



*The Inn at Rancho Santa Fe*

*2010*

*Banquet Menus*



**CUSTOMIZED BREAKFAST MENU**  
**This menu is for groups of 12 people or less.**  
We will receive the food choices night before event

Each person will have the choice of:

**Eggs Benedict**

Two Poached Eggs over Smoked Canadian Bacon, English Muffin and Hollandaise Sauce

\$2.00 extra

~Or~

**Garden Omelet**

Fresh seasonal Vegetable \* served with Toasts

~Or~

**Buttermilk Pancakes**

Served with Maple Syrup and Butter

~Or~

**Scrambled Eggs**

Served with Hash brown Potatoes, Toast and Applewood Smoked Bacon

~Or~

**Hot Irish Oatmeal Steamed Milk**

**\$17.00++ per person**

**Your choice of Coffee or Tea included with Price**

Prices subject to change without notice until catering arrangement are final.  
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**~BREAKFAST BUFFETS~**  
**Minimum 15 People on all Buffets**

**The Coast Continental**

Selection of Chilled Juices  
Array of Sliced Fresh Fruits  
Assorted Fruit and Plain Yogurt with Homemade Granola  
Assortment of Sliced Breads, Muffins, Butter, and Preserves  
Coffee, Decaffeinated Coffee, Tea and Milk  
**\$21.00**

**Sunrise**

Selection of Chilled Juices  
Sliced Seasonal Fruits  
Fluffy Scrambled Eggs  
To Included Diced Tomatoes, Grated Cheese and Roasted Salsa  
Choice of Two Meats: Bacon, Sausage, Ham, Canadian Style Bacon  
Hash Browns Potatoes  
Assortment of Sliced Breads and Breakfast Toasts, Muffins, Butter and Preserves  
Coffee, Decaffeinated Coffee, Tea, and Milk  
**\$27.00**

**European**

Selection of Chilled Juices  
Sliced Seasonal Fruits  
Smoked Salmon  
Eggs Florentine  
Charcuterie- Ham, Salami, Prosciutto  
Chef's Selection of Cheeses  
Assortment of Sliced Breads and Breakfast Toasts, Muffins, Butter and Preserves  
Coffee, Decaffeinated Coffee, Tea, and Milk  
**\$30.00**

**~Additional Items to add to your Buffet~**

\*Omelet, Frittatas, or Scramble Eggs Station

**\$6.00 pp**

\* Pancakes Station

**\$5.00 pp**

Smoked Salmon Platter

**\$5.00 pp**

Eggs Benedict

**\$5.00 pp**

Breakfast Burrito

**\$3.50 pp**

Bagel and Cream Cheese

**\$3.00 pp**

Homemade Oatmeal

**\$3.50pp**

**\*(1) Chef Attendant required for Station at fee of \$75.00**

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## 2 Course Meals – Salad and Dessert

*\*Prices of Items below come with Dessert and Bread*

### Hawaiian Salad

Hawaiian Chicken Salad with Fresh Pineapple, Almonds, Celery, Honey, and Light Mayonnaise in a Half Papaya

**\$28.00**

### Oriental Chicken Salad

Napa Cabbage, Glass Noodles, Asian vegetable, Crispy Wonton and Peanut Honey Vinaigrette

**\$29.00**

### The Inn's Nicoise

Ahi Tuna Salad, Potatoes, Eggs, Grilled French Beans, Eggplant, Red Onions, Squash and Balsamic Glaze.

**\$30.00**

### Smoked Salmon Salad

Watercress, Shaved Fennel, Capers and Dill Cucumber Cream

**\$29.00**

## LUNCH DESSERTS

### Trilogy-

White Chocolate and Dark Chocolate Mousse Cake with Dark Cocoa Biscuit

### Cheesecake

Cheesecake

### Dulce de Leche

Chocolate and pecan brownie with a honey ganache and dulce de leche caramel mousse

