

SPECIAL EVENT POLICIES

The Bay View Restaurant, MCRD

This Special Events Planner has been prepared to assist you in planning your event at the MCRD Bay View Restaurant. We are pleased to offer complete catering services for any event or occasion including military functions, promotions, wedding ceremonies and receptions, anniversaries, birthdays, theme events, parties and holidays. Please carefully read the catering guidelines listed below.

1. THE BAY VIEW RESTAURANT

The opportunity to arrange for catered events at the MCRD Bay View Restaurant is available for those meeting the eligibility requirements stated below. The Bay View Restaurant is governed by, and must comply with, the policies of the Marine Corps Community Services (MCCS) Division of the Marine Corps Recruit Depot, San Diego, CA.

Our prices reflect costs required to operate in a businesslike manner throughout the year. Individuals or groups are not authorized to receive special prices, services or privileges that are not available to the entire patronage.

2. ELIGIBILITY Individuals and Groups

The following list provides examples of those who are authorized to contract with the Bay View Restaurant to provide private parties and catered events:

Active duty, retired or reserve officers and enlisted personnel from all military branches and dependents; Department of Defense employees graded GS-5 and above; DOD contractors; Non-Appropriated Fund employees; police and fire departments; federal and state agencies and many other similar individuals, groups and agencies.

You may also be sponsored by someone from the above list. If you are in doubt as to your group's eligibility, please contact our Catering representatives.

3. MARINE CORPS RECRUIT DEPOT

The Marine Corps Recruit Depot (MCRD) is a "semi-open" Base. You and your guests are welcome to drive onto the base to attend your function with no difficulty. Generally, a vehicle driver needs only to show his valid driver's license to the Military Policeman at the gate to gain entrance to the Depot. The MP will direct your guests to the Bay View Restaurant.

Since the MCRD Bay View Restaurant is located on an active Marine Corps base, civilian guests must conform to Depot regulations regarding protocol, conduct, traffic rules and general respect of military customs in exchange for the privilege of coming aboard the Depot.

Gate #2, on Barnett Street, closes at 10:00 PM. After 10: PM, guests must exit the base through Gate #4, approximately 1 mile south of Gate #2.

The Depot speed limit is 20 miles per hour. Observe all traffic signs and be alert for marching or running troops.

4. GUEST LIST

MCRD security regulations require that the Bay View Catering Department obtain a complete list of all guests and suppliers associated with your event. A printed copy of the alphabetized last names of your guests must be provided to the Bay View Catering Department **at least three weekdays prior to your event**. You may also send your alphabetized list by e-mail, but only if it is in MS WORD or MS EXCEL format. You may also fax the completed and alphabetized list to: **THE BAY VIEW RESTAURANT, ATTN: CATERING, at (619) 725-6427**.

5. HOST/PATRON (Contact Person)

It is important that one individual be designated to coordinate all requirements with the Catering Office. This person can be the Host or Sponsor, or someone designated by the Host or Sponsor. **Any changes to the agreement shall be made only by the person designated as the contact person for the event**. The Host or Sponsor is liable if payment is not made or damages occur.

6. LIABILITY & DAMAGE

The MCRD Bay View Restaurant, the Catering Department, and the Marine Corps Recruit Depot are not responsible for damage to, or loss of, any merchandise, equipment, clothing or other property which occurs prior to, during, or following any function, which can be attributed to a client's guests. The Host or Sponsor is responsible for the conduct of party guests.

The Host or Sponsor assumes full financial responsibility for any damage or loss caused by guests at the function.

7. RESERVATIONS

Event reservations are considered tentative until the required initial deposit has been received, along with a signed Acknowledgment Form.

8. GUARANTEES

Please consider your guaranteed number of guests carefully. Food for your event will be purchased only to accommodate 5% over the guarantee. *The Chef may substitute similar available food items if the actual number of guests exceeds your guarantee by more than 5%.*

A final guarantee of the number in your party is due 5 BUSINESS DAYS PRIOR TO THE EVENT.

If a guarantee is not received by the deadline, arrangements will be made for the number of attendees provided at the most recent time your catering plans were discussed.

It is the responsibility of the client to keep the Bay View catering representative apprised of any changes in the attendee count. If no information is received in writing, the initial attendee count will become the final guaranteed attendee count.

Menus that have been selected to include split entrees must be guaranteed 1 week prior to the event. Menus with split entrees must indicate the number of guests for each of the entrees. Clients are required to provide color-coded place cards.

Payment is based on the guaranteed number of guests or actual attendance, whichever is greater.

