

Padua Hills



LIN JIRSA



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Catering and Preferred Vendor Packet

909.624.8628

PADUAWEDDINGS.COM

PADUAHILLSTHEATRE@GMAIL.COM

The Padua Hills Advantage

At the Padua Hills Theatre we provide you services and amenities that no other venue can. Not only is our facility completely unique and beautiful, here is a list of some of the incentives we can offer to you:

-**"One stop shop"** for everything we do not provide to you, we have access to Southern California's most sought after wedding professionals including entertainment, photography, florist, videography, wedding officiates, etc.

-**Single event facility** allowing you and your guests to have one hundred percent exclusivity and our complete undivided attention on your special day.

-**State of the art lighting** (in collaboration with Entertainment Express) spotlighting each and every one of your special moments and making them more memorable.
(Separate Package)

-**Trained wedding professionals** at your disposal to assist you with all of your plans throughout the planning of your event.

-**Day of venue director** will be with you on the day of your event, ensuring that all of your requests are met, and everything goes according to plan.

- **Multiple ceremony setting options**

- **Indoor and outdoor dining options**

-**Gourmet in-house catering** our food is memorable in presentation and quality. We provide you and your guests with outstanding food and generous portions.

- **Customization** of each and every event, including colors, set up, themes, cuisine, etc.

- **Automatic upgrades, including:**

- Mahogany Chiavari chairs

- An expansive selection of **upgraded linens** (pintucks/dupionis/satins) providing each event with an instant flare of elegance.

Menu Pricing

For over thirty years, we have been serving only the finest cuisine in one of the most beautiful locations in Southern California. Our menu is filled with a variety of incredible cuisine. We adhere to the highest culinary standards, creating exceptional dishes featuring the freshest ingredients. Come experience the magic of the Padua Hills Theatre.

Padua Hills Theatre
4467 Padua Ave.
Claremont, CA 91711

(909) 624-8628 Phone
www.paduaweddings.com

Hors D'oeuvres Selections

Cold Hors D'oeuvres

\$9.00 Selections pp

- ~ Assorted Deviled Eggs
- ~ Cucumber slices with Herbed Cream Cheese
- ~ Fresh Vegetable Platter with Fresh Dipping Sauce
 - ~ Endive with Blue Cheese & Bacon
 - ~ Fresh Basil & Tomato Bruschetta
- ~ Cherry Tomatoes and Snow Peas Stuffed with Garlic, Basil & Cream Cheese

\$9.50 Selections pp

- ~ Fresh Fruit Platter
- ~ Puffs Filled with Chicken Salad
- ~ Prosciutto Wrapped Asparagus
- ~ Prosciutto Wrapped Melon with Fresh Apples & Celery
- ~ Roast Pork Loin Gorgonzola

\$10.50 Selections pp

- ~ Assorted Cheese Platter Served with Assorted Gourmet Crackers
- ~ Mini Ceviche Tostadas w/ Shrimp or Fish
- ~ Smoked Salmon Crostini with Capers, Tomatoes & Cream Cheese

\$20.00 Selection pp

- ~ Charcuterie Board

Hot Hors D'oeuvres

\$9.00 Selections pp

- ~ Apple Fritters
- ~ Pate Choux Puffs with Herbed Cream Cheese or Goat Cheese
 - ~ Puff Pastry with Basil and Goat Cheese
- ~ Grilled Cheese Points with Tomato Soup Shooters
- ~ Baked crostini with pesto, sundried tomatoes, and fresh mozzarella cheese
 - ~ Vegetable Tempura w/ tempura dipping sauce
- ~ Deep Fried Spring rolls- Thai Vegetarian, Tex Mex and Avocado Sundried Tomato
 - ~ Spanakopita (Filo Dough) w/ Spinach and Feta Cheese
 - ~ Filo Dough with Ham and Jarlsberg Cheese
 - ~ Filo Triangles with Wild Mushroom Filling