### Lemon Meringue -

Butter Shortbread Cookie Crust Filled with Lemon Curd and Italian Meringue

### Warm Chocolate Flourless Cake -

Intense dark chocolate flourless cake, with chocolate ganache

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### 3 COURSE MEAL- SOUP OR SALAD, ENTRÉE AND DESSERT

*Price of Lunch includes, Soup or Salad, Assorted Bread and Dessert*

#### -Soups-

Carrot Ginger, Brie and Wild Mushroom, Creamy Clam Chowder, Minestrone, Tortilla Soup, Asparagus Soup or Roasted Red Tomato

"Or"

#### -Salads-

**The Inn's Royce** Mixed Greens Tossed in The Inn's Dressing, Topped with Avocado Slices, Crumbled Bacon, and Parmesan Cheese Add- Chicken or Salmon at **\$6.00 pp**

**Traditional Caesar** Romaine Lettuce, Homemade Croutons and Fresh Caesar Dressing Served with Reggiano Parmesan Cheese

**Summer Salad** Tiny Greens, Macadamia Nuts, Strawberries, Mango, Papaya, Dried Cranberries, and Coconut Dressing

**Oriental Salad** Napa Cabbage, Glass Noodles, Asian vegetable, Crispy Wonton and Peanut Honey Vinaigrette

**Beet Root Salad** Julienne Beet Root with Goat Cheese, Lemon Olive Oil Vinaigrette

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#### ENTREE

**BLT Sandwich** Bacon, Lettuce, Tomatoes, and Avocado Sandwich **\$30.00**

**Kung Pao Chicken** With Onions, Garlic, Bell Peppers, Cashew Nuts, Dried Chillies, Oyster Sauce and Steamed Jasmine Rice **\$32.00**

**Oven Roasted Alaskan King Salmon** Beet Root Risotto, Spinach, Port Wine Glaze **\$33.00**

**Grilled Prime 6oz. New York Sirloin Steak** Blue Cheese, Croquette Potatoes, Baby Cauliflower, Black Peppercorn Sauce **\$35.00**

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#### LUNCH DESSERTS

**Trilogy**-White Chocolate and Dark Chocolate Mousse Cake with Dark Cocoa Biscuit

**Bailey's Cheesecake** Cheesecake with Bailey's sauce

**Dulce de Leche** Chocolate and pecan brownie with a honey ganache and dulce de leche caramel mousse

**Lemon Meringue** -Butter Shortbread Cookie Crust Filled with Lemon Curd and Italian Meringue

**Warm Chocolate Flourless Cake** - Intense dark chocolate flourless cake, with chocolate ganache

\* For Choice of Entrée- price will be the higher of the two

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## CUSTOMIZED LUNCHEON MENU

This menu is for groups of 12 people or less.

We will place the menu cards in the room at the start of your meeting. Each attendee selects what they want, marks it on a card and our staff will pick it up around 10:00 AM. Your lunch order will then be brought to you at your scheduled lunch time.

Each person will have the choice of:

### **The Inn's Beef or Turkey Burger or Veggie Burger**

With Grilled Onions, White Cheddar and Smoked Bacon, French Fries

Medium\_\_\_\_\_ Medium Well\_\_\_\_\_ Rare\_\_\_\_\_

-OR-

### **The Inn's Royce Salad**

Mixed Greens tossed in Ranch Dressing topped with Avocado Slices, Crumbled Bacon, and Parmesan Cheese  
Add Chicken- \$3.00

-OR-

### **Strawberry Salad**

With Mesclun Mix, Feta Cheese, Roasted Pistachios, Strawberry Vinaigrette  
Add Chicken- \$3.00

-OR-

### **Tuna Salad Sandwich**

with Alfalfa sprouts and Tomato  
choice of – Multi Grain or White Bread

-OR-

### **Grilled Salmon Salad**

Romaine lettuce, fennel in fresh citrus fruits

-OR-

### **Kao Pao Chicken or Tofu**

With Onions, Garlic Bell Peppers, Cashew Nuts, Dried Chillies, Oyster Sauce and Steamed Jasmine Rice

