

Padua Hills

Weddings and Special Events Packet



4467 Padua Avenue
Claremont, CA 91711

PaduaWeddings.com
PaduaHillsTheatre@gmail.com
909-624-8628

PASSED HORS D'OEUVRES

\$9.00 OPTIONS

CHICKEN/BEEF/PORK :

- **Cocktail Empanadas:** Beef or Chicken
- **Pulled Pork Mashed Potato Shooters**
- **Rumaki** (Date & Almond, Bacon Wrapped)
- **Bacon Wrapped Jalepeño Poppers**
- **Deep Fried Spring Rolls:** (Chicken, Shrimp, OR Tex Mex)
- **Fried Wontons with Curried Chicken**
- **Sliders:** (Pulled Pork, BBQ Chicken, OR Burgers)
- **Cocktail Meatballs:** (Italian OR Sweet & Sour)
- **Grilled Italian Sausage** with Stone Ground and Dijon Mustard Dipping Sauce
- **Pizza:** (Pepperoni or Sausage with Marinara)
- **Pizza:** (Grilled Chicken with Corn, Bell Peppers & Chile Oil)
- **Stuffed Mushrooms** with Spicy Italian Sausage
- **Filo Triangles** with Ham and Jarlsberg Cheese



VEGETARIAN



- **Grilled Cheese Points with Tomato Soup Shooters**
- **Baked Crostini** with Pesto, Sundried Tomatoes and Fresh Mozzarella Cheese
- **Deep Fried Spring Rolls:** Thai Vegetarian OR Sun dried Tomato
- **Bruschetta** with Fresh Basil and Tomato
- **Deviled Eggs**
- **Cucumber Slices** with Herbed Cream Cheese
- **Endive** with Blue Cheese & Bacon
- **Cherry Tomatoes & Snow Peas Stuffed** with Garlic, Basil and Cream Cheese
- **Pate Choux Puffs** with Herbed Cream Cheese OR Goat Cheese
- **Vegetable Tempura** with Tempura Dipping Sauce
- **Spanakopita** with Spinach and Feta Cheese
- **Filo Triangles** with wild Mushroom Filling
- **Pizza:** Assorted Vegetable with Marinara, Sun dried Tomato/Goat Cheese & Pesto, OR Four cheese with Basil & Tomato
- **Stuffed Mushrooms:** Garlic & Parmesan OR Spinach

PASSED HORS D'OEUVRES

\$9.50 OPTIONS

- **Chicken Salad Puffs**
- **Prosciutto Wrapped Asparagus**

\$10.50 OPTIONS

- **Mini Ceviche Tostada with Shrimp OR Fish**
- **Smoked Salmon Crostini with Capers & Dill Cream Cheese**
- **Beef Satay with Peanut Sauce**
- **Grilled Skewers: (Chicken OR Beef)**
- **Jamaican Jerk Chicken Skewers**



\$11.00 OPTIONS

- **Fried Crab Wontons**
- **Coconut Fried Shrimp with Spicy Orange Marmalade**
- **Shrimp Tempura with Tempura Dipping Sauce**
- **Wagyu Beef Sliders with Caramelized Onions, Pear Chutney and Gruyere**
- **Crab Stuff Mushrooms**

\$12.50 OPTIONS

- **Grilled Baby Rack of Lamb with Pomegranate Demi Glaze**

PASSED HORS D'OEUVRES

SEAFOOD

Market Price

- **Hot Curried Oysters**
- **Oysters Mignonette**
- **Crab Claws** on Ice
- **Petit Crab Cake** with Remoulade
- **Jumbo Shrimp Cocktail Shooter**
- **Baked Oysters** with Pesto and Sundried Tomato
- **Lobster Medallions** in Puff Pastry with Coconut Curry Sauce
- **Bacon Wrapped Scallops** with Chipotle Caramelized Pineapple Glaze
- **House Smoked Salmon** with Cornichon Mayonnaise



STATIONARY APPETIZERS

- **Fresh Vegetable Platter** with Dipping Sauce (Ranch and Hummus) **\$9.00**
- **Fruit Fruit Platter** **\$9.50**
- **Assorted Cheese Platter Served with Assorted Gourmet Crackers** **\$10.50**
- **Charcuterie Grazing Table** **\$20.00**
- **Combo** of Vegetable Platter, Fresh Fruit Platter, Assorted Cheese/Cracker **\$20.00**