\$9.50 Selections pp

- ~ Grilled Italian Sausage w/ Two Mustards
 - ~ Buffalo Wings
- ~ Cocktail Meatballs (Italian or Sweet & Sour)
- ~ Sliders: Pulled Pork, BBQ Chicken, Burgers
 - ~ Cocktail Empanadas: Beef or Chicken
 - ~ Pulled Pork Mashed Potatoes Shooters
- ~ Rumaki (Date & Almond, Bacon Wrapped)
 - ~ Bacon Wrapped Jalapeno Poppers
- ~ Deep Fried Spring Rolls: Chicken or Shrimp
 - ~ Fried Wontons with Curried Chicken

Hot Hors D'oeuvres Continued

\$10.50 Selections pp

- ~ Beef Satay with Peanut Sauce
- ~ Grilled Skewers: Chicken, Beef
- ~ Jamaican Jerk Chicken Skewers

\$11.00 Selections pp

- ~ Fried Crab Wontons
- ~ Coconut Fried Shrimp with Spicy Orange Marmalade
- ~ Shrimp Tempura with Dripping Sauce
- ~ Wagyu Beef Sliders with Caramelized Onions and Pear Chutney & Gruyere
- ~ Crab Stuffed Mushrooms

\$12.50 Selections pp

- ~ Grilled Baby Rack of Lamb with a Pomegranate Demi Glaze

Pizzas

\$9.00 per person

- ~ Assorted Vegetable Pizzas with Marinara sauce
 - ~ Sundried Tomato, Goat Cheese & Pesto
 - ~ Pepperoni or Sausage with Marinara
 - ~ Four Cheese Pizza with Basil & Tomato
- ~ Grilled Chicken, Corn & Pepper with Chile Oil
 - ~ Build Your Own

Stuffed Mushrooms

- Traditional with Garlic and Parmesan ~ **\$9.00 pp**
- Spinach ~ **\$9.00 pp**
- Spicy Italian Sausage ~ **\$9.00 pp**

Market Price

- ~Hot Curried Oysters
- ~ Oysters Mignonette
- ~ Crab Claws on Ice
- ~ Ceviche Shooters
- ~ Petit Crab Cake with Remoulade
- ~Jumbo Shrimp Cocktail Shooter
- ~Baked Oysters with Pesto and Sundried Tomatoes
- ~ Lobster Medallions in Puff Pastry with Coconut Curry Sause
- ~ Bacon Wrapped Scallops with Chipotle Caramelized Pineapple Glaze
- ~ House Smoked Salmon with Cornichon Mayonnaise (Salmon Chunks w/ House Relish)

All Prices Are Subject To Change Without Notice

All Seafood is at current Market price.

Buffets

A 100-person minimum is required for each of the following buffet menus. All full-service catered events are subject to an administrative fee of 22%. When choosing more than one entrée client will be charged for the higher cost entrée selection.

Poultry

Marinated and Grilled Chicken Breast	\$69.50
Stuffed Chicken Breast	\$71.50
Pecan or Macadamia Nut Breaded Chicken	\$71.50
Roasted Breast of Turkey	\$69.00

Beef

Barbecued Beef Ribs	\$71.00
Smoked Tri Tip	\$73.00
Roast Leg of Lamb	\$73.50
Roasted Rib Eye	\$79.00
New York Strip	\$79.00
Skirt Steak	\$78.00
Roasted Filet	\$83.00
Braised Short Ribs	\$79.00

NOTE: (Meat prices are not guaranteed and are subject to change due to a fluctuation in the market)

Pork

Barbecued Baby Back Ribs	\$72.50
Honey Baked Ham	\$71.00
Marinated Roasted Pork Loin	\$72.50

Fresh Seafood

Red Snapper	Market
Halibut	Market
Salmon	Market
Swordfish	Market
Sea Scallops	Market
Shrimp	Market

Pasta

Assorted Pasta Buffet	\$64.50
Lasagna (Vegetarian or Italian Sausage)	\$64.50

To accompany your main entrée, please choose from the categories below.