9. ROOM INFORMATION and FLOOR PLANS

There are several rooms and seating arrangements available for your special function. Please consult with the Catering Staff for details and plans that will best suit your event.

Bay View Private Party Room Locations are determined by the initial attendee count provided to the catering sales representative. If the number of guests guaranteed to attend the event differs more than 10% from the initial attendee count, the Bay View reserves the option to provide an alternate room that our staff considers best suited for the group's size or charge for the entire initial guest count less 10%.

If a final guarantee is not received 5 business days in advance, the Bay View may relocate the function to a room more suitable to the size of the party. **The Bay View Ballroom has specific guest-count requirements. See Section 8.**

10. ROOM SUITABILITY

The Bay View Catering Department reserves the right to move a scheduled event from one room to another if we feel the original room is unsuitable for the expected number of people attending. This would be necessary if the expected number of guests has changed significantly from the number given at the time of the original booking. The client will be informed about the proposed move prior to any action by the catering staff to relocate an event.

11. DECORATIONS

Table decorations, flower arrangements, etc., are welcome for all functions. **(Some restrictions apply)**. Please coordinate with our Catering Office prior to affixing any decorations to the walls, ceilings, doors or fixtures.

The Patron is responsible for any damage to the premises by guests or independent contractors on their behalf during the time the premises are under their control.

You may enter the Bay View **TWO (2) HOURS PRIOR TO THE BEGINNING TIME OF YOUR EVENT**, but decorating must not interfere with the Bay View staff's set-up operation.

12. FOOD & BEVERAGE POLICIES

All food and beverages must be supplied by the MCRD Bay View Restaurant. Special pastries such as wedding cakes may be brought in for special occasions, for which a service fee will be charged. Arrangements for these special cakes must be made in advance. Regulations prohibit the removal of leftover foods or beverages from the facility except for ceremonial cakes.

13. MENU SELECTION

Menu selection usually takes place within 90 days prior to the event. At that time, your prices will be confirmed and guaranteed. Prices for menu selections made prior to 90 days before your event are not guaranteed. Final menu selection and private party details must be provided to the Catering Office at least 4 weeks prior to the event.

14. BEVERAGE SERVICE

Complete Bar Service is available with either Hosted Bar or Cash Bar options. The Bay View Restaurant is exclusively authorized to administer the sale and service of alcoholic beverages, in accordance with Federal and California regulations. All liquor, beer and wine must be supplied by the Bay View and consumed on the premises.

Under no circumstances are minors permitted to consume alcoholic beverages. The Client is responsible for ensuring that guests under the age of 21 do not consume alcoholic beverages. The Bay View reserves the right to discontinue service to guests who are obviously inebriated or exhibiting conduct deemed in any way to be socially unacceptable.

The MCRD Bay View Restaurant reserves the right to inspect and control all private functions. To insure the safety of Bay View patrons, employees are required to refuse service to any guest that appears to be intoxicated. **Bay View bar service is not authorized to exceed 4 hours regardless of the length of the event.**

15. FOOD SERVICE TIMES

Food service times are based on the number of guests attending the events. Buffet lines are open for up to one hour from the contracted meal start time, depending on attendee numbers. **Buffets which are requested to remain open beyond 60 minutes will incur an additional charge of \$50 per half hour.**

Full service menus are served from the contracted service time until all guests have been served. **There will be a \$75.00 charge for any delays over 30 minutes from the contracted service time.** The Chef cannot guarantee the quality of meals if service time is delayed more than 15 minutes past the contracted meal service time.

16. ENTERTAINMENT

Entertainment retained by Bay View clients is to conclude at least 15 minutes prior to the scheduled conclusion of the event.

The Bay View may provide certain pieces of equipment for entertainment or presentations at a small additional charge, such as VCR and Monitor, Overhead Projector, Dance Floor, Public Address System, Podium, Stand-Up Microphone, Wireless Microphone, Screens.

The Host or Sponsor of the private party is responsible for any damage to facility equipment or furniture which occurs during the function. Damaged or lost equipment, furniture or other items will be charged at current replacement cost. The Host is also responsible for ensuring that all entertainment conforms to standards of good taste and moral standards consistent with current U.S. Marine Corps directives and policies.

17. SMOKING POLICY

Smoking is not authorized anywhere within the facility, in compliance with California State law.

18. THE BAY VIEW BALLROOM

The Bay View Ballroom is in constant heavy demand. The ballroom will only be booked for groups with an estimated final attendance above 125. It is strongly advised that an accurate estimate of guest attendance be made, even when initially reserving a room for your event.