**\$22.00 per person**

**Lunch Includes Ice Tea**

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## LUNCHEON BUFFET

Minimum of 15 People

### Asian Buffet

Kao Pao Chicken with Onions, Garlic Bell Peppers, Cashew Nuts, Dried Chilies, Oyster Sauce and Steamed Jasmine Rice  
Panang Beef Curry, Onions, Basil, and Fresh Beans  
Thai Mango Salad  
Green Curry Tofu with Thai Basil  
Vegetable Spring Rolls  
Fruit Tart Cake  
Coffee, Tea, Decaffeinated Coffee  
**\$38.00**

### Garden Deli Buffet

Soup de Jour  
The Inn's Royce Salad  
Platter of Domestic and Artesian Cheeses  
Platter of Assorted Deli Meats  
Greek Salad with Kalamata Olives, Feta Cheese, Red Onions, and Tomatoes  
Variety of Fresh Breads  
Appropriate Condiments  
Fruit Tart Cake  
Coffee, Tea, Decaffeinated Coffee  
**\$32.00**

### Executive Deli Buffet

Grilled Vegetable Platter with Aged Balsamic  
Sliced Heirloom Tomatoes and Baby Mozzarella with Fresh Basil  
Julienne Calamari Salad Tossed with Celery Root, Apple and Vanilla Pineapple Dressing on Red Pepper Sauce  
Grilled Rosemary Chicken Au Jus  
Panang Beef Curry, Onions, Basil, and Fresh Beans  
Jasmine Rice  
Lemon Meringue Tart  
Coffee, Tea, Decaffeinated Coffee  
**\$38.00**

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### **Mexican Buffet**

#### **Includes:**

Santa Fe Salad  
Rice and Beans  
Flour and Corn Tortilla  
Guacamole, Salsa and Sour Cream

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#### **Choice of 2 Hot Items**

Chicken Mole  
Enchilada Casserole: Beef or Chicken  
\*\* Fajitas Barbecue: Beef, Chicken, or Shrimp

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Cheesecake  
Coffee, Tea, Decaffeinated Coffee

**\$36.00**

Fajitas Barbecue add \*\* Chef Fee \$100.00

### **BARBECUE**

Additional \$100.00 Chef Fee for Buffet

#### **The Inn's Barbecue**

Soup of the Day  
Caesar Salad with Croutons and Reggiano Parmesan  
Radicchio , Arugula, Balsamic Dressing and Shaved Parmesan  
Charbroiled New York Steak  
Choice of: Rosemary Grilled Breast of Chicken or Fish of the day  
Broiled Tomatoes with Garlic and bread crumbs  
Baby Cauliflower au gratin  
Baked Potato  
Served with Butter, Sour Cream and Chives  
Hot Garlic Bread  
Ice Cream Station- Chocolate and Vanilla  
Coffee, Tea, Decaffeinated Coffee

**Luncheon Portion \$ 49.00      Dinner Portion \$59.00**

#### **~ADDITIONS TO BARBECUE~**

Hamburgers  
**\$5.00 pp**  
Hot Dogs (Turkey or Beef)  
**\$3.00 pp**  
Turkey Burgers  
**\$5.00pp**

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## **BREAKS**

**Minimum of 10 people**

### **Sweet Break**

Freshly Baked Homemade Cookies  
Fudge Brownies  
Fresh Baked Biscotti  
Coffee, Tea, Decaffeinated Coffee  
**\$15.00 per person**

### **On the lighter side**

Sliced Fresh Fruits  
Yogurt  
Finger Sandwiches -Choice of 3:  
Egg salad sandwich, tuna salad sandwich, smoked salmon sandwich, Turkey sandwich,  
Crab Louie sandwich or Cheese sandwich  
Coffee, Tea, Decaffeinated Coffee  
**18.00 per person**

### **Sweet and Salty**

Mixed Nuts  
Candy Bars  
Freshly Popped Popcorn  
Popcorn Machine Included  
Coffee, Tea, Decaffeinated Coffee  
**\$14.00 per person**

