



Private Dining Policies & Information

Thank you for your interest in Quail Lodge. Listed below is information that will assist you in planning a memorable event.

Menu Selection

Your Events Manager will be assisting you in coordinating your food and beverage arrangements. The menus provided are to assist you with planning your catering functions. Our chefs would be delighted to customize a menu for you based on your needs or theme. Any special dietary needs must be arranged in advance.

All menu and wine selections will be finalized with the Events Manager within 30 days of your event to ensure the finest quality of service and cuisine. Our culinary staff prides itself in utilizing only the freshest and finest ingredients available. All of our menu and beverage pricing is based on seasonality and availability and are subject to change without notice.

Request for Multiple Entrées

It is possible for guests to be given a choice of entrées in advance. The following stipulations apply:

If there is a price difference between the entrées, the highest priced entrée will prevail for all entrées.

Guarantee of attendance with the breakdown for each entrée is due five business days prior to the event.

Entrée identification is required at the guest table (i.e. marked place card, colored ticket, or coded nametag).

Groups with forty or fewer guests may have a choice of two entrée selections at the event with the following stipulations:

There is a minimum of four courses.

Two courses must be served prior to the entrée.

All other courses must be the same for all guests.

If there is a price difference between the entrées, the highest priced entrée will prevail for all entrées.

An additional \$15.00 per person charge will apply.

Food & Beverage

Plated or buffet dinners with less than 25 guests will be charged a \$150 labor fee. If your group has under 20 guests for dinner we recommend one of our restaurants.

It is the policy of Quail Lodge not to allow outside food and beverage. Should you consider doing so, there will be a \$25.00 per bottle corkage fee on 750ml bottles, plus service charge and tax. Should you choose to bring your own cake, there is a cake-cutting charge of \$4.00 per person, plus service charge and tax.

If you prefer a wine/beer/liquor that we do not normally offer, we would be delighted to provide this for you; however, these must be purchased by the case.

Hosted Bars can also be provided for your catering functions. A Bartender Fee of \$25.00 per hour with a four-hour minimum is required for all hosted bars. The bartender charge will be waived if revenue of \$400.00 per bar is met.

Hospitality Bars can be provided in your guestroom for your guests to enjoy. There will be a \$250.00 set-up fee for this service on the first day. If the Hospitality Bar should remain for several days, there will be a \$150.00 per day per bar refresh fee.



Food & Beverage Continued

Consumption of alcoholic beverages will be refused to anyone under the age of 21 years and anyone who does not have proper photo identification. Quail Lodge reserves the right to refuse service of alcohol to anyone we judge to be intoxicated.

Room Rental

All private dining events have a room rental charge. Included in this fee will be the following services:

Table and Chair set-up

Ivory table linen and napkins

China, glassware and silverware

Votive candles

Dance floor

Riser or staging up to 12 x 16 feet

The maximum allotted time for a function is five hours. If your event runs longer than anticipated, an overtime charge of \$200 per hour will be applied.

Confirmation of Attendance

The final number of guests attending is due by 11:00am five (5) business days prior to the date of the event. If we have not received the guaranteed numbers, the original contracted number will be used as the guarantee. If you have any questions or concerns, please discuss these with your Events Manager.

Shipping

Should you plan on shipping boxes to Quail Lodge, please arrange for them to arrive no sooner than three day's prior to the date of your function. All boxes should be addressed as follows:

Organization or Party Name
C/O Quail Lodge
8205 Valley Greens Drive
Carmel, CA 93923
Attention: Event Manager
Hold for: Name of Group / Event

Floral, Photography, Linens and Decor

We will be delighted to assist you with these arrangements. If you choose to make your own arrangements, please provide us with your vendors' names and contact information.

Entertainment

Your Events Manager can assist with music and entertainment arrangements. If you choose to make these arrangements yourself, Quail Lodge must approve all plans 30 days prior to the date of event.

Amplified music outdoors is not permitted. All non-amplified music outdoors must end by 10:00 PM. Amplified or non-amplified music indoors is allowed until 11:00 PM.



Audio Visual

We have state of the art audiovisual equipment available. Prices are available upon request. Requirements may be requested through the Events Manager. A 19% service charge will be added to all audiovisual charges.

Referral List

A referral list has been included in this information to provide vendors that we highly recommend. For information or to view portfolios of the vendors, please contact your Events Manager.

Service Charges

For all functions on property, a service charge of 19% is applicable and will be added to the final bill. The service charge and all other expenses, except labor, are subject to the current California State tax of 7.25%. Taxes and service charges are subject to change. If you are tax exempt, please provide us with a valid California Tax Exempt Certificate.

Off Site Events

For all functions off property, there is a \$25.00 per person off site catering fee. A service charge of 22% is applicable and will be added to the final bill.

Deposits & Payments

A deposit equaling the total of the room rental fee plus 10% of the total estimated charges is due with the signed agreement. This amount is non-refundable and will be subtracted from the final bill.

Your Events Manager will be finalizing details and providing Banquet Event Orders for you to review. Fifty percent of the estimated cost is due 60 days prior to the date of the event. The remainder of the balance is due 30 business days prior to the event. **A photocopy of a credit card and signature will be requested to keep on file should there be any unexpected charges at the conclusion of the event.** Payments can be made by cash, credit card or certified check to the order of Quail Lodge. Quail Lodge accepts American Express, Discover, Diner's Club, MasterCard and VISA.

Cancellation

If for unforeseeable reasons the event must be cancelled, the following cancellation policy will apply:

0-90 Days prior	100% of the estimated costs based on the contracted values
91-180 Days prior	50% of the estimated costs based on the contracted values
181-365 Days prior	Deposit amount and 25% of Room and Tax charges.

Guest Rooms

If you are interested in guest rooms, please contact your Events Manager. In most cases, a block of six guest rooms or more is subject to a two-night minimum or greater. Individual reservations (five rooms or less) may be made through the Resort's reservation department. All rooms are subject to availability.

Liability and Security

Quail Lodge cannot be held responsible for safekeeping of equipment, supplies, written materials or any other valuable items in guestrooms, function rooms or public spaces. Your organization is responsible to provide security of any such aforementioned items and assumes the responsibility for loss thereof.

Quail Lodge would be honored to host your catering event and we look forward to working with you to create a memorable occasion.