LATE NIGHT SNACKS

\$15.00 Per Person

- **Nacho Bar:** Assorted Chips, Nacho Cheese, Beans, Sour Cream, Salsa, Guacamole, Onions, Olives and Tomatoes, (proteins) Ground Beef OR Shredded Chicken
- **Street Taco Bar:** Cilantro, Onions, Salsa, Limes, (proteins) Shredded Beef, Carnitas, Shredded Chicken (Choose 2)
- **French Fry Bar:** French Fries, Beef Chili, Cheese Sauce, Ranch, Ketchup, Chipotle Mayo

\$9.00 Per Person

- **Passed Sliders:** Burgers, Pulled Pork, OR BBQ Chicken (choose 1)
- **Passed Empanadas:** Chicken, Beef Or Vegetarian (choose 1)
- **Passed Pizza:** Pepperoni OR Sausage with Marinara, Grilled Chicken with Corn, Bell Peppers and Chile Oil (choose 1)

BUFFET ENTRÉES

Choose 2 Entrées from below. Client will be charged for the higher cost entrée selection.
Buffet pricing includes 4 sides. All buffets include a seasonal fresh fruit platter, assorted rolls & butter.

Poultry:

- Chicken Kabob with Onions, Bell Peppers **\$71.50**
- Marinated and Grilled Chicken Breast **\$71.50**
- Mediterranean Stuffed Chicken Breast **\$73.50**
- Spinach and Feta Cheese Stuffed Chicken **\$73.50**
- Pecan or Macadamia Nut Breaded Chicken **\$73.50**
- Jerk Chicken **\$73.50**

Beef:

- Barbecued Beef Ribs **\$73.50**
- Smoked Tri Tip **\$75.00**
- Beef or Lamb Kabob with Onions, Bell Peppers **\$75.00**
- Roasted Rib Eye **\$81.00**
- Roasted New York **\$81.00**
- Skirt Steak **\$81.00**
- Roasted Filet **\$85.00**



Pork:

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

Fresh Seafood:

MARKET PRICE

- Red Snapper
- Halibut
- Salmon
- Swordfish
- Sea Scallops
- Shrimp
- Chilean Sea Bass



Pasta:

- Assorted Pasta with Marinara, White Clam Sauce, and Pesto **\$66.50**
- Lasagna (Vegetarian OR Italian Sausage) **\$66.50**
- Mediterranean Pasta **\$66.50**

****Meat prices are not guaranteed and are subject to change due to a fluctuation in the market.
All Full-Service catered events are subject to an administration fee of 22% and tax****

BUFFET SIDE DISHES

SALADS (CHOOSE 2)

Fresh Mixed Greens with Tomatoes, Cucumbers, and your choice of dressing

Fresh Mixed Greens with Cranberries, Candied Nuts, Feta Cheese & Balsamic Vinaigrette

Classic Caesar Salad with Grated Parmesan Cheese

Fresh Wilted Spinach Salad with Warm Pancetta Dressing

Fattoush Salad

Caprese Salad

Marinated Mushrooms

Marinated Tomato & Avocado

Rottelo Pasta with Shallots, Basil & Tomato

Marinated Tortellini Salad

Red Potato Salad with Bacon & Dill Vinaigrette

Antipasta Platter

Grilled Vegetable Platter (+ \$3.00pp)



POTATO AND RICE (CHOOSE 1)

- **Cajun Fried Spicy Red Potatoes**
- **Sliced Potatoes** with Parmesan & Garlic Cream
- **Roasted Red Potatoes** with Lemon & Dill Butter **OR** Fresh Herbs
- **Au Gratin Potatoes**
- **Everything Twice Baked Potatoes**
- **Garlic Mashed Potatoes**

- **Baked Potatoes** with Assorted Toppings
- **Sweet Potatoes** Baked OR Mashed
- **Rice Pilaf**
- **Wild Rice Pilaf** with Toasted Pecans
- **Jasmine Rice** with Lemongrass Infusion
- **Jasmine Rice** with Lime, Fresh Cilantro and Butter
- **Five Cheese Mac & Cheese** (+\$3.00 pp)

VEGETABLES (CHOOSE 1)



- **Roasted Brussel Sprouts** with Drizzled Honey
- **Assorted Sautéed Vegetables**
- **Sautéed Asparagus**
- **Grilled Asparagus**
- **Sautéed Broccolini**
- **Fresh Cut Green Beans** with Brown Butter & Almonds



****All buffets are double sided to expedite your dinner service in a quick and efficient manner. We have designed our menu choices to include ample portions and a variety of cuisines ****

SIT DOWN SOUPS & SALADS

Choose one soup OR salad to accompany your main sit down entrée.