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### 3 Course Dinners

Price of Dinner includes choice of Starter, Soup or Salad, Bread and Dessert

#### -Starters and Appetizers-

Fresh Crabmeat and Avocado with Capers, Red Onion, Capsicum Aioli Dressing

#### Chilled Shrimp and Crab Claw Cocktail

Garnished with Lemon, Cocktail Sauce and Mustard Caper Remoulade

#### Lobster and Avocado Bomb,

Max of 20 people

Crispy Wonton and Orange Chili Dressing

Additional \$4.00 per person

"OR"

#### -Soups-

French Onion with Gruyere Cheese Crouton

Carrot Ginger

Brie and Wild Mushroom

Creamy Clam Chowder

Minestrone

Tortilla Soup

Asparagus Soup

Roasted Red Tomato

"Or"

#### -Salads-

#### The Inn's Royce

Mixed Greens Tossed in The Inn's Dressing, Topped with Avocado Slices, Crumbled Bacon, and Parmesan Cheese

Add- Chicken or Salmon at \$6.00 pp

#### Traditional Caesar

Romaine Lettuce, Homemade Croutons, and Fresh Caesar Dressing

Served with Reggiano Parmesan Cheese and Anchovy

#### Summer Salad

Tiny Greens, Macadamia Nuts, Strawberries, Mango, Papaya, Dried Cranberries, and Coconut Dressing

#### Oriental Salad

Napa Cabbage, Glass Noodles, Asian vegetable, Crispy Wonton and Peanut Honey Vinaigrette

#### Beet Root Salad

Julienne Beet Root with Goat Cheese, Lemon Olive Oil Vinaigrette

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## DINNER ENTREES

### Double Roasted Chicken Breast

Filed with Goat Cheese, Thyme, Mashed Potatoes, Roasted Shallots, Tomato Confit in a Mushroom Sauce

**\$51.00**

### Oven Roasted Alaskan King Salmon Roses

Beet Root Risotto, Spinach, Port Wine Glaze

**\$52.00**

### Roasted Chilean Sea Bass

Heirloom Tomato Herb Salad and Lemon Beurre Blanc Sauce

**\$55.00**

### Grilled Prime New York Sirloin Steak

Blue Cheese, Croquette Potatoes, Baby Cauliflower, Black Peppercorn Sauce

**\$56.00**

### Filet Mignon Beef Medallions

Mashed Potatoes, Fresh Green Peas, Morel Mushroom, Red Wine Sauce

**\$55.00**

### Northern Halibut Filet

Green Vegetable Compote, Fingerling Potato, Citrus Sauce

**\$54.00**

### Oven Roasted Colorado Rack of Lamb

Polenta, Ratatouille Cake, Red Wine Rosemary Sauce

**\$60.00**

## ~Combination Dinner Plates~

5oz Filet Mignon and Prawns

Served with mashed potatoes, Broiled Tomatoes with Black and White sauce

**\$75.00**

4 oz Filet Mignon served with light pepper sauce and 4oz Sea Bass served with Citrus sauce with Baby Vegetables and Potato Au gratin

**\$80.00**

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\* Vegetarian Options are also available on request

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### **From The Grill Platted VIP**

All Items comes with Fried Onions, choice of soup or salad and dessert

Max of 25 people no exception

Choice of 1:

18oz Bone -in Rib Eye

**\$65.00**

12oz Bone-in Filet Mignon

**\$68.00**

8oz Filet Mignon

**60.00**

12oz Veal T-Bone

**\$70.00**

New Zealand Rack of Lamb

**\$68.00**

Chef's Daily Accompaniments & Broiled Tomatoes, Bread Crumbs, and Parmesan Cheese

Choice Of: Crushed Mashed Potatoes, Roasted, Potatoes or Gratin dauphnoise

Served with Béarnaise Sauce or Red Wine Reduction or Red Current Sauce

### **DINNER DESSERTS**

#### **Trilogy-**

White Chocolate and Dark Chocolate Mousse Cake with Dark Cocoa Biscuit

#### **Cheesecake**

Cheesecake

#### **Dulce de Leche**

Chocolate and pecan brownie with a honey ganache and dulce de leche caramel mousse

