy, Tanqueray Gin, Grand Marnier, Baileys

Deluxe and Superior packages include all wine, beer, champagne for bar (excluding toast), liquors, Cordials, mixers, Monster, sodas, bottled water, and garnishes

*All prices subject to applicable sales tax*

## **Beer, Wine & Sodas**

Beers: Coors Light, Heineken, Heineken 0.0, Corona, Modelo, Pacifico, Karl Strauss Red Trolley, Grapefruit IPA & Pepper Peach by Claremont Brewing, Orange Wheat by Hanger 24, Sculpin IPA by Ballast Point Brewing, Pomona Queen & Seasonal Beer by Last Name Brewing *on draft*, White Claw, Truly, High Noon,

Sparkling: Opera Prima Brut Cava, Caposaldo Prosecco DOC - White Wines: Cerretto Moscato, Sea Glass Pinot Grigio, Conundrum White Blend, St. Francis Chardonnay - Red Wines: Angeline Pinot Noir, Antigal 'Uno' Malbec, Hess 'Select' Cabernet Sauvignon, Austin Hope 'Troublemaker' Red Blend - Sodas: Red Bull, Coke, Diet Coke, Sprite, Cactus Cooler, Juices

**All beer, wine, soda, non-alcoholic and liquors are subject to availability.**

**Glass Barware is available for \$3.00 per person**

### **Cash Bar**

Client Must Guarantee a minimum of \$3,500.00 in bar sales in order to have a cash bar set-up. The set-up fee includes a fully stocked bar and bartender(s) for your event.

Deluxe Brands	\$12
Superior Brands	\$14
Domestic Beer	\$7
Premium Beer	\$9
Assorted Wines	\$11
Bottled Water	\$4
Red Bull	\$6
Soda	\$4

All prices subject to applicable sales tax

### **Champagne & Sparkling Cider Toast: (Prices May Vary on Special Ordered Champagne)**

House \$3.00pp + tax (includes glass flute and serving of champagne)  
Almond \$4.00pp + tax (includes glass flute and serving of champagne)  
Hot Chocolate Station \$5.00pp or Lemonade Stand \$5.00pp

### **Coffee**

\$2.00pp (includes table setup, cups, coffee creamer and sugar)

### **Wine by the bottle** - \$28.00

Bottles may be placed on dining tables if purchased in advance. (Fee includes wine glasses at tables)

\*Venue suggests 2 bottles per table\*

# *Additional Add Ons*

Charger Plates: Silver Solid or Gold Solid \$1.00pp

Silver or Gold Glass Bead Chargers \$6.00pp

Napkin Rings Assorted: \$1.00 - \$2.00pp

Ice Sculptures: Prices Vary

Stand Up 8 Ft Heaters: \$110.00 per heater

Additional Customized Furniture: Prices Vary



# GENERAL INFORMATION & POLICIES AND PROCEDURES

For over thirty years, we have been serving only the finest cuisine in one of the most beautiful locations in Southern California. Our menu is filled with over fifteen pages of incredible cuisine. We adhere to the highest culinary standards, creating exceptional dishes featuring the freshest ingredients. Come experience the magic of the Padua Hills Theatre.

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The following is an outline of our catering charges. Please take an opportunity to review our policies. We are more than happy to answer any questions you may have.

### **Service and Sales Tax**

For all services provided, we do add an administrative fee of 22% and applicable sales tax to your final bill. (*The administrative fee is not a gratuity*)

### **Linens**

There is a linen rental fee that varies based on the event. Our clients may choose the color, style, and the length of all linens. The charge for linens will be added to your bill after we receive your final guest count. All linens must be contracted through Padua Hills.

\*\*\* (All Tables, China, Inside Glassware, and Silverware are included in our prices) \*\*\*

### **Alcohol Service/Bar**

- There is a \$3,500.00 minimum for the bar, not including bar set up fee.
- A fee of \$750.00 - \$850.00 will be applied to your bill. This fee will include the setup of up to (2) bars and the service of up to (2) bartenders. We do require the use of our on-site bartenders and all sales of alcohol must go through Padua Hills Catering license. A standard tip cup will be placed on the bar unless the other arrangements have been made.
- For additional bartenders: The fee would be \$200.00 per event per bartender.
- **Last call for liquor will be made 15 minutes before the music ends.**
- **There will be no outside alcohol allowed on the premises. This will pertain to all areas including bride's dressing room.**

### **Food**

Certain foods are subject to season availability. We reserve the right to offer substitutions if the food is not up to our level of quality. Due to the fluctuation in food costs, all prices are subject to change without notice. All food items must be obtained through Padua Hills unless permission is given from management.