SALADS

Fresh Mixed Greens with Tomatoes, Cucumbers, and your choice of dressing

Fresh Mixed Greens with Cranberries, Candied Nuts, Feta Cheese & Balsamic Vinaigrette

Classic Caesar Salad with Grated Parmesan Cheese

Spinach Radicchio & Walnut Salad with Basil Balsamic Vinaigrette

Fattoush Salad

Caprese Salad with Fresh Basil & Balsamic Vinaigrette

Honey Baked Pear Salad with fresh mixed feta, candied walnuts & Fresh Pear Vinaigrette

Fresh Pear Salad with Watercress 7 Endive Pear Vinaigrette

Warm Brie Salad (+3.00 pp)

Baked Breaded Goat Cheese Salad (+\$3.00pp)



SOUPS

French Onion with Roquefort & Onion

Minestrone

Clam Chowder

Cream of Tomato

Cream of Broccoli & Cheese

SIT DOWN ENTRÉES

Choose 2 Entrées from below. Client will be charged for the higher cost entrée selection.
Entrées include starch, vegetable, first course soup or salad, assorted rolls & butter.

Poultry

*Prepared with choice of sauce

- Marinated and Grilled Chicken Breast **\$72.00**
- Chicken Kabobs with Peppers & Onions **\$72.00**
- Roasted Cornish Game Hens **\$72.50**
- Mediterranean Stuffed Chicken **\$75.00**
- Stuffed Chicken Breast with Spinach and Feta Cheese **\$75.50**
- Chicken Breast En Croute **\$75.00**
- Roasted Duck **\$83.00**

Beef/Pork/Lamb

*Steaks prepared marinated & grilled with choice of sauce

- Marinated Pork Loin **\$77.00**
- Tri Tip **\$81.00**
- Grilled New York **\$87.00**
- Filet OR Lamb Kabobs with Peppers & Onions **\$87.00**
- Rack of Lamb **\$88.00**
- Ribeye **\$90.00**
- Filet Mignon **\$92.00**
- Bone in Ribeye **\$100.00**



Fresh Seafood MARKET PRICE

- Salmon: Sautéed, Grilled OR Encrusted
- Mahi-Mahi: Sautéed, Grilled OR Encrusted
- Swordfish: Sautéed, Grilled
- Northern Halibut: Sautéed, Grilled
- Chilean Sea Bass
- Grilled Shrimp Brochettes
- Sea Scallops: Sautéed

Pasta/Vegetarian

- Penne Mediterranean Pasta **\$70.00**
- Lasagna (Vegetarian OR Italian Sausage) **\$70.00**
- Fettuccini Alfredo **\$70.00**
- Spaghetti & Marinara **\$70.00**
- Fettuccini Basil Pesto **\$70.00**
- Buddah Bowl **\$70.00**
- Paella (Vegetable) **\$70.00**
- Paella (Seafood) **MARKET**
- Eggplant Parmesan on bed of spaghetti ***\$70.00**
- Cauliflower Steak ***\$70.00**



Pasta/Vegetarian dishes do not come with sides.

Add Chicken for additional \$2.00 per person OR Shrimp at MARKET PRICE

**Meat prices are not guaranteed and are subject to change due to a fluctuation in the market.

All Full-Service catered events are subject to an administration fee of 22% and tax**

SAUCES FOR PROTEINS

Please choose one sauce to accompany each main entrée.
Available to pair with buffets OR sit down meals.