#### **Lemon Meringue -**

Butter Shortbread Cookie Crust Filled with Lemon Curd and Italian Meringue

#### **Warm Chocolate Flourless Cake -**

Intense dark chocolate flourless cake, with chocolate ganache

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## DINNER BUFFETS

25 Guests Minimum

### **InnFusion Buffet**

Belgium Endive with bleu cheese, walnuts, and raspberry vinaigrette  
Caesar Salad  
Horseradish Crusted Beef Medallion  
Oven Roasted Breast of Chicken with Goat Cheese & Thyme  
Black pepper crusted Salmon with Merlot Butter Sauce  
Yellow baby squash  
Green Peas  
Black Forest Cake  
Coffee, Tea and Decaffeinated Coffee  
**\$60.00**

### **The International Buffet**

Soup of the day  
Radicchio , Arugula, Balsamic Dressing and Shaved Parmesan Chinese Chicken Salad  
Tendori Shrimp  
Panang Beef Curry  
Kao Pao Chicken  
Rosemary Crusted Lamb Chops  
Sea Bass with Beurre Blanc Sauce  
Shrimp a " La Diabla"  
Steamed Herb Potatoes  
Steamed Rice  
Vegetable Melody  
Sun Dried Tomatoes  
Trilogy  
**\$75.00**

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## RECEPTION ITEMS

~Tray Passed Hors d' Oeuvres~  
Minimum 25 pieces per order

### Cold

Smoked Salmon Canape	\$3.50pp
Chinese Chicken Salad on cucumber	\$3.50pp
Hawaiian chicken salad on a crostini	\$3.50pp
Black Olive, Artichoke and White Bean Bruschetta	\$3.00 pp
Herbed Goat Cheese with Sun Dried Tomatoes and Garlic Chips	\$2.50 pp
Salmon Tartare with Lemon Crostini	\$3.00 pp
Spicy Ahi Tuna on Pink Peppercorn Lavosh	\$3.50 pp
Tomato, Basil, Pinenuts and Roasted Garlic on Parmesan Crostini	\$2.50 pp
Herb and Sundried Tomato Goat Cheese on a Brioche Crouton	\$3.00pp
Crab Claw cocktail with traditional sauce and lemons	\$4.00pp
Shrimp Cocktail with Cocktail sauce and lemons	\$3.50pp
Soup shooters- any choice	\$3.00pp

### Hot

Brie and Papaya Quesadilla	\$3.50pp
Coconut Breaded Tiger Prawns with Mango Dipping Coulis	\$4.00pp
Marbled Potato, Filled with crème fraiche caviar	\$3.50pp
Vegetable Spring Rolls	\$2.50 pp
Roasted Lamb Chops with Tarragon Mint Crust	\$4.50 pp
Sea Scallops Wrapped with Bacon and Sweet Chili Sauce	\$3.50 pp
Thai Spiced Shrimp	\$3.50 pp
Beef Satay with Wild Mushroom and Balsamic Glaze	\$3.00 pp
Mini Jumbo Lump Crab Cakes with Lemon Herb Aioli	\$3.50 pp
Spanakopita	\$2.75 pp
Ginger and Soy Marinated Chicken Satay with Thai Peanut Sauce	\$2.75 pp
Spinach, Wild Mushroom and Gruyere Quiche	\$2.75 pp
Mini Silders: Kobe Beef and White Cheddar	\$4.00pp
Shrimp Tempura with Lime Chili Sauce	\$3.50pp

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## RECEPTION SPECIALTIES

**Domestic & International Cheeses and Dried Fruits**  
Served with Assorted Crackers and French bread  
**\$12.00 per person**

**Assorted Vegetable Crudités**  
With Roasted Red Bell Pepper Dip  
**\$6.00 per person**

**Grilled Vegetable Platter**  
With Balsamic Syrup and Extra Virgin Olive Oil  
**\$6.00 per person**

**Charcuterie Station**  
Chef's Choice  
**\$9.00 per person**

**Seafood Martini Station**  
Rock Shrimp, Bay Scallops, Jumbo Lump Crab and Calamari  
With Cocktail Sauce, Pineapple and Mango Curry Sauce, Mustard Caper Remoulade, Lemon Dressing  
Fresh Citrus, Cilantro  
**\$18.00 per person+**  
**\$75.00 Per Attendant Fee (1 attendant per 50 people)**