Side Dishes

Potato or Rice and Vegetables Choose Two

Cajun Fried Spicy Red Potatoes
Sliced Potatoes with Parmesan & Garlic Cream
Potato Sauté with Mushrooms & Onions
Red Potatoes with Lemon Dill Butter
Roasted Red Potatoes with Fresh Herbs
Potatoes Gratinée
Twice Baked Potatoes
Mashed Potato
Regular or mashed Sweet Potatoes
Baked Yams with Maple Butter
Baked Potatoes with Assorted Toppings
Rice Pilaf
Wild Rice Pilaf with Toasted Pecans
Corn Bread Stuffing with Apples and Pecans
Fresh Cut Green Beans with Brown Butter, Almonds
Assorted Sautéed Vegetables
Sautéed or Grilled Asparagus
Five Cheese Mac and Cheese – *Additional \$3.00 per person*
Mediterranean Pasta – *Additional \$3.00 per person*

Salads Choose Two

Fresh Mixed Greens
Classic Caesar Salad with Grated Parmesan Cheese
Spinach Red Cabbage & Walnut
Fresh Wilted Spinach Salad with Warm Pancetta Dressing
Caprese Salad
Asparagus or Fresh Cut Green Beans with Garlic Vinaigrette
Marinated Mushrooms
Carrots in Dill Vinaigrette
Marinated Tomato & Avocado
Rottelo Pasta with Shallots, Basil and Tomato
Marinated Tortellini Salad
Red Potato Salad with Bacon and Dill Vinaigrette
Antipasto Platter
Grilled Vegetable Platter
Middle Eastern Fattoush Salad

**We have designed our menu choices to include ample portions and a variety of food.
All buffets include a seasonal fresh fruit platter, assorted whole breads, rolls and butter.**

Theme Buffets

Kansas City Barbecue

\$73.50

Barbecued Chicken
Barbecued Beef or Pork Ribs
Country Style Baked Beans
Marinated Cabbage Salad
Red Potato Salad with Bacon and Dill Vinaigrette
Fresh Fruit Platter

Asian Buffet

\$73.50

Spring Rolls
Crab Wontons with Hot Mustards
Stir Fried Vegetables
Steamed White Rice or Fried Rice
Teriyaki Beef Skewers with Peanut Sauce
Kung Pao Chicken
Mixed Greens with Mandarin Oranges, Cucumbers and Orange Honey Sesame Dressing
Fresh Fruit Platter

Mexican Buffets

\$73.50

Chips and Salsa, and Guacamole
Cocktail Empanadas (Beef or Chicken)

Choice of:

Soft Taco Bar (choice of 2) Chicken, Shredded Beef or Carnitas

Or

Grilled Chicken with Cuminos, Jalapenos, Tomato & Garlic

Mexican Rice

Refried Beans

Mixed Green Salad

Fresh Fruit Platter

Fresh Flour Tortillas

Additional Entrees:	Chile Rellenos	+ 8.50 per person
	Enchiladas	+8.50 per person
	Tamales	+8.50 per person

Buffets Continued

Italian Buffet

\$71.50

Prosciutto Wrapped Asparagus

Antipasto Platter

Fresh Assorted Pasta with Marinara, Pesto & Clam Sauce

Italian Chicken

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)

California Grill

\$79.00

Baked Potatoes with Cheese Sauce, Sour Cream, Bacon and Chives

Barbecued Black Beans with Cilantro & Jalapenos

Fresh Corn on the Cob

Mixed Green Salad with Roquefort Dressing

Fresh Fettuccini Salad with Artichoke Hearts, Asparagus,

Sun Dried Tomatoes and Basil Marinated in

Balsamic Dressing

Fresh Fruit Platter

Assorted Whole Breads & Butter

Entrees: Choose two

Grilled Rib Eye with Fresh Pepper Relish

Smoked or Grilled Salmon with Fresh Cornichon Mayonnaise (Market Price)

Grilled Baby Back Ribs

Grilled Chicken

Buffets Continued

Caribbean Buffet

\$79.00

Sweet Red Peppers & cabbage salad with Bell Peppers, tomatoes with vinaigrette
Fresh Tropical Fruit Platter
Steamed Corn on the Cob with Coconut Milk
Rice & Peas
Scalloped Sweet Potatoes and Onions
Fried Plantains
Assorted Whole Breads & Butter

Entrees: Choose Two

Grilled New York Marinated in Mango & Pineapple Juice
Pork Tenderloin
Jerk Chicken
Curried Shrimp

Southern Cuisine

\$78.00

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

Buffet Brunch Menu

\$69.50

Honey Baked Ham
Bacon
Scrambled Eggs (w/ Cream Cheese, Scallions & Cheddar Cheese) OR Three Assorted Quiche of Choice
Sautéed Red Potatoes with Lemon, Onion & Dill
Cinnamon Baked Apples
Fresh Fruit Platter
Marinated Tortellini Salad
Assorted Muffins, Danish & Rolls

Sit Down Menus

Our full-service menus include warm bread/butter. Sit down dinners must include two courses. When choosing a two-entrée selection you will be charged for the higher priced item of the two across the board.

