



## PRIVATE DINING ROOM ARRANGEMENTS

### RESERVATIONS

#### RIVER ROOM

- Available to host up to 24 guests for a private lunch Monday - Friday.  
Available to host up to 24 guests for a private dinner Monday - Thursday.  
– Plated function only. Buffet-style functions are only available in Delta or Marina Room. –

#### MARINA ROOM

- Available to host up to 100 guests for a private function 7 days a week for lunch or dinner.  
– The actual maximum guest count is determined once details of the event are discussed. ie. plated or buffet menu, dance floor, DJ, photo booth set up in space. –

#### DELTA ROOM

- This space does not have doors so the room is not 100% private. No Live Music or DJ Allowed.  
Available to host up to 50 guests for lunch Monday- Saturday and dinner Sunday - Thursday.

**A SIGNED CONTRACT & CREDIT CARD # ON FILE IS REQUIRED TO SECURE YOUR RESERVATION.**

A minimum food & beverage charge applies to events in our River Room, Marina Room & Delta Room. In addition, all food and beverage is subject to a 20% service charge (gratuity) and current sales tax.

### HOURS & MINIMUMS

#### MARINA ROOM

Access to Room for the Entire Day - \$4000 food & beverage minimum + \$500 room rental fee  
– FOR WEDDING RECEPTIONS & ANY EVENT REQUIRING ALL DAY ACCESS. –

### DAYTIME FUNCTIONS

#### RIVER ROOM

Monday - Thursday: 3 hours, \$400 food & drink minimum

#### DELTA ROOM

Monday - Thursday: 3 hours, \$750.00 food & drink minimum  
Friday - 3 hours, \$1000.00 food & drink minimum  
Saturday: \$1250.00 food & drink minimum

#### MARINA ROOM

Monday - Thursday: 3 hours  
Friday, Saturday & Sunday: 3 hours

#### ADDITIONAL HOURS - \$500 PER HOUR

Additional hours must be confirmed 2 weeks prior to event and is subject to availability.

All private dining daytime reservations must start no later than 1:00pm.

1-1-24

## EVENING

All private dining reservations starting after 1pm will be considered an evening function.

### RIVER ROOM

Monday - Thursday: 3 hours, \$750 food & beverage minimum

### DELTA ROOM

Sunday: 4 hours, \$1250 food & beverage minimum

Monday - Thursday: 4 hours \$1000.00 food & beverage minimum

### MARINA ROOM

Monday - Thursday: 4 hours

Friday - Sunday: 4 hours

### ADDITIONAL HOURS - \$500 PER HOUR

Additional hours must be confirmed 2 weeks prior to event and is subject to availability.

## ALL DAY MEETINGS

### MARINA ROOM

Available Only Monday thru Friday: 9am – 4pm: \$1500 food & beverage minimum.

## MENU SELECTIONS

All food & beverage (except dessert) must be provided through Smith's Landing Seafood Grill. Due to ever-increasing food prices, please note that prices listed on our banquet menus are subject to change prior to your event date.

The cost per person is based on your choice of menu items. We ask that your menu & the details of your banquet be completed a minimum of fourteen (14) days in advance of your event.

On the day of your event, we will do our best to accommodate allergies, however, we respectfully decline substitutions on the menu items selected.

For all steaks, please note we are unable to take cooking temperatures. Steaks will be cooked medium rare - medium for all banquets.

### PLATED LUNCH & DINNER

For groups of up to 48 guests, we will create a custom menu for your group to order from the day of your event. For groups 49 - 100 you must pre-order entrées to be served to your guests and provide color-coded place cards so our staff will know who will receive which entrée the day of your event.

For plated lunches, if you provide your own dessert, we will not charge a cake-cutting fee.

For 3-course plated dinner functions, if you provide your own dessert we will deduct \$3 from the 3-course plated price.

### BUFFET LUNCH & DINNER

For buffet & appetizer type functions if you choose to bring in your own dessert, we will not charge a cake-cutting fee.

### PROVIDING YOUR OWN DESSERT

Due to Health Department regulations, foods other than those prepared in a licensed commercial bakery cannot be served.

Per the Contra Costa County Health Department - Due to food safety issues, no food from banquet buffets or appetizer buffets may be wrapped & taken home. All foods remaining unserved at the end of an event must be discarded.

## BEVERAGES

### DELTA ROOM / MARINA ROOM

All private functions will have a bar set up in the room unless you do not want any alcoholic beverages offered during your event. The main bar in the restaurant is to serve our dining guests, not guests attending a private function. We request that guests attending your function do not go to the main bar to purchase alcoholic beverages.

We do charge a \$100 bar setup fee for your function in the Marina Room or Delta Room. However, should you choose a hosted bar or to host wine, beer, the fee will be waived. For a no-host CASH bar, the \$100 fee will be added to your final bill.