**Carving Station**  
**Prime Rib –**  
Max of 50 people  
With Au Jus and Horseradish Cream with assorted breads  
**\$20.00 per person**

**Beef Wellington**  
**\$20.00 per person**

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### High Tea

- Norwegian Smoked Salmon with Cream Cheese and Watercress - 2pp
- Hickory Smoked Turkey with Swiss cheese - 2pp
- Victorian Cucumber with Dill Dressing - 2pp
- Fresh Fruit Tarts- 1pp
- Chocolate minis - 2pp
- Fresh Mini Scones Served with Homemade Marmalade and Lemon Curd- 1pp
- Assorted Tea Cakes- 2pp
- Variety of Herbal Teas with Accompaniments
- \$29.00 per person**

pp= per person

### REFRESHMENT

Biscotti's	\$30.00 per dozen
Freshly Baked Cookies	\$24.00 per dozen
Fudge Brownies	\$23.00 per dozen
Assorted Granola Bars	\$3.50 each
Fresh Fruit Skewers	\$2.50 each
Assorted Whole Fruit	\$3.50 each
Sliced Fresh Fruit	\$6.00 per person
Fresh Fruit Smoothies	\$4.50 each
Assorted Finger Sandwiches	\$45.00 per dozen
Guacamole, Salsa and Chips	\$5.50 per person
The Inn's Potato Chips	\$6.00 per basket
Popcorn	\$4.00 per bag
Popcorn Machine	\$150.00
M&M'S	\$3.50 per bag
Mixed Nuts	\$4.50 per person
Assorted Danish Pastries	\$4.50 each
Assorted Mini Muffins	\$22.00 per dozen
Assorted Croissants	\$3.50 each
Freshly Brewed Coffee	\$65.00 per gallon
Tea (Including Herbal)	\$3.50 each
Carafes of Chilled Milk	\$15.00 per quart
Fruit and Vegetable Juices	\$20.00 per quart
Hot Chocolate	\$4.50 each
Iced Tea	\$15.00 per quart

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## Beverages

\$100.00 Bartender Fee for Hosted Bar will be waived if sales exceed \$500.00  
Cash Bars will be charged \$100.00 per Bartender

Hosted Bar		Cash Bar	
Super Premium Brands	\$9.00 & up	Super Premium Brands	\$10.00
Premium Brands	\$8.00	Premium Brands	\$9.00
House Wine	\$7.00	House Wine	\$8.00
Imported Beer	\$6.00	Imported Beer	\$6.00
Domestic Beer	\$5.50	Domestic Beer	\$5.50
Bottle Water	\$3.50	Bottled Water	\$4.00
Soft Drinks	\$3.00	Soft Drinks	\$3.50
Cordials	\$9.00 & up	Cordials	\$9.00 & up

Service charge and tax will be added to Hosted Bar prices

### Premium Brands include:

Absolute Vodka, Ketel One Vodka, Stoluchnya Vodka  
Bombay Gin, Tanqueray Gin  
Myers Dark Rum, Captain Morgan Spiced Rum, Malibu Rum  
Cuervo 1800  
Chivas Scotch  
Jack Daniels

### Super Premium Brands include:

Belvedere Vodka, Grey Goose Vodka, Chopin Vodka  
Bombay Sapphire Gin  
Mount Gay Rum  
Patron Silver and Gold Tequila  
Johnny Walker Red and Black  
Crown Royal

### ~Hospitality Suites~

**Setup Fee \$150.00**

**Premium Brands**  
**\$84.00 per bottle**

**House Brands**  
**\$64.00 per bottle**

**Cordials**  
**Price Upon Request**

### Bartender Charge for Hospitality Suites

The cost of each Bartender is \$100.00 for the first two (2) hours and the  
Additional cost is \$100.00 per hour thereafter

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## GENERAL INFORMATION FROM THE CONFERENCE SERVICE DEPARTMENT

### FOOD & BEVERAGE

To ensure safety and comply with state and local health regulations, all food and beverage must be consumed on premises and purchased solely through The Inn at Rancho Santa Fe.

