



*Special Event & Wedding
Packages
2010-2011*

At the Rio Hondo Golf Club

Office: 562-806-5020 Fax: 562-806-5040
10627 Old River School Road Downey, Ca 90241
www.riohec.com



BANQUET GENERAL POLICIES

10627 Old River School Road Downey, CA 90241 562-806-5020 fax: 562-806-5040 email: mark@riohec.com

Audio & Video: Audio Visual equipment and services are available for your meeting or event. Although both equipment and services are located on-site at the Rio Hondo Event Center, both are provided by an independent contractor. Cancellation of any audio visual equipment or services must be made a minimum of 48 hours prior to your meeting or event to avoid cancellation charges. Cancellations made within 48 hours of your event will result in full payment of the contracted equipment or services.

Cancellations: Events booked within thirty days and canceled within the same thirty day period are subject to a Room Rental fee of \$250.00 and loss of initial deposit. **All initial deposits are nontransferable and nonrefundable. In the event of a cancellation prior to your event, 50% of the estimated total of the event will be retained and is nonrefundable.** Any refundable amounts will be paid to the party within 30 Business days.

Decorations: All decorations must adhere to the local laws and policies of the City of Downey Fire Department. The Rio Hondo Event Center will not permit any items affixed to the banquet room walls. **Use of confetti, glitter, rice, bird seed, bubbles or fog machine is prohibited in any way on the Rio Hondo Event Center Property.** A minimum labor fee of \$500.00 will be charged for any and all violations of this policy and possible cancellation of event immediately.

Food & Beverage: **All food and beverage must be consumed on the Rio Hondo Event Center Property and purchased solely through Shelton Food & Beverage.** Split entrees (maximum of two selections) are available and will be charged at the higher price of the two entrees. All food and beverage selections should be provided to your Catering Manager four weeks in advance of your event date.

Alcoholic Beverage Policy: Alcohol can only be dispensed by club servers and bartenders. The Alcoholic Beverage Control requires employees of Rio Hondo Event Center to request identification on any person who is of questionable age and to refuse alcohol service if the person is underage or proper identification cannot be furnished. Rio Hondo Event Center employees also have the right to refuse alcohol service to any person, who in the servers' judgment appears intoxicated. **Bar Service will not exceed 4 hours, and can be surrendered at any time. Bar Service is also a CASH ONLY setup, no credit or debit cards**

Final Guarantee: Please specify your exact number of attendees 14 business days prior to your event. If you do not confirm your guarantee, the required minimum guarantee will be applied. **Guaranteed numbers are not subject to reduction; also all guests are subject to full price and quest list must be provided. No quest will be able to attend the event at a discounted rate even if not present for the dinner portion of said event.** The Rio Hondo Event Center will prepare and set for five percent above the guaranteed number. For buffets, we will prepare and set for the exact confirmed number.

Hold Harmless: For good and valuable consideration, the receipt of the signed Catering Confirmation Agreement and the Banquet General Policies is hereby acknowledged. This client assumes entire responsibility and agrees to protect, indemnify, defend and save the Rio Hondo Event Center and its employees, harmless from and against all claims, losses, expenses included without limitation, attorney fees and security expenses, damage, environmental charges or fines arising out of or caused by the installation, removal, maintenance, occupancy or use of the Rio Hondo Event Center premises or a part thereof by this client, excluding such liability caused by the sole negligence of the Rio Hondo Event Center and its employees. In addition, this client acknowledges that the Rio Hondo Event Center does not maintain insurance covering this clients property and it is the sole responsibility of this client to obtain insurance covering such losses.

Liability: The Rio Hondo Event Center will not be responsible for any loss, damages or injury, bodily or to property that may occur at any function held on property, from any cause, whatsoever, prior to, during or subsequent to the period covered by this contract.



BANQUET GENERAL POLICIES

Retainer Fees & Payments: Retainer fees are 25% of the estimated total and are non-refundable and non-transferable. **All retainer fees are due in full upon receipt of your signed Confirmation Agreement along with a current credit card to keep on file.** Final event payment is due 14 days prior to your event date. Lack of final payment **WILL** result in cancellation of your event.

Payments & Guarantee: A second payment of 50% of the estimated total is due no later than the midpoint between the date the contract was signed and your event day. **The final payment and \$500.00 security deposit is due 14 days prior to your event.** The \$500.00 security deposit will be fully refunded the first business day after your event, at the time the event is cleared of any significant damage. At the time of final payment (14 days prior to event), there will be a final walk-through and all arrangements will be made for the final guarantee. Final payment must be paid with cash, cashier's check, credit card, or check.

Security: The Rio Hondo Event Center may require additional security for events whose size, program and/or nature of program indicates such needs. Additional security charges will be the responsibility of the event host.

Signage: All banners, signs or posters must be freestanding and cannot be affixed to banquet rooms walls. In addition, all signage posted in public areas of the Rio Hondo Event Center must be pre-approved and professionally printed. No handwritten signage will be permitted in any public area.

Smoking Ordinance: The City of Downey and the State of California ordinances state that smoking is not permitted in any enclosed public area, including banquet rooms, restrooms and lobbies.

Shipping & Storage: All delivery, packaging and clearance information must be acquired through your Catering Manager. The Rio Hondo Event Center does not accept packages more than four days prior to your event. Please include your group name, function date and Catering Manager's name on the outside of all packages.

