

Catering Events Policy Information

As the Master Concessionaire for The Orange County Fair & Exposition Center, Ovations Fanfare is committed to the highest standards of quality and service.

The following is information regarding the catering policies that will assist you in planning for your next event

Menus and Pricing -

All Food and Beverage Service served at the Orange County Fair & Exposition Center will be supplied at prepared by **OVATIONS FANFARE**. Our Menu package features our most popular items. While they are only suggestions, we are quite flexible and would be more than happy to design a menu to accommodate your particular needs. All prices are subject to change without notice. Menu prices may be confirmed up to 90 days prior to your event upon signing a Food Service Agreement and Catering Event Order. All menu prices are subject to an 18% Service Charge, State of California and local state taxes in accordance with California Regulation 1603F.

Beverage Service -

OVATIONS FANFARE as a licensee at The Orange County Fair & Exposition Center is responsible for the administration of the sale and service of any alcoholic beverages in accordance with the California Liquor Commission's Regulations. Therefore, in compliance with state law, all alcoholic beverages must be supplied by **OVATIONS FANFARE**. Guests must be prepared to show proper and valid identification, upon request, when ordering or consuming alcoholic beverages. Any guest that appears to be 30 years of age or under must be able to show proof of birth date.

Cancellation and Guarantee Policy -

Deposits will not be refunded for any cancellation made by the customer 14 days prior to the event. For all Holiday Parties or Events greater than 1,500 guests, the deposit will not be refunded for any cancellation made by the customer less than 45 days prior to the event.

Parties of less than 1,500: Confirmation of attendance of each meal function must be received before noon at least three (3) business days prior to the event. The "guarantee" may not be reduced.

Parties greater than 1,500 and Holiday Parties: A preliminary guarantee which cannot decrease will be due three weeks prior to the event. A final guarantee will be required one week prior to the event.

All events: Any increases over the final guarantee will be handled to the best of our ability and will be subject to a \$2.00 per person surcharge. **OVATIONS FANFARE** will be prepared to serve up 10% above the "final guarantee" with the same entrée. If we do not receive a confirmed guarantee as stated above, the "expected attendance" specified in the original order will be considered your guarantee. Charges will be based on the guaranteed attendance or the actual number served, whichever is greater.

Deposits and Payments -

Full payment is required in advance of the function. An advance deposit equal to 50% of the estimated total order is required 30 days prior to the event. For all Holiday Parties or Events greater than 1,500 guests, the 50% deposit is due 45 days prior to the event. The balance is then due three (3) business days prior to the event when the final guarantee is determined. Should you wish to pursue the option of credit; an application can be obtained through the Ovations Office. All applications must be submitted no less than 30 days prior to the event. Please be advised that if you plan on paying by credit card **OVATIONS FANFARE** assigns a 3% convenience fee to any balance over \$5000.00.

Service Minimums -

Menu Prices are based upon serving a minimum number of guests. For sit down meals the minimum is 100 guests and for buffets the minimum is 50 guests. There will be a \$5.00 per person charge for every person not reached towards the minimum.

Amenities -

OVATIONS FANFARE will provide any necessary linen, serving utensils and equipment needed for the buffet it self as part of our service.

Should you require clothed eating tables, skirted meeting tables for registration or any other amenities, these can be rented through **OVATIONS FANFARE** or may be contracted out through local rental companies. Tables that are to be rented from through **OVATIONS FANFARE** will need to be ordered 5 business days prior to the event.

Floor Plans -

All floor plans for groups requiring Catering Services must be approved by **OVATIONS FANFARE** and the Orange County Fair & Exposition Center prior to the event. By doing this it assures us and you that you receive the best service areas and adequate room for buffet lines as well as proper locations if your event requires bars or other food related areas.