### PRICING, SERVICE CHARGE & STATE TAX

A 21% service charge is added to all food, beverage, audio-visual charges, and site fee. California state sales tax is calculated on the total of all charges including service charge. Prices are subject to increase without notice. We do not guarantee the price of your menu or of other services until 120 days prior to your event.

### GUARANTEES

In arranging for private functions, the attendance must be definitely specified seventy-two (72) hours, or three (3) working days in advance. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly. We need your assistance in making your Banquet a success. Kindly notify us of your guarantee, otherwise, the estimated figure will be considered as the guarantee figure. It is The Inn policy to set for 5% over (guarantee) for any party under 100 persons and 2.5% over (guarantee) for any party over 101 persons for all meal functions.

### SPLIT MENU POLICY

Our kitchen will gladly accommodate a two-entrée selection for plated meals. The following will apply:

- An exact count of each entrée needs to be provided by noon a minimum of seventy-two (72) hours, or three (3) working days prior to your event date.
- If there is a price difference between entrees, the highest prices entrée will prevail for all entrees.
- Contact must provide one place card per guest indicating each guest's entrée selection.
- A third entrée selection is available under the same rules as stated above, plus a \$5.00 per person service charge.

### MINIMUM FOOD & BEVERAGE

A minimum food and beverage requirement is established for each catered function based on the day, date, time, function room and estimated guest count. Your Sales Manager is happy to answer any questions you may have about the food and beverage minimum. Additional room rental charges apply to all meetings and to any events which fails to meet the minimum food and beverage requirement.

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### **EVENT SCHEDULE**

Please adhere to the time schedule of your event and promptly vacate the function room at the conclusion of your event. Additional time must be approved in advance by your Catering or Conference Services Manager. A room rental fee will apply.

### **ADMITTANCE AND CONTROL**

Control tables provided on request and set up at the entrance to the room. Please advise if meal tickets should be collected by waiters at the table.

### **COAT CHECK**

Arrangements for a coat check may be made through Conference Services for a charge of \$100.00.

### **ENTERTAINMENT**

All entertainment and or vendors will need to get approval from the catering and/ or conference services department before arriving on property. All entertainment must conclude by 12:00 a.m indoor and 10:00pm outdoor. Due to city imposed noise restrictions, amplified music is not permitted in outdoor function space past 10:00 p.m. Either a band or DJ with a music curfew at 12:00 a.m. The Inn reserves the right to control noise levels in and around all function space. All entertainment is subject to approval by the Catering and/ or Conference Services Department prior to arrival.

### **LIQUOR LAWS**

The Inn at Rancho Santa Fe reserves the right to refuse alcoholic beverage service to any guest. No alcoholic beverage will be served after 12:00 a.m.

### **DECORATIONS AND SPECIAL EVENT SERVICES**

We are happy to make arrangements for outside services for your event. Arrangements from centerpieces to special props for themed events may be made through the Catering and Conference Services office. The Inn works directly with many preferred vendors who can accommodate all of your meeting/ event needs. All decorations must be flame proof to meet the fire prevention regulations as stated in the Rancho Santa Fe Prevention Code Manual. Use of any open flame must be approved, in advance, by the Rancho Santa Fe Fire Inspector and a written permit must be given to The Inn prior to lighting such devices. All hanging items need the Catering Manager- Conference Manager's approval.

### **AUDIO VISUAL**

Our audio- visual provider has a complete inventory of equipment and services. An audio- visual representative and your Catering or Conference Services Manager will be happy to assist you with your event planning needs.

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### **AMPLIFICATION**

One (1) microphone provided free per room for rooms with speaker systems. There is a charge for additional microphones. For four (4) microphones or more, one (1) soundman may be required with an additional Labor Charge. Portable microphone systems are available at an additional cost.