Poultry Sauces

- Onions, Mushrooms & Lemon Beurre Blanc
- Stone Ground Mustard Beurre Blanc
- Ginger, Lemon & Soy Beurre Blanc
- Fresh Tarragon Beurre Blanc
- Honey Vinegar Sauce
- Armagnac & Raspberry
- Butter, Lemon, Garlic & Red Onion
- Butter, Garlic, Tomato & Basil



Beef Sauces

- Fresh Rosemary OR Thyme
- Brandy Black Pepper Corn
- Red Wine & Green Pepper Corn
- Roasted Garlic
- Red Onion, Cilantro & Jalapeño
- Cabernet & Pine Nuts
- Barbecue Sauce
- Aus Jus & Horseradish
- Port & Shallots
- Compound Butter



Seafood Sauces

- Basil, Tomato, & Garlic Beurre Blanc
- Champagne Beurre Blanc
- Lemon and Caper Butter OR Beurre Blanc
- Red Onion, Cilantro, & Lime Butter OR Beurre Blanc
- Dill Butter
- Butter, Garlic, Tomato & Red Onion
- Butter, Garlic, Tomato & Basil
- Dill Butter
- Miso Marinade



THEMED BUFFETS!

Themed Buffets perfectly curated by our in house chefs!

\$71.50 Per Person

Brunch Buffet

Honey Baked Ham
Bacon
Scrambled Eggs (w/ Cream Cheese, Scallions & Cheddar Cheese) **OR** Assorted Quiche (Spinach & Mushroom, Peppers & Green Chilis, Sundried Tomato & Goat Cheese)
+
Sautéed Red Potatoes with Lemon, Onion & Dill
Cinnamon Baked Apples
Fresh Fruit Platter
Marinated Tortellini Salad
Assorted Muffins, Danish & Rolls

ADD ON A MIMOSA OR BLOOD MARY BAR!

Mimosas Bar: \$25.00 per person

Unlimited Mimosas
Orange Juice
Peach Juice
Cranberry Juice

OR

Bloody Mary Bar: \$35.00 per person

Tito's & Grey Goose
Bacon
Bloody Mary Mix
Celery
Olives
Jalepeños
Mozzeralla Cheese
Pickeled Asparagus
Lime



THEMED BUFFETS!

Themed Buffets perfectly curated by our in house chefs!

\$75.50 Per Person

Kansas City BBQ

Choose 2:

Smoked Tri tip with BBQ Sauce

Barbecued Chicken

Barbecued Beef Ribs

Barbecued Pork Ribs

+

Country Style Baked Beans

Marinated Cabbage Salad

Red Potato Salad with Bacon & Dill Vinaigrette

Fresh Fruit Platter

Italian

Italian Chicken

Prosciutto Wrapped Asparagus

Antipasto Platter

Fresh Assorted Pasta with Marinara, Pesto &
Clam Sauce

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)

Mexican Buffet

The Following Hors D'oevres included

Chips & Salsa with Guacamole (Stationary)

Cocktail Empanadas (Passed)

Choice of:

Soft Taco Bar with Chicken, Shredded Beef,

OR Carnitas (choose2)

OR

Grilled Chicken with Cuminos, Jalepeños, tomato & Garlic

Mexican Rice

Refried Beans

Mixed Green Salad

Fresh Fruit Platter

Fresh Flour Tortillas

ADD ONS: \$8.00 per person / per entrée

Chile Rellenos

Enchiladas

Tamales

THEMED BUFFETS!

Themed Buffets perfectly curated by our in house chefs!

\$80.00 Per Person

Southern Cuisine

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

\$81.00 Per Person

California Grill

Choose 2:

Grilled Rib Eye with Fresh Pepper Relish
Smoked or Grilled Salmon with Fresh
Cornichon Mayonnaise (Market Price)
Grilled Baby Back Ribs
Grilled Chicken

+

Baked Potatoes with Cheese Sauce, Sour Cream,
Bacon & Chives
Barbecued Black Beans with Cilantro & Jalapeños
Fresh Corn on the Cob
Mixed Green Salad with Roquefort Dressing
Fresh Fettuccini Salad with Artichoke Hearts,
Asparagus, Sun Dried Tomato, and Basil -
(Marinated in Balsamic Dressing)
Fresh Fruit Platter
Assorted Rolls & Butter

Caribbean Buffet

Choose 2:

Grilled New York with Fresh Mango, Papaya,
Pineapple, Cilantro & Relish
Pork Tenderloin
Jerk Chicken
Curried Shrimp

+

Fried Plantains
Scalloped Sweet Potatoes & Onions
Rice & Peas
Steamed Corn on the Cob with Coconut Milk
Caribbean Salad with Honey & Lime Dressing
Fresh Fruit platter
Assorted Rolls & Butter

BAR PACKAGES

Host Bar

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

Hosted bars do not include shots. However, shots can be added to a separate tab on the night of the event if desired.