Sit Down Menu Salad

\$11.00 - \$13.00 per person

Classic Caesar Salad with Grated Parmesan Cheese	\$11.00
Spinach Radicchio & Walnut Salad with Basil Balsamic Vinaigrette	\$11.00
Fresh Mixed Green Salad with Tomatoes, Cucumbers and your Choice of Dressing	\$11.00
Honey Baked Pear Salad with Fresh Mixed Feta, Candied Walnuts and Fresh Pear Vinaigrette	\$11.00
Fresh Pear Salad with Watercress & Endive Pear Vinaigrette	\$11.00
Fresh Mixed Greens with Cranberries, Candied Nuts, Feta Cheese with Balsamic Vinaigrette	\$11.00
Warm Brie Salad	\$13.00
Baked Breaded Goat Cheese Salad	\$13.00
Caprese Salad with Fresh Basil & Balsamic Vinaigrette	\$13.00

Sit Down Menu Soups

\$11.00 per person

French Onion with Roquefort & Onion
Minestrone
Clam Chowder
Cream of Tomato
Cream of Broccoli and Cheese

Poultry

\$62.00 Chicken Breast En Croute

\$62.00 Stuffed Chicken Breast with Spinach and Feta Cheese

\$62.00 Mediterranean Stuffed Chicken

\$59.00 Marinated and Grilled Chicken Breast

\$59.50 Cornish Game Hens

\$64.50 Roasted Duck

With choice of Sauce

Beef, Pork & Lamb

\$65.00 Tri Tip

\$87.00 Bone in Rib Eye

\$77.00 Rib Eye

\$74.00 Grilled New York

\$79.00 Filet

\$75.00 Rack of Grilled Lamb

\$64.00 Marinated Pork Loin

Steaks will be prepared Marinated & Grilled with choice of Sauce

Pasta

\$57.00 Lasagna

\$57.00 Grilled Vegetable Cheese or Meat

\$58.00 Beef Stroganoff

\$57.00 Fettuccini Alfredo

\$57.00 Penne Mediterranean Pasta

\$57.00 Spaghetti & Marinara

\$57.00 Fettuccini Basil Pesto

Market Price

Seafood

Salmon – Sautéed, Grilled, Encrusted

Mahi-Mahi – Sautéed, Grilled, Encrusted

Swordfish – Sautéed, Grilled

Northern Halibut – Sautéed, Grilled

Seared Hawaiian Ahi

Chilean Sea Bass

Grilled Shrimp Brochettes

Sautéed Sea Scallops

Seafood Gumbo

Main Entrees served with rice or potatoes, seasonal sautéed vegetables, and fresh rolls with butter.

Sauces

Please choose one sauce to accompany each main entrée:

Poultry

Honey Vinegar Sauce
Fresh Tarragon Buerre Blanc
Ginger Lemon and Soy Sauce
Fresh Mustard Sauce
Lillet and Shallots
Armagnac and Raspberry
Buerre Blanc & Onions, Mushrooms and Lemon
Butter, Lemon, and Garlic

Beef

Port and Shallots
Red Wine and Green Pepper Corn
Roasted Garlic Sauce
Red Onion, Cilantro and Jalapeno
Fresh Rosemary
Fresh Thyme
Cabernet & Pine Nuts
Port and Onion Marmalade
Brandy Black Pepper Corn
Compound Butter

Seafood

Red Onion, Garlic, Tomato Butter
Garlic, Tomato and Basil Butter
Basil Butter
Saffron and Lime
Basil, Tomato and Garlic
Champagne Burre Blanc
Lemon and Caper
Almandine
Red Onion, Cilantro and Lime
Dill Butter
Miso Marinade

All prices subject to change without prior notice

Bar Services

BAR PACKAGES

Host Bar

<u>Duration</u>	<u>Beer, Wine & Soda</u>	<u>Deluxe Brands</u>	<u>Superior Brands</u>
<u>One Hour</u>	\$24.00pp	\$29.00pp	\$33.00 pp
<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

