



Historic Downtown Fullerton

111 N. Harbor Blvd, Fullerton, CA 92832 • (714) 871-8226 • Fax (714) 599-9910
Event Manager: Alicia Samuel • Email: events@thematador.com

Private Event Reservation Contract

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	Availability	Duration	Breakdown Time
Brunch	10:00 a.m. – 2:00 p.m.	4 hour maximum	2:00 p.m.
Lunch	11:00 a.m. – 2:00 p.m.	3 hour maximum	2:00 p.m.
Dinner	4:00 p.m. – 10:00 p.m.	6 hour maximum	10:00 p.m.

Deposits, Balance Due and Cancellations

A 20% deposit is required to book your event. Deposits are non-refundable within 30 days or less prior to the event date.

The balance due is required at least 2 days prior to the event date, which is also when we need your final guest count. 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 and credit cards (Visa, MasterCard, American Express, and Discover) are accepted forms of payment for all charges.

If the event is canceled *prior to 30 days* from the event date, 50% of the deposit is returned. If the event is canceled in *30 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 Count

Confirmation of your final Guest count must be received no less than 2 days prior to event date, which is also when the event balance is due. This count is known as your guaranteed Guest count. All charges will be based upon the final guaranteed Guest count, or the actual number of Guest served, whichever is larger.

Decorations and Favors

Decorations must be affixed with ties or tape. Anything that would cause permanent damage to the walls or structure, such as nails and staples, are not permitted. All décor, including adhesives, must be removed by the Client at the conclusion of the event. Confetti, glitter, or sparklers are not permitted. If these guidelines are not followed, a cleanup fee of \$200.00 may be applied to the final bill.

Alcoholic party favors are NOT allowed.

Capacity and Room Minimums

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, and A/V access if applicable (laptop provided upon request). It does not include DJ.

Private Luncheons and Brunches

Facility	Guest Minimum Everyday	Minimum Monday - Friday	Minimum Saturday	Minimum Sunday
Agave Room	30 – 60 Guests	\$700	\$1,500	\$2,000

Private Dinners

Facility	Guest Minimum Everyday	Minimum Sunday - Thursday	Minimum Friday	Minimum Saturday
Agave Room	30 – 60 Guests	\$2,000	\$4,000	\$4,500

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. Your device must have a headphone jack. Any audio / visual presentations will need to be tested at least 1 week prior to the event to ensure all equipment will work properly. Untested presentations will not be permitted.



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Private Event Reservation Policies - Continued

Food and Beverage

Menu choices must be confirmed at least 2 weeks prior to event date. All food and beverage, including alcohol, must be provided by Matador Cocina Y Cantina. Some exceptions are desserts (e.g., wedding cake, birthday cake, cupcakes) and unopened bottled wine. A \$15 corkage fee per 750ml bottle will apply to bottled wine brought in by the Client.

In instances where a third-party bakery is providing any of the aforementioned items, the selection, purchase, payment, and timely delivery of the cakes is the sole responsibility of the Client to prearrange with their third party. Matador Cocina Y Cantina will gladly accommodate presentation, dessert plates, and service only, and is not responsible for payment, delivery, or quality of third-party provisions.

Tastings

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

Bar Service

All beverages must be purchased through Matador Cocina Y Cantina. 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 7.75% sales tax and 20% service charge. All bar beverage packages are based on consumption, not a per person or per hour rate.

Matador Cocina Y Cantina is required to serve alcoholic beverages in compliance with local, state, and/or federal law, even at privately reserved events. All Guests consuming alcohol on Matador Cocina Y Cantina premises must be 21 years of age or older and have in their possession a valid non-expired picture identification and present it for verification by Matador Cocina Y Cantina staff upon request. Matador Cocina Y Cantina has the right to remove from the premises any Guests under the age of 21 found to be consuming alcohol, or anyone providing alcohol to a minor. Guests under 21 years of age are permitted on the Matador Cocina Y Cantina premises until 10:00 p.m. After 10:00 p.m., all Guests must be 21 years of age or older.

Matador Cocina Y Cantina staff and management reserve the right to refuse alcohol to anyone who appears overly intoxicated. Matador Cocina Y Cantina has the right to remove from the premises, Guests who become verbally or physically disruptive.



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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 Cocina Y 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
- Up to 6 hours of event time
- Event lighting

Party Package - \$500.00

Matador DJ services include:

- Up to 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 Cocina Y Cantina assumes no liability for outside vendors brought in by the Client.

Room and Table Amenities	Approximate Cost
Tables	
Rectangles – Various Sizes	Included
Children’s Table (rectangle or round)	\$9.00 each
Table Linen	
Tablecloths and Napkins (black or ivory)	Included
Napkins (various colors)	\$1.00 each (colors subject to availability)
Chairs	
Wood (Pecan Finish)	Included
Children’s White (stacking or folding)	\$2.00 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

Liability and Damage

The Client is liable and financially responsible for personal injury, property damage, or equipment damage that may occur at Matador Cocina Y Cantina, caused by the willful negligent actions or conduct of the contracted party or their Guests. Any costs incurred for repair or replacement is the liability of the Client.

Unlawful Activities

The Client and their Guests will comply with all the laws of the United States of America and the State of California, all municipal ordinances and all lawful orders of police and fire departments and will not do anything on Matador Cocina Y Cantina premises in violation of any laws, ordinances, rules or orders.

Any Guest found to be in possession or under the influence of illegal substances will be immediately escorted off the premises. Any illegal substance and/or any paraphernalia found will be confiscated and turned in to the local police.

If unlawful activities should occur on the premises, and the event is cancelled, there will be no refund of any kind from Matador Cocina Y Cantina to the Client.

Personal Property

Matador Cocina Y Cantina is not responsible for personal items of the Client or their Guests.

I / we agree to all the terms and conditions above and confirm that I / we have received a copy of the Matador Cocina Y Cantina Event Reservation Policies.

Print Client's Name

Print Manager's Name

Client's Signature

Date

Manager's Signature

Date