If you have reserved the ballroom, your final guaranteed number of guests must be at 125 or more.

Please consider your booking of the ballroom very carefully. Special attendance guarantees and refund policies apply if a reservation for the Bay View Ballroom is cancelled. See Section #25.

19. PAYMENT OF DEPOSITS

A. An initial deposit is required to reserve a room for a private function.

Your deposit guarantees only that you have a room reserved.

B. A minimum of 90 days prior to the event, a deposit is required so that the total on deposit is equal to **50%** of the total estimated charges.

C. A minimum of 1 (one) week prior to the event, a final Deposit is required so that the total on deposit is equal to **100%** of the total estimated charges.

20. ACKNOWLEDGMENT FORM

The **MCRD Bay View Restaurant Acknowledgment Form** will be provided to you by a catering sales representative. This form must be completed, signed and submitted **with the initial deposit for your event.** This signed form indicates and confirms that the client understands the Bay View guidelines regarding booking a private party. The Bay View Restaurant reserves the right to cancel a scheduled function if the signed Acknowledgment Form is not received from the Host/Sponsor.

21. MENU SELECTION & PRICE GUARANTEES

Menu selection usually takes place within 90 days prior to the event. **At that time, your prices will be confirmed and guaranteed. Prices for menu selections made prior to 90 days before your event are not guaranteed.** Final menu selection and private party details must be provided to the Catering Office at least 4 weeks prior to the event.

22. MINIMUM FOOD SALES REQUIREMENTS

In order to be able to provide consistent and appropriate service to all patrons, the Bay View Restaurant requires **MINIMUM FOOD SALES** for each of its Private Party Catered functions. Rather than charge a flat room charge, the Bay View policy is as follows:

FOR EACH OF THE FOLLOWING TIME PERIODS, FOOD SALES MUST EQUAL THE MINIMUM REQUIREMENT FOR THAT TIME PERIOD. IF TOTAL FOOD SALES DOES NOT MEET THE MINIMUM, THE CLIENT SHALL PAY THE DIFFERENCE BETWEEN ACTUAL SALES AND THE MINIMUM REQUIRED.

FOOD SALES MINIMUM

(Does not include Service Charge)

- A. Saturday (Day or Evening)..... \$ 3,000
- B. Sunday (Day or Evening) \$ 3,000
- C. Monday (Day or Evening)..... \$ 3,000
- D. Tuesday, Wednesday, Friday (Day)..... \$ 300

- E. Thursday (Recruit graduation events have priority)..... \$ 1,000
- F. Tuesday, Wednesday, Friday (Evening)..... \$ 1,000

Reservations made for the month of December may have special minimums, deposits and menus required. Please ask your catering associate for further details. (Food Sales minimums do not include Service Charge.)

23. PRICES, SERVICE CHARGE, SALES TAX

The Catering Fees at the Bay View Restaurant are competitive with similar restaurants and catering facilities in San Diego. The Bay View receives no government subsidy, and all costs of providing goods and services to clients are borne entirely by the Bay View and the Marine Corps Community Services Division of MCRD. Prices are set to enable us to continue offering excellent food and beverage services in a clean, safe, well-maintained facility for the benefit of all patrons.

The prices charged at the Bay View are standard and consistent for all authorized patrons of the MCRD Bay View Restaurant. **Discounts or reduced prices on food and beverages are not authorized.** No Group or Individual may receive special prices or privileges that are not available to the patronage as a whole. Prices may change without notice, but once you have selected your menu within 90 days in advance of your private party, the menu price will be confirmed and guaranteed. At no time will an authorized patron or group, including official functions, be granted special privileges or reduced prices. Depot Order 1746.27.

A Service Charge of 19% is added to the price of all food and hosted beverage items.

No California Sales Tax is charged on goods & services purchased from the Bay View.

24. ROOM INFORMATION and FLOOR PLANS

There are several rooms and seating arrangements available for your special function. Please consult with the Catering Staff for details and plans that will best suit your event.

Bay View Private Party Room Locations are determined by the initial attendee count provided to the catering sales representative. If the number of guests guaranteed to attend the event differs more than 10% from the initial attendee count, the Bay View reserves the option to provide an alternate room that our staff considers best suited for the group's size or charge for the entire initial guest count less 10%.

If a final guarantee is not received 5 business days in advance, the Bay View may relocate the function to a room more suitable to the size of the party. **The Bay View Ballroom has specific guest-count requirements. See Section 8.**

25. DURATION OF EVENT

Parties are reserved for a maximum of **four (4) hours**. A fee of \$350 per hour, or portion thereof, is charged for parties that wish to continue beyond their scheduled time. Starting your event earlier than previously scheduled may not be feasible due to other catering commitments. Labor scheduling is based on the beginning and ending times indicated on the Contract. Changes in these times may incur additional charges.