### NON-ALCOHOLIC BEVERAGES:

Pepsi, Diet Pepsi, Mug Root Beer, Sierra Mist, Dr. Pepper, Soda Water, Iced Tea, Lemonade, Coffee & Hot Tea are included in the pricing for all banquets except for appetizer-style receptions. For those events, the price per person for Non-Alcoholic beverages is \$3.75 per person based on the final guest count guarantee and will be added to the final bill.

**FOR NO-HOST BARS ALL TRANSACTIONS MUST BE IN CASH SO PLEASE INFORM YOUR GUESTS PRIOR TO YOUR EVENT.**

### RIVER ROOM

Your server will place all orders and retrieve beverages from our main bar.

## ALL EVENTS

### CHAMPAGNE / SPARKLING CIDER TOAST \$5.00 PER PERSON

Celebrate your special occasion with a champagne toast! Our staff will pour 1 glass of our house sparkling wine or sparkling apple cider at the appropriate time during your event. You may also choose to upgrade your toast by selecting one of our sparkling wines listed on our wine list. Price of toast will be based on bottle price and the number of bottles served.

### WINE SERVICE

If you choose to host wine, please refer to our wine list for our current offerings. For groups larger than 30 guests please ask your coordinator about special pricing. Please note we do not allow outside wine to be brought in for your private function. We recommend selecting 1 white and 1 red to offer your guests. During your banquet, we will only open 1 bottle at a time as needed. Any leftover wine can be recorked and taken home by the Host at the end of the evening.

Smith's Landing Seafood Grill offers an extensive inventory of wine with a variety of styles and prices that is an essential part of our offerings. Therefore, we do not allow wines to be brought in for private parties.

### BEER

Because we do not have a fully stocked bar with beer taps in the banquet room, we will have 3 bottled beer selections available for your guests to choose from.

## RENTALS

We offer the following equipment rentals: LCD Projector- \$50.00 | Screen- \$25.00  
Bluetooth Speaker - \$25.00 | Dance Floor - \$150 | Colored Napkins to Match Your Decor - \$1 ea.  
– Additional Rental Items: podium, specialty linens, etc. - ask your coordinator for a price quote. –

## CHANGES AND SUBSTITUTIONS

Smith's Landing Seafood Grill reserves the right to make any appropriate food or wine substitutions should the original items become unavailable.

## DECOR & DAY OF EVENT SET UP

Our banquet coordinator, prior to your event, must approve your event decorations & accessories.

No confetti, birdseed, rice, glass beads, loose candy, flower petals etc.  
may be placed on tables or on any surface in the room.  
Should this occur, a cleaning fee of \$300 will be charged.

If needed, our Marina Room / Delta Room will be available sixty (60) minutes prior to the event for additional setup. The River Room will be available thirty (30) minutes prior. Only the Planner & two other guests may have access to the room. For wedding receptions in the Marina Room please work with our banquet coordinator regarding your setup needs.

If more set-up time is needed, please provide details to your coordinator. Due to other events taking place in our private dining spaces additional access may not be possible.

**PLEASE NOTE: NO TAPING, TACKING OR STAPLING ON ANY SURFACE IS ALLOWED.**

## SALES TAX & TIPPING POLICY

**A 20% SERVICE CHARGE (GRATUITY) AND CURRENT SALES TAX WILL BE ADDED TO YOUR FINAL BILL. PER THE REQUIREMENTS OF THE STATE OF CALIFORNIA, THE SERVICE CHARGE IS TAXABLE.**

## GUEST COUNT GUARANTEE / CANCELLATION POLICY / PAYMENT TERMS

A guaranteed number of guests is required by 11am seven (7) business days prior to your event for functions in the Marina Room or Delta Room. The guaranteed number of guests for the River Room is required by 11am three (3) business days prior. Charges are based on the number of guests guaranteed or the actual number of guests exceeding guarantee given, whichever is greater.

If a guaranteed count is not received by the time frame listed above, the number of guests originally provided shall serve as your guarantee.

We require a signed copy of the River Room/Marina Room/ Delta Room contract along with a credit card number to secure your reservation. Your credit card is not charged unless you cancel your reservation without proper notification. Events canceled less than fourteen (14) business days prior to your event shall be charged 50% of the Food and Beverage minimum as specified in the Hours & Minimums section. Events canceled less than seven (7) business days prior to your event will be responsible for 100% of the charges as stated in the Hours & Minimums section. Payment in full is due at the conclusion of your event.

Anytime after 7 days (Marina/Delta) or anytime after 3 days (River Room) from your event, your headcount may increase but not decrease.

## **FOOD & BEVERAGE MINIMUM**

Should you not reach your food and beverage minimum you may purchase bottles of wine or additional food to take home to meet your obligation. If that is not acceptable then we can add an “unmet minimum” charge to the final bill to make up the difference. Purchasing gift cards will NOT count towards your food and beverage minimum.

We are unable to accept personal checks as payment.  
Business checks are only acceptable if approved ahead of time by your banquet coordinator.  
For parties of 20 or less, you have the option to pay separately.  
Parties of 21 or more will be presented with one check.