



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

**Rules – Regulations - Guidelines**

**I. Time**  
**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 \$500.00 is required to book a reception at the Peacock Café.**

A **nonrefundable** \$500.00 retainer is required in order to book the services of The Peacock Cafe. The retainer and agreement is separate from the deposit and contract taken out with Los Angeles County or 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 **does not** accept credit cards.

**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:**

One (1) month in advance – 50 percent of payment will be returned with the exception of the nonrefundable deposit.

Less than one (1) month - no refund of deposit, fees, or charges unless we re-book the event.

In case of unforeseen problem by establishment, deposit and any other payments 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 be intrusive to the public experience or the work environment of The 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.**

**VII. Alcohol**

*Guidelines for both receptions at The Peacock Café Terrace and all other locations on the grounds of The L.A. County Arboretum:*

In order to serve alcohol during a reception, the permit-tee is required to use the exclusive alcohol vendor to The Los Angeles County Arboretum, Sunseri's Beverage Service. Arrangements will be made between the Permit-tee and Sunseri's. The permit-tee is responsible for all financial obligations to Sunseri's. Sunseri's and will be responsible for the filing of the alcohol permit with the ABC. Standard service will also include the placement of the physical bar and bartender service. Please contact a company representative at their office to place your booking directly:

***Sunseri's***

Owner: Michael Sereno

P.O. Box 83

Glendora, Ca. 91740

Office: (800) 635-9732

[www.sunseris.com](http://www.sunseris.com)

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 our exclusive rental company, Dolphin Rentals. 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. Any other location requires that a generator be provided by the permit-tee or rented through Dolphin Rentals.

#### **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 Premier Executive Solutions, 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, 2017, Premier Executive Solutions, Inc.'s fees are (\$24.00 per hr./per guard, 5 hr. minimum).

#### **X. Clean-Up Fee**

There is a \$100.00 non-refundable clean-up fee. 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 #100 guests. However, you **do** have the option of renting additional tables and chairs of your choice at your expense. A service fee of \$150.00 will apply when the permit-tee chooses to rent tables & chairs, or when the

permit-tee has an extensive amount of rentals; this fee is for the breaking down and setting-up of our inventory.

**XI. Wedding Reception Rentals, Table & Chairs (continued)**

The Los Angeles Arboretum Foundation exclusively uses the rental services of Dolphin Rents Inc. (Pasadena) and Town & Country (Pasadena). The Los Angeles Arboretum Foundation has chosen to work exclusively with Dolphin Rentals in order to provide quality & professional service to our clients. It is mandatory that the permit-tee use their services exclusively.

**Dolphin Rents, Inc. (626)795-5131**

www.dolphinpartyrentals.com

1901 E. Colorado Bl.

Pasadena, Ca. 91107

Please contact:

**\*Errol Simonitsch**-Service Representative for Arboretum Clients

**Town & Country (626)795-7700**

[www.townandcountryeventrentals.com](http://www.townandcountryeventrentals.com)

523 South Arroyo Parkway

Pasadena, Ca. 91105

Please contact:

**\*Cicely Jinesta**-Service Representative for Arboretum Clients

**XII. Cocktail Hour Service Fees**

There is an additional *Off Premise* Fee of \$250.00 for cocktail hour service that will be held in locations different 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.

**XIII. 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.....\$25.00 per hour/per server (\$200.00 per server-based on 8 hr. estimate, gratuity included)

Lead Server.....\$27.00 per hour/per server (\$216 per lead server-based on 8 hr. estimate, gratuity included)

Event Manager.....\$35.00 per hour (\$280 per mgr.-based on 8 hr. estimate, gratuity included)

Chef de Cuisine.....\$25.00 per hour/per chef (*to be determined*)

Security Guard (Private Company)...\$24.00 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.

\_\_\_\_\_ (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**