All clients are required to adhere to the contracted times, since the Bay View may have committed the room or space to another group preceding or following your function.

26. PAYMENTS

The contract will not be considered to be paid in full until after the function has been completed and the banquet manager has assessed all charges. All Special Order items require a deposit paid in advance, in full. If the event is canceled and we are unable to return the items, the deposit will not be refunded.

ALL ADDITIONAL CHARGES ARE DUE IMMEDIATELY FOLLOWING THE EVENT.

The MCRD Bay View accepts the following methods of payment:

DISCOVER, MASTERCARD, AMEX, VISA, PERSONAL CHECK, CASH

(Make all checks payable to **MCCS 0171**)

The Catering Client (Host or Sponsor) is responsible for paying for all attendees at the function. This includes VIP guests, military guests (active duty and retired), civilian dignitaries, drivers and escorts. **The MCRD Bay View Restaurant is not authorized to provide complimentary food and beverage for any guests of Catering Clients.**

27. REFUNDS

Because of the large demand for rooms at The Bay View Restaurant, the following refund policy is in effect:

A. IF YOUR EVENT IS CANCELED PRIOR TO 180 DAYS BEFORE YOUR EVENT, 50% OF YOUR DEPOSIT WILL BE REFUNDED.

B. IF YOUR EVENT IS CANCELED WITHIN 180 DAYS PRIOR TO YOUR EVENT, 100% OF YOUR DEPOSIT WILL BE FORFEITED.

28. LINEN

The MCRD Bay View Restaurant offers a wide selection of color-coordinated tablecloths and napkins. Samples are available to be viewed in the Catering Office. The Bay View will endeavor to provide the color of linen requested; **however, occasionally due to events beyond our control, a different linen color may be substituted.**

29. HEAD TABLES AND FLAGS

To complement your function, we will be pleased to provide a United States flag and a U.S. Marine Corps or U.S. Navy flag at no additional charge. If you desire to have a Head Table, please mention it to your Catering Sales Rep.

30. SEMINARS AND MEETINGS

A **\$100.00 minimum fee** is assessed for rooms which are reserved for private parties that do not have guaranteed food sales, such as sales seminars and business meetings. This charge is for up to **20 guests**, with additional guests being charged at **\$5.00** per person additional. Tables and chairs are set up for your meeting – no other services are available.

There is no Food or Beverage Service with this arrangement. Your requested table layout is provided, with non-linen table coverings. Coffee Stations, Refreshments and other amenities are available for purchase through the Catering Office.

31. OFF-PREMISE FOOD & BEVERAGE

The Bay View Restaurant is not equipped nor staffed to provide off-premise catering services.

32. WEDDINGS & WEDDING RECEPTIONS

Our Catering Department offers a "one-stop shopping" Concept. The Bay View Restaurant can provide or obtain almost everything necessary for a Wedding Ceremony or Wedding Reception. Our waterfront, marina view location on an inlet of San Diego Bay provides an ideal setting and panorama for Wedding Ceremonies on the lawn, under the palm trees.

33. ROOM RENTALS

Room Rental fees include the use of the room for up to four hours and include all set-up and linens.

The Bay View assesses a room charge for exclusive use of its rooms for your event.

Ballroom and Henderson Room (Monday through Friday, Days, \$400.00)

Ballroom and Henderson Room (Monday through Friday, Evenings, \$600.00)

Ballroom and Henderson Room (Saturday and Sunday, 12-4 PM, \$700.00)

Ballroom and Henderson Room (Saturday and Sunday, 6-10 PM, \$950.00)

Solarium Room, Patio Room, Crawford Room, Crawford Lounge

Monday through Friday, Days, \$125.000

Monday through Friday Evening, Evenings, \$150.00

Saturday and Sunday, 12-4 PM, \$150.00

Saturday and Sunday, 6-10 PM, \$200.00

BAY VIEW CATERING OFFICE THE BAY VIEW RESTAURANT

Building #132, MCRD
(619) 725-6265 or 725-6356
Fax: (619)-725-6427

**Monday-Friday
9:00 a.m. to 5:00 p.m.
Saturdays by appointment**

MAILING ADDRESS:

THE BAY VIEW RESTAURANT
Marine Corps Community Services
Marine Corps Recruit Depot
3800 Chosin Avenue
San Diego, CA 92140

www.mccsmcrd.com