### **Parking Attendant**

Padua Hills requires a security guard for all events. A parking attendant will be provided for your party for a fee of \$500.00.

### **Day of Coordination**

A day of venue director will be provided for your event.

## **Gratuities**

Our staff members work hard to ensure the success of your event. They are appreciative of any gesture of kindness the clients provide. We do not automatically add a gratuity to your bill like many locations. We believe this should be up to the client based on the quality of service. A recommended gratuity is 15% of the menu charges.

## **Entertainment**

THE IN-HOUSE ENTERTAINMENT COMPANY, ENTERTAINMENT EXPRESS, IS REQUIRED OF ALL ENTERTAINMENT PLAYING AT THE PADUA HILLS THEATRE:

- If having a live band. They **MUST** have liability insurance to cover them the day of the event.
- Proof of liability is **MANDATORY** and must be given to Padua Hills two weeks prior to the scheduled event.
- If the client fails to provide the requested information, the live band will not be permitted on the premises of the Padua Hills Theatre.

## **Ceremony**

There is a Wedding Ceremony fee of \$2,000.00. This is to include the following:

- Preparation of the gazebo
- Setting up of all chairs (up to 225 white wedding chairs)
- Guest book table & linen
- Gift Table & linen
- Ceremony table & linen (if needed)
- Placement of the white aisle runner in courtyard gazebo area (upon request)
- Ceremony breakdown and cleanup
- Rehearsal (1 hour)
- Bridal Suite

A **one-hour rehearsal time** will be made available for you during the week of your event, which is included. Please ask your family and wedding party to be on time so we can begin the rehearsal at the designated time. An additional charge of \$75.00 will be charged for rehearsals that go beyond the one-hour time frame. Rehearsal times are not guaranteed. Rehearsal times and date may have to be changed due to additional events being booked in.

## **Ceremony Only**

The fee to have a Ceremony Only will be \$2,500.00 - \$3,500.00 at a 9 a.m. - 12 p.m. timeframe.

### **Holding of Dates**

All dates are sold on a first come, first serve basis. Padua Hills does not hold nor guarantee dates without deposits.

### **Outdoor Dining Fee**

For those wishing to Dine Al Fresco in our courtyard area there will be an increase in the administrative fee from 22% - 25%. For inside dance area when dining outside there will be a fee for any additional tables or furniture you are wishing to rent.

We offer a ballroom lounge set up for \$700.00 that includes the following: Four 60" round guest tables with 10 chairs each, two 48" round tables with 6 chairs each, four high-top cocktail tables, and a cake table.

All Amplified music must be held indoors.

### **Additional Time**

Additional time may be purchased for your event at a rate of \$1,500.00 per half hour. All overtime must be approved by the management.

Additional time may be purchased for setup of your event at a rate of \$250.00 per hour. This allows the client to come in the week of their event and setup decorations. This is based on availability and must be pre-paid and scheduled in.

### **Booking Deposit:**

The retainer required to book and confirm is \$8,000.00 (retainers may be made by check or credit card with a 3% processing fee).

This deposit is non-refundable and non-transferable. A date change will require new deposits. (There is a \$25.00 charge on all returned checks and the client is responsible for any additional bank charges/fees incurred).

### **Payments:**

1. A second retainer of \$8,000.00 from the remaining balance of the catering fees is due **three months** prior to your event. We will finalize your menu choices, linen colors, bar set-up, ceremony set-up, room diagram, and all other details three to five months prior to your event date.
2. Final guest count confirmation is due **two weeks** prior to your event. From that point on, your guest count may go up but not down. At this point, your menu selection can only be changed with an increase of menu items. No decrease in menu items will be permitted.
3. The remaining catering bill is due **two days** prior to the event. Final payment is to be made by a **cashier's check only** payable to Chantrelles, LLC.

**PADUA HILLS THEATRE**  
**RENTAL INFORMATION**

**Capacity:**  
**Lobby/Bar Area 120-150**  
**Theatre/Ballroom: 250 persons**

**Event Hours/Fees**

Wedding clients may choose five hours for their Reception or six hours for their Ceremony and Reception. Additional time may be arranged for an additional fee.