DELUXE LIQUOR

(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 Liquor

(Brands may vary)

Grey Goose, Meyer's Rum, Patron Silver Tequila, Johnnie Walker Black, Glen Livet Scotch, Maker's Mark, Disaronno, Hennessy, Tanqueray Gin, Grand Marnier, Baileys

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

All prices subject to applicable sales tax

Beer, Wine & Sodas

Beers: Coors Light, Heineken, Heineken 0.0, Corona, Modelo, Pacifico, Karl Strauss Red Trolley, 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: Cerretto Moscato, Sea Glass Pinot Grigio, Conundrum White Blend, St. Francis Chardonnay - Red Wines: Angeline Pinot Noir, Antigal 'Uno' Malbec, Hess 'Select' Cabernet Sauvignon, Austin Hope 'Troublemaker' Red Blend - Sodas: Red Bull, Coke, Diet Coke, Sprite, Cactus Cooler, Juices

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

Glass Barware is available for \$3.00 per person

Cash Bar

Client Must Guarantee a minimum of \$3,500.00 in bar sales in order to have a cash bar set-up. The set-up fee includes a fully stocked bar and bartender(s) for your event.

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

All prices subject to applicable sales tax

Champagne & Sparkling Cider Toast: (Prices May Vary on Special Ordered Champagne)

House \$3.00pp + tax (includes glass flute and serving of champagne)
Almond \$4.00pp + tax (includes glass flute and serving of champagne)
Hot Chocolate Station \$5.00pp or Lemonade Stand \$5.00pp

Coffee

\$2.00pp (includes table setup, cups, coffee creamer and sugar)

Wine by the bottle - \$28.00

Bottles may be placed on dining tables if purchased in advance. (Fee includes wine glasses at tables)

Venue suggests 2 bottles per table

Additional Add Ons

Charger Plates: Silver Solid or Gold Solid \$1.00pp

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 & POLICIES AND PROCEDURES

For over thirty years, we have been serving only the finest cuisine in one of the most beautiful locations in Southern California. Our menu is filled with over fifteen pages of incredible cuisine. We adhere to the highest culinary standards, creating exceptional dishes featuring the freshest ingredients. Come experience the magic of the Padua Hills Theatre.

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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

Padua Hills requires a security guard for all events. 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.

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 like many locations. 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 9 a.m. - 12 p.m. timeframe.

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, two 48” round tables with 6 chairs each, four high-top cocktail tables, and a cake table.

All Amplified music must be held indoors.

Additional Time

Additional time may be purchased for your event at a rate of \$1,500.00 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:

1. 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.
2. 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.
3. 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.

PADUA HILLS THEATRE
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.

Padua Hills Theatre

Rental Rules and 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 Catering. **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.

A 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.

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.

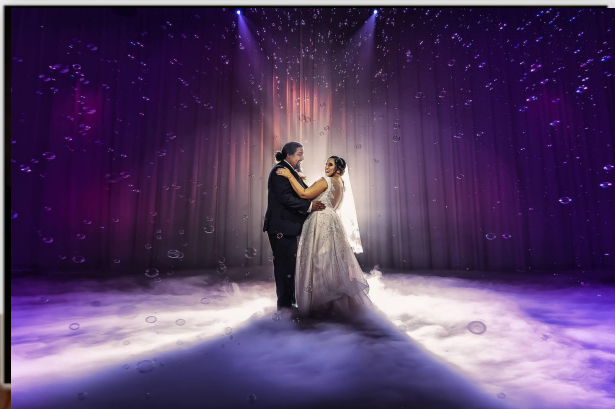
Two days prior to your event:

Your remaining balance is due in the form of a **CASHIERS CHECK ONLY** made payable to Chantrelles Catering. **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. Please make arrangements ahead of time if you need to return to pick things up. 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.** Most locations include a gratuity on their bill. We believe this is up to the client and should be based on the quality of service. Our staff greatly appreciates any gestures of thanks.



4467 Padua Ave., Claremont, CA 91711
909.624.8628 PADUAWEDDINGS.COM
PADUAHILLSTHEATRE@GMAIL.COM