



Historic Downtown Fullerton

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## Private Event Reservation Policies

The following information is provided to assist in planning your special upcoming event. Alicia Samuel, our Event Manager, is also available to consult with you on any additional details, in order to make your special occasion, private party or meeting a great success.

### Scheduling

Facilities are available for 3 – 6 hours of event time, depending on the day and time of the event. A date cannot be held without a signed contract and deposit. All reservations are subject to availability. One hour is provided prior to event time for decorating. Breakdown will begin promptly at the end of the scheduled event.

Type of Event	Setup Time	Event Time	Duration	Breakdown Time
<b>Brunch</b>	8:00 a.m. – 9:00 a.m.	9:00 a.m. – 2:00 p.m.	5 hour maximum	2:00 p.m.
<b>Lunch</b>	10:00 a.m. – 11:00 a.m.	11:00 a.m. – 2:00 p.m.	3 hour maximum	2:00 p.m.
<b>Dinner</b>	3:00 p.m. – 4:00 p.m.	4:00 p.m. – 10:00 p.m.	6 hour maximum	10:00 p.m.

### Deposits, Prepayments, and Balance Due

A 20% deposit is required to book your event. All deposits are non-refundable within 60 days or less prior to the event date.

Additional payments are accepted if the client would like to prepay for more than 20%. All prepayments will be applied toward your final balance and are 100% refundable.

The balance due is required at least 2 days prior to the date of the event. If the total guests served is higher than the guaranteed guest count, the additional charges will be billed to the client at the conclusion of the event.

Cash, cashier's check, and credit cards (Visa, MasterCard, American Express, and Discover) are accepted forms of payment for all charges.

### Cancellations

If the event is canceled *prior to 60 days* from the event date, 50% of deposits are returned. If the event is canceled in *60 days or less* of the event date, all deposits are forfeited in full. A \$20 per person food tasting cancellation fee will be held for all food tastings that have been carried out.



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**Private Event Reservation Policies - Continued**

**Guest Minimums and Room Charge**

Private events are subject to a food and beverage minimum. Please see the tables below. Private dining contracts include setup, cleanup, tables, chairs, china, glassware, silverware, table linen, linen napkins, security for dinner events, and A/V access if applicable (laptop not provided). It does not include DJ.

Although our patio does have umbrellas to provide shade on sunny days, it is not covered. In the rare event of rain, there may not be an alternative for seating and the event may be cancelled.

**Private Luncheons and Brunches**

Facility	Guest Minimum Everyday	Minimum Monday - Friday	Minimum Saturday	Minimum Sunday
Agave Room	31 – 82 guests	\$700	\$1,500	\$2,000
Patio	31 – 60 guests	\$700	\$2,500	\$3,500
Agave Room + Patio	up to 150 guests	\$1,400	\$4,000	\$5,500

**Private Dinners**

Facility	Guest Minimum Everyday	Minimum Sunday - Thursday	Minimum Friday	Minimum Saturday
Agave Room	31 – 82 guests	\$2,000	\$4,000	\$4,500
Patio	31 – 60 guests	\$2,500	\$4,500	\$5,500
Agave Room + Patio	up to 150 guests	\$4,500	\$8,500	\$10,000

**Bar Service**

All beverages must be purchased through Matador Cantina. If there is a particular label, or something specific you would like served at your host bar, please let us know so we can check availability and pricing.

Client may choose a no-host bar or a host bar with an expenditure maximum for their bar package if desired. Once the maximum is reached, guests will be asked to start an individual tab. All bar services, including the host bar, are subject to 8% sales tax and 20% service charge. All bar beverage packages are based on consumption.



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**Private Event Reservation Policies – Continued**

Room and Table Amenities	Investment
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**Tables**

Rectangles – Various Sizes	Included
Children’s Table (rectangle or round)	\$9.00 each

**Table Linen**

Tablecloth (black or ivory)	Included
Tablecloth Floor Length	\$18.00 per table (colors subject to availability)
Napkins (ivory)	Included
Napkins (various colors)	\$1.00 each (colors subject to availability)
Tablecloth Overlay	\$10.00 per table (colors subject to availability)
Table Runner	\$10.00 - \$20.00 (subject to availability)

**Chairs**

Wood (Pecan Finish)	Included
White Wood	\$3.00 each
Natural Wood	\$3.00 each
Black Wood	\$3.00 each
Fruitwood	\$3.00 each
Bamboo	\$4.00 each
Chiavari (gold, mahogany, black, silver, or white)	\$6.00 each
Farm Style with Cushion	\$10.00 each
Children’s White (stacking or folding)	\$2.00 each

**Chair Accessories**

Chair Cover	Not Available
Chair Sash	Not Included
Various Colors	\$2.00 each (colors subject to availability)
Jute	\$3.00 each

**China, Flatware, and Glassware**

China, flatware, and water goblet for service	Included
China and Flatware for Dessert	Included
Champagne Flutes for Toast	Included with Toast Package



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## **Private Event Reservation Policies - Continued**

### **DJ Services or other Music Entertainment**

Clients may choose to include DJ services for their event. Only DJs contracted through Matador Cantina will be permitted to use the house equipment.

#### **Wedding Package - \$1,000.00**

Matador DJ services include:

- One meeting with the contracted DJ
- Master of Ceremonies (MC) on the day of the event
- 6 hours of event time
- Event lighting

#### **Party Package - \$500.00**

Matador DJ services include:

- 4 hours of event time
- Event lighting

Mariachis or other musicians not requiring electrical setup are permitted. The client must notify the event manager if special entertainment has been booked. Matador Cantina assumes no liability for outside vendors brought in by the client.

### **Audio / Visual Presentations**

In the private Agave Room, you have access to the 7 TVs for presentations and slideshows. You also have the option to bring in your own device with a music playlist to hookup to our house system. Any audio / visual presentations will need to be tested on a date prior to the event to ensure all equipment will work properly. Matador Cantina is not responsible for any technical issues resulting from untested presentations.

### **Tastings**

Food tastings are available for \$20 per person, with a maximum of 4 guests. This amount can be applied toward your deposit if you book your event with Matador Cantina. If you schedule a tasting after your event is booked and have already paid a deposit, the tasting is complimentary.

### **Additional Services**

Matador Cantina can provide referrals for local businesses like florists, bakeries, photographers, wedding gown boutiques, and event coordinators. Recommendations are available from our event manager. Matador is not responsible for service or product guarantee from referrals.