



**Wedding Receptions Held At The Peacock Café
AND
Off Premise Receptions on the L.A. Arboretum Grounds**

Rules – Regulations - Guidelines

I. Event Time Limits

5:00 – 10:00 PM

II. Reservations

All reservations for catering services are scheduled directly with a representative of the Peacock Café. **A site fee of \$2,000.00 is required to book a reception at the Peacock Café.**

A **nonrefundable** \$1,000 Pre-Payment is required to book the services of The Peacock Café. The Pre-Payment and agreement is separate from the deposit and contract taken out with The Los Angeles Arboretum Foundation. Full payment of all fees, charges and deposits must be received no later than 30 days prior to the date of the event. No personal checks will be accepted within 15 days of an event. The Peacock Café accepts cash or check (credit card is also accepted with a fee).

III. Cancellations and Refunds

Once we have confirmed that we are reserving the date for your event, we have made a commitment to hold that date exclusively for you. Should you decide to cancel, our policy is as follows:

Two (2) months in advance – 50 percent of payment will be returned with the exception of the nonrefundable initial Pre-Payment.

One (1) month in advance- no refund of Pre-Payment, fees, or 50 percent payment unless we re-book the event.

In case of an unforeseen catastrophic disaster by the establishment, all payments other than the initial Pre-Payment will be refunded in full.

IV. Set-up and Take Down Time

Permit-tee must reserve facility to include all time necessary for set up prior to the event and for clean up afterwards. The permit-tee is expected to leave the facility in good condition. Permit-tee will be charged extra for any set-up, clean up or unusual repairs required as a result of the event.

It is imperative that the permit-tee inform ALL vendors, that the LA Arboretum does not permit any vendor to drive onto the property. Please inform all vendors of the need to provide their own means for transporting equipment necessary to provide such services hired for. All vendor work must arrive to The Arboretum prepared and ready for basic set-up/drop off. Their work should not be intrusive to the public experience or the work environment of The Los Angeles Arboretum.

In regards to service hours, we accommodate our service staff 2 hrs. for set-up and 1 hr. for cleanup. Any extra time needed beyond these accommodations must be agreed upon by the permit-tee and a representative of The Peacock Café and/or a representative of the Arboretum. Service hours for all weddings are at an 8 hour minimum.

V. Insurance Requirements

Certain activities and events may require permit-tee to provide proof of General Liability Insurance in the specified amount, naming the Los Angeles Arboretum Foundation, the Los Angeles County Department of Parks and Recreation and the Fresh Gourmet, Inc. as an additional insured for the day. Failure to do so by the date requested shall result in cancellation of the event. Permit-tee may choose to purchase insurance through a separate source.

VI. Activities for The Peacock Café Terrace with this agreement are restricted to Wedding Receptions only unless agreed upon in writing by the Peacock Café.

VII. Alcohol

Adequate security personnel must be hired for the entire duration of the reception. The Los Angeles County guidelines require that one guard for every 75 guests in attendance at a reception be on site.

Security personnel may be hired on the permit-tee behalf by The Peacock Cafe. Permit-tee is responsible for all security fees.

The following requirements are necessary for those serving alcohol in locations other than the terrace of The Peacock Cafe:

The Permit-tee is allowed to serve alcohol at the reception as long as a one day liability insurance policy & alcohol permit has been taken out for the date of the reception. Arrangements must be made with the Wedding Coordinator.

VIII. Amplified Sound

Any amplified sound, music or D.J must be off by 10:00 P.M. in accordance with the City of Arcadia Municipal code. It is imperative that musicians or music vendors understand that the park grounds must be vacated no later than 11:00 P.M.

The facilities and park grounds are to be left in the same condition. All equipment should be provided by permit-tee on behalf of the vendor or provided by the vendor. P.A. systems may be rented through The Fresh Gourmet. At no such time should either the permit-tee or vendor plug into any electrical outlets on the park grounds. The **ONLY** location that permits the usage of electrical access is the terrace of The Peacock Café and Ayres Hall. Any other location requires that a generator(s) be rented.

IX. Security Personnel

It is the sole financial responsibility of the permit-tee to provide adequate security personnel when deemed necessary by Los Angeles Arboretum Foundation.

The Peacock Café exclusively provides the security services of Executive Management Security, Inc. At a minimum, whenever alcohol is being served for any event; for every 75 quoted guests, there must be 1 security guard. As of October, 2022, Executive Management Security, Inc.'s fees are (\$26.00 per hr./per guard, 5 hr. minimum).

X. Clean-Up

No items shall be left at The Peacock Café Terrace or any other location in the park after the reception has commenced. Any items found or left behind will be disposed of the same day of event, during clean-up.

Any items used to decorate or adorn the reception site are to be delivered at the reception site-DAY OF no earlier than 3pm. Any boxes, crates or equipment used to store decorations must be removed by permit-tee or responsible party prior to the beginning of reception.

XI. Wedding Reception Rentals, Table & Chairs

Tables and chairs are available for use on the terrace of The Peacock Café. There are enough tables & chairs to accommodate #90 guests. The Peacock Café must rent tables and chairs for increased guest counts (up to 120 guests max). However, the client has the option of renting different tables and chairs of their choice at their expense (for a different look).

XII. Wedding Reception Rentals, Tables & Chairs (continued)

The client will work with The Peacock Café events services to rent all necessary tables, chairs, equipment and needed linen & place settings for the ceremony and reception.

XIII. Cocktail Hour Service Fees

There is an additional *Off Premise* Fee of \$800.00 for cocktail hour service that will be held in locations other than the reception site. Such service requires extra service, set-up/breakdown, and kitchen staff. The Peacock Cafe reserves the right to require the rental of certain materials and equipment needed in order to properly service an event in such locations outside of the reception site at the financial expense of the permit-tee.

XIV. Service Fees, State Sales Tax & Gratuity

All service/support staff is separate from the per guest food cost & food sales tax. The amount and types of service/support staff needed may vary dependent on the specific needs of each individualized reception. The following fee schedule may apply:

- Food Servers.....\$27.50 per hour/per server (\$220.00 per server-based on 8 hr. estimate)**
- Lead Server.....\$29.50 per hour/per server (\$236 per lead server-based on 8 hr. estimate)**
- Event Manager.....\$37.50 per hour (\$300 per mgr.-based on 8 hr. estimate)**
- Chef de Cuisine.....\$30.00 per hour/per chef (*to be determined*)**
- Kitchen Staff.....\$25.00 per hour/per chef (*to be determined*)**
- Security Guard (Private Company)...\$26.00 per hour**
(Minimum of Five Hours required-One guard per #75 Guests)

A manager is always on duty for the entire length of a reception including set-up and tear-down. The amount & length of service/support staff necessary varies depending on total guest count and any special needs of the permit-tee. The Peacock Café requires an **EIGHT HOUR service minimum**, regardless of guest count or start/ending time of the reception. An Arboretum monitor is required to be present at receptions located at the Peacock Café. The monitor must be attained through the Los Angeles Arboretum Foundation.

_____ (initials)

The only forms of payment accepted for catering services is Check, Cash, Money Order or Cashier's Check. Exceptions for credit cards may apply if agreed upon.

_____ (initials)

Client: _____ & _____

Address _____

Phone Number _____ **Cell** _____

Phone Number _____ **Cell** _____

Date of Event: _____ **E-mail** _____

Client - Signature

Date

Client - Signature

Date

Peacock Café, Nicole Olivas or Carlos Manjarrez, Owners

Date