### **LIGHTING AND ELECTRICAL**

Spotlights and operators may be obtained through our Conference Services Department. Current charges will apply. Additional electrical power is available for most function rooms. Charges will be based on labor involved and actual power usage. All additional items are brought in must be approved by The Inn.

### **AMENITIES**

A wide variety of amenities can be arranged with your Catering or Conference Services Manager. Our courteous bell staff will handle all amenity deliveries. There is a \$3.00 per room delivery fee plus tax and service charge. This charge also applies to all amenities arranged through outside sources.

### **TRANSPORTATION**

Our staff is happy to help arrange any airport, car rental, and local transportation. Please provide a complete flight arrival and departure manifest for airport transfers.

### **RESERVATIONS**

If you need to make a reservation please call (858) 756-1131. We would be glad to assist you in any way possible.

### **CHECK IN/ CHECK OUT**

Inn check in time is at 4:00 p.m, check out is 12:00 p.m. Due to the volume of incoming guests. The Inn at Rancho Santa Fe is unable to guarantee any early check in and/ or late check out requests; however we will make every effort to accommodate your request. Our courteous bell staff is able to accommodate storage of luggage. It is the group contact's responsibility to inform group attendees of check in and check out policies prior to guest arrival.

### **SECURITY**

The Inn will not assume any responsibility for the damage or loss of any merchandise or articles left in The Inn prior to or following the banquet, meeting or guest room. Arrangements for security of exhibits, merchandise or articles set up for display should be made prior to the planned event. The Conference Services Department can furnish current rates for Security Agent services. The use of outside Security Agencies will be permitted only with approval from the Conference Services Department. The Inn may employ security personnel at your expense if we deem it necessary due to the size or the nature of your event.

Prices subject to change without notice until catering arrangement are final.  
Prices do not include 21% Service Charge or 8.75% Sales Tax.



### **LIABILITY**

We cannot assume responsibility for personal property or equipment brought into The Inn. Personal property and equipment must be removed from the function room at the end of each day unless reserved on a 24- hour basis.

### **DAMAGES**

We reserve the right to inspect and control all private functions. The host of the event is held responsible for the members of their group. The host will be charged for any damages. Signs, posters, banners, etc. may not be tacked or taped to the walls. The Inn may assist in hanging banners and signs in function rooms and pre function areas. A fee may be assessed. All items brought in for decoration or hanging must be approved before hand.

### **DEPOSITS**

All deposits are non-refundable and will be applied toward the total cost of your function. Please note the specified deposit schedule in your Letter of Agreement. Receipts will be forwarded upon request.

### **FINAL BILL**

A complete itemized bill will be available for your review the day after the conclusion of your event. Unless credit has been established with The Inn at Rancho Santa Fe, a credit card must be provided as a guarantee for any outstanding balance. In order to establish credit, an application must be received and approved no later than three (3) weeks prior to your scheduled arrival date. If there is a credit card on file for the outstanding balance, the card will be charged after review by your Catering or Conference Services Manager and a copy will be forwarded to you. At the end of each function a banquet captain will present the bill to be approved or settled at the end of service.

Social Events will be charged (3) prior based on Estimate of Charges

### **PACKAGE & SHIPPING**

Storage arrangements must be made with an off- property company for delivery on "move-in" day and removal on "move-out" day. Small package delivery will be accepted of applicable three (3) days prior to the meeting date. Removal of all property is strictly the responsibility of the meeting or banquet planner. All packages should be addressed to your Catering or Conference Services Manager. Each package should be clearly marked with the name and date of your function. (Example below) All packages should be sent pre- paid. The Inn will not accept any C.O.D shipments.

The Inn at Rancho Santa Fe  
5951 Linea Del Cielo  
PO Box 869  
Rancho Santa Fe, CA 92026  
Attn: Your hotel contact (Catering or Conference Services Manager)  
Hold for: CONTACT NAME  
Number of Boxes (i.e. 1 of 2, 2 of 2)

Prices subject to change without notice until catering arrangement are final.  
Prices do not include 21% Service Charge or 8.75% Sales Tax.