



General Information

Thank you for choosing Poplar Creek Grill as the location for your memorable event. The following information applies to all events at our facility.

Deposit & Cancellation

A \$500 deposit and signed contract agreement are required to hold your reservation date. All deposits are non-refundable.

Payment

Payment is due **7 business days** prior to your event date based upon the guaranteed guest count provided to the Catering Sales Manager. Any additional incurred charges are due at the conclusion of your event. Final payment must be made with cash, check, or credit card. A credit card authorization form is required for all credit card payments. Poplar Creek Grill does not extend credit for events.

Facility Rental and Hours of Operation

Facility Rental fees vary based upon space requirements. All events must be contained in the specific space designated by the catering contract. Guests may move freely throughout all of the common areas of the Grill, however are not allowed onto the golf course itself unless prior arrangements have been made with the catering department.

Timing for all events is flexible in 4 hour increments. Additional hours are available based upon availability and additional fees may apply.

Service Charge and Sales Tax

A 20% service charge will be added to all food and non-food banquet charges. The 20% service charge is subject to 9.25% sales tax (or current state sales tax) in accordance with the California State Board of Equalization Regulation No. 1603.

Liability

Poplar Creek Grill reserves the right to inspect and control all private functions. Liability for damages to the property will be charged accordingly. Poplar Creek Grill does not assume liability for theft or damage of automobiles or personal property left at the facility. All items belonging to the client, their guests, and their vendors must be removed at the conclusion of the event. All vendors and clients are responsible for removing their own products, equipment, decorations, merchandise or personal articles. Items will be discarded 7 business days following the event date.

Security

Private Security is not available through Poplar Creek Grill. In the event that Poplar Creek Grill determines additional security is necessary, the client must provide outside security to be authorized by Poplar Creek Grill.

Menus

Current menu prices are indicated on enclosed menus. Outside food or beverage are not allowed on the premises without prior consent of the Catering Department. Poplar Creek Grill reserves the right to charge for this privilege.

Should more than one entrée be served at your event, place cards will be required for each guest. The cards must include the guest's name and entrée choice. It is the client's responsibility to provide these cards to their attendees prior to food service.

Special meals for children age 10 and under are available upon request.

Removal of Food from the Premises

Poplar Creek Grill specifically prohibits the removal of food from the premises by the client or the client's guests/invitees.

Guaranteed Attendance

The final guest count must be given to the Catering Sales Manager **3 business days** prior to the event date. The number is the guarantee and cannot be reduced. In the event that a guarantee is not provided 5 business days prior, the estimated guest count given at the time of booking will be the guaranteed number. Final charges are based on the guaranteed banquet attendance number or the actual event attendance, whichever is greater.

If more than one entrée selection is to be served, the exact number of each entrée is due with the guarantee.

Seating & Floor Plans

Seating is at round tables of 10 guests unless otherwise specified. Special seating diagrams are available for assigned seating. Arrangements with the Catering Sales Manager are necessary if you require assigned seating. Special set up arrangements such as head, prize, gift tables etc, are available upon request.

A dance floor is available upon request. Rental rates do apply.

Alcoholic Beverage Policy

Alcohol can only be dispensed by Poplar Creek Grill servers and bartenders. The Alcoholic Beverage Control requires employees of Poplar Creek Grill to require identification from any person who is of questionable age. Poplar Creek Grill will refuse alcohol service if any person is underage, or proper identification cannot be furnished. Poplar Creek Grill employees have the right to refuse alcohol to any person who in the servers' judgment appears to be intoxicated.

Corkage

Poplar Creek Grill agrees to allow outside wine to be served during events. The corkage fee is \$12 plus service charge and sales tax per bottle.

Decorations and Centerpieces

We encourage the addition of personal decorations to enhance any special event, however Poplar Creek Grill does not allow decorations to be stapled, nailed, taped, or for any other substance to be affixed to the walls, floors, or ceilings, of the facility. All candle decorations must be approved prior to the event date.

The use of mirrors and glass hurricanes or glass votives is available.

Chair covers are available in a variety of colors for \$5 per person. Chair covers include a colored sash as well as set up.

Outside Vendors

Poplar Creek Grill will provide recommendations for all of your event needs. Vendors may enter the facility no more than 90 minutes prior to the event start time for set up purposes. All vendors are responsible for their own products, equipment, decorations, merchandise, and/or personal articles they bring to the event.