**Event Minimum Requirements**  
**(Excluding Alcohol)**

Weekdays \$16,000 / Friday \$23,000 /  
Saturdays & Holidays \$31,000 / Sunday \$20,000

**Ceremony Only**

9:00 a.m. – 12:00 p.m.



# Padua Hills Theatre

## Rental Rules and Regulations

We ask that all clients and their guests abide by the rules and regulations.

**Times:** All events must conclude by 10:00pm on weekdays and Sundays, and by 12am on Fridays and Saturdays.

**Entertainment:** For all events, the music must conclude **thirty minutes** prior to the end of your event. The facility must be vacated by the end of your event time.

**Decorating:** Nothing may be attached to the walls, floors, or ceilings. Glitter or Confetti is not allowed! Tape cannot be used on our floors. All candles must be enclosed. No real flame candles allowed outside, LED candles outside are allowed.

**Birdseed, Bubbles and Rice:** We do not allow tossing of birdseed or rice either inside or outside. We do allow bubbles and real rose petals both inside and outside.

**Clean-up:** Padua staff will handle all cleanup of the facility. The client is responsible for the removal and disposal of any decorations they put up or use. **All decorating items must be removed that night.** Decorators and florists are permitted access to the facility two hours prior to the event.

**Parking:** We have four lighted parking lots for your guests. We ask that clients and their guest's park in designated areas only. The red curb in front of the building is a fire lane and CANNOT be blocked. Violators may be cited or towed by Claremont PD.

**Security:** The Padua Hills Theatre will provide a security guard for every event

**Accessibility:** Fully Handicap Access and we are ADA compliant

**Grounds:** Please enjoy the beautiful grounds here at the Padua Hills Theatre. We do, however, ask that nothing be moved around the facility including plants and ground fixtures. Please help us keep our facility beautiful.

**Alcohol:** For private events, alcohol may be served. **NO OUTSIDE ALCOHOL WILL BE ALLOWED ON THE PADUA HILLS PREMESIS INCLUDING BRIDES ROOM.** All alcohol is provided through the licensing of Chantrelles Catering. **State law prohibits service of alcohol to minors and intoxicated persons.**

**Damage:** Any damage caused during the rental will be billed to the renter at the repair or replacement cost immediately following the event.

**Outside Food:** All food must be obtained through Padua unless pre-approved by Management. All wedding cakes, desserts, pastries, etc. brought in will be charged a \$3.00 cake cutting/service/set up fee.

## **A Reminder to our clients:**

The following is a list of items we have found are most often forgotten or overlooked in the months prior to your event.

### **Three to six months prior to your event:**

We will finalize all the details for your event.

### **Two weeks prior to your event:**

Your final guest count is due. Once we receive your final guest count, you may add last minute guests within reason. We will not reduce the final number once it is provided to us, as we place the orders for food. We need to be prepared to serve and set-up for all guests which requires advanced planning on our behalf. Anyone requiring a seat, including children, are to be included in your count. Please discuss any questions regarding children prior to your event. Any guests over your final count will be billed to you at the conclusion of the event.

### **Two days prior to your event:**

Your remaining balance is due in the form of a **CASHIERS CHECK ONLY** made payable to Chantrelles Catering. **Personal checks will not be accepted.**

**Be sure to remind your florist and decorator they will not be allowed on the premises until two hours prior to the event start time.** Additional time may be made available only with management's permission for an additional fee. Please contact us prior to your event if you wish to bring party favors, decorations, etc. Keep in mind, if you are doing the decoration on your own, please allow plenty of time, as they always take longer than expected.

Any flowers, party favors, etc. remaining after you leave the facility will not be our responsibility and it will be assumed not wanted. Please make arrangements ahead of time if you need to return to pick things up. This must be completed within a reasonable time period. The manager will keep any valuables forgotten by guests and we will contact the owners or client as soon as possible.

Our staff will always go the extra mile to ensure your event is smooth and stress free. They pride themselves in providing the best possible service. **The Administrative fee on your bill is not a gratuity.** Most locations include a gratuity on their bill. We believe this is up to the client and should be based on the quality of service. Our staff greatly appreciates any gestures of thanks.



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