Deluxe Brands

(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 Brands

(Brands may vary)

Grey Goose, Meyer's Rum, Patron Silver Tequila, Johnnie Walker Black, Glenlivet Scotch, Maker's Mark, Aronno, Hennessy, Tanqueray Gin, Grand Marnier, Baileys, Tito's, Ketel One, Don Julio Añejo, Hendrick's, Knob Creek Bourbon

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

All prices subject to applicable sales tax.

Beer, Wine & Sodas

Beers/Seltzers: Coors Light, Heineken, Heineken 0.0, Corona, Modelo, Pacifico, 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: Moscato, Pinot Grigio, Chardonnay

Red Wines: Pinot Noir, Malbec, Cabernet Sauvignon, Austin Hope 'Troublemaker' Red Blend

Sodas: Red Bull, Coke, Diet Coke, Sprite, Cactus Cooler, Squirt, Juices

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

Glass Barware is available for \$3.00 per person

CASH BAR/NON ALCOHOLIC BARS

Client must guarantee a **minimum of \$3,500.00** in bar sales in order to have a cash bar.

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

Wine by the Bottle: \$28.00. Bottles may be placed on dining tables if purchased in advance. (Fee includes wine glasses set at tables) *Venue suggests 2 bottles per table*

Champagne & Sparkling Cider Toast: Prices may vary on specialty ordered Champagne
House Champagne \$3.00pp + tax (included glass flute)
Almond Champagne \$4.00pp + tax (includes glass flute)

Soda Bar: \$9.00pp: Coke, Diet Coke, Sprite, Cactus Cooler, Squirt, Juices

Mocktail bar: \$12.00pp

Hot Chocolate Bar: \$5.00pp

Lemonade Stand: \$5.00pp

All prices subject to applicable sales tax

ADDITIONAL ADD ONS

Charger Plates: Silver Solid or Gold Solid \$2.00pp

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

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

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

GENERAL INFORMATION

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. 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 9am-12pm timeframe.

GENERAL INFORMATION

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, four high-top cocktail tables, and a cake table.

All Amplified music must be held indoors.

Inclement Weather (CEREMONY)

- Option #1 – Ceremony moved into lobby (up to 180 guests). If guest count is above 180, lobby will hold partial seating/partial standing. Decision to be made by client 3 hours prior to guest arrival OR 1 hour prior to scheduled vendor arrival time.
- Option #2 – Ceremony in ballroom with guests seated at dining tables (up to 150). Decision to be made by client 3 hours prior to guest arrival OR 1 hour prior to scheduled vendor arrival time.
- Option #3 – Standard Ceremony set up in ballroom. Turnover into dining during cocktail hour. Additional time may be necessary at no cost to client from Padua Hills. (Up to 250 guests). Decision to be made by Client DAY BEFORE EVENT by 4pm.

Inclement Weather (DINING OUTDOORS)

- Decision to move dining indoors must be made the DAY BEFORE EVENT before 4pm.
- If rain is in forecast for day of event during set up time OR timing of reception, the decision will be made by Padua Hills to move dining indoors. Padua Hills will not set up dining outdoors in the rain under any circumstance.
- If client decides to dine outdoors and rain occurs day of event, Padua Hills will do everything we can do relocate dining indoors but cannot guarantee exact set up. (Linens/color of Chiavari chairs/etc.). Incidental fees will be charged if any equipment is damaged due to rain. Padua Hills does outsource linens and napkins therefore we are unable to replace any wet linens day of event. Padua Hills cannot be held responsible for unexpected weather changes.

GENERAL INFORMATION

Additional Time

Additional time may be purchased for your event at a rate of \$1,250.00 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

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.

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.

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.



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.

RENTAL RULES/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 LLC. 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.

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.

Wildlife at Padua Hills:

Please be advised that our venue is located in an area where wildlife may be present. Visitors should exercise caution and remain aware of their surroundings at all times.

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 LLC**. **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. 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.** Our staff greatly appreciates any gestures of thanks.