Service Charge & Taxes: All applicable taxes are in addition to the prices herein agreed upon and the client agrees to pay them separately. **It should be understood that a taxable 20% service charge will be applied to all food and beverage functions.** Groups requesting tax exemption must have prior approval from the Rio Hondo Event Center Accounting Department and must submit a request, in writing, at least one month prior to the event date.

Banquet Hours and Room Rental Rates: Function rooms are available no earlier or later than the time stated on your Catering Contract Agreement. For additional setup or breakdown times, please consult your Catering Manager for availability and fees. Event packages are available in 5 hour increments. **NO Event shall extend pass 12:00am and entertainment must be silenced at 11:50pm and all guest should be out of the facility by 12:20am.** Morning times are under the discretion of the Catering Director. Evening hours are after 4:00 pm. **Patio and Terrace close at 10pm for children and 11pm for adults (patio hours are non-negotiable).** Event start and ending times are to be negotiated between client and event coordinator. Non package events or extended wedding package hours are available for a fee per hour and upon approval from Catering Director. We will not serve any event later than 8pm



Diamond Package Includes

Complimentary Entrée for Bride & Groom
A Complimentary Tasting for Bride & Groom
Served Champagne & Cider Toast
China, Flatware, & Glassware
Skirted Head Table, Cake Table, Gift Table, & Sign in Guest Table with Photo Easel
Choice of Ivory or White Polyester Tablecloths & Napkins for all tables
Cake Cutting & Serving
Customized Room Set Up
Professional Audio & Visual Equipment
Complimentary Parking for all Guests
Coffee, Decaf, Hot Tea, Water & Fresh Brewed Tropical Iced Tea
5 Hour Reception Time
1 Hour Set Up Time for Vendors
Outdoor Patio & Seating with Terrace & Golf Course View
Professional RHEC Staff to ensure your RHEC Experience

Additional Charges:

Dance Floor (400), Bar & Beverage Service Setup (250+), Security (300+), Hors D'oeuvres,
Additional Hours (400 ea.), Ambiance Lighting (250+), Bridal Room (500), Table Chargers (1 ea.),
Table Favor Set Up (100+), Upgraded Linens - based on Materials, Colors & Sizes (12+ea.),
Desserts (5+)



Platinum Package Includes:

All of the Great Amenities of the Prestigious Diamond Package in Addition to

Hors D'oeuvres Display

**Deluxe California Vegetable Crudités with Dip
Choice of 2 Hot Passed Hors D'oeuvres**

Tasting for up to **six (6) guests**

China, Flatware, Glassware, and **Elegant Charger Table Set Up**

Choice of **Elegant Floor Length Satin** Ivory or White Tablecloths for all tables

Choice of **Satin** Ivory or White Napkins

Decorative Candles for all tables

Customized Room Set Up and **Favor Table Setting**

5 Hour Reception Time

2 Hour Set Up Time for Vendors

Bridal Room

Security

Dance Floor Set Up & Tear Down 400sqft.

Indoor Specialty Ambiance Lighting

Extra Professional RHEC Staff and Servers to ensure your RHEC Experience

Bar Setup Service (4 Hours)

Additional Charges:

Additional Hours (400 ea.), Upgraded Linens based on Fabric Materials, Colors & Sizes (12+ea.),

Desserts (5+)



Menu Selections

Menu Includes

Entrées are served with California Field Greens Salad, Deluxe California Seasonal Vegetable Blend and Choice of Oven Roasted Baby Rose Potatoes, Twice Baked Potato, Garlic Whipped Potatoes, Fresh Rice Pilaf or Fettuccine Alfredo

Your Choice of 1 Entrée

Chicken Breast

Choice of:

Marsala Wine & Mushroom Sauce, Picatta lemon butter caper sauce,
Lemon Butter & Herbs, Parmesan, or Stuffed Cranberry & Apple

D **36**

P **53**

Filet Mignon

Tornado of Filet wrapped in Bacon accompanied with a
Bordelaise Sauce & Mushrooms

D **40**

P **58**

Salmon

With your choice of style

Blackened, Mango Salsa, Dijon, Vera Cruz, Bernaise, Lemon Butter, Macadamia Nut Crusted

D **38**

P **54**

Roasted Prime Rib

Cracked Black Pepper & Herbs
Accompanied with Au Jus and Creamy Horseradish

D **39**

P **56**

Duet of Filet & Fish or Filet & Chicken

Petite filet paired with your choice of
Salmon, Sea Bass or Halibut or
Chicken Breast

D **44**

P **60**



Buffet Selections

Classic Buffet

Mixed Green Salad with Raspberry Vinaigrette & Ranch Dressing
4 Chef's Choice Cold Salads, Fresh Fruit
Roast Beef Tenderloin accompanied with Brown Mushroom Gravy
Blackened Filet of Salmon & Breast of Chicken in a lemon butter caper sauce
Sautéed California Deluxe Vegetables, Roasted Red Potatoes or Rice
Warm Rolls & Butter

D **40**

P **58**

Spanish Nights

Mixed Green Salad with Raspberry Vinaigrette & Chipotle Ranch Dressing
4 Chef's Choice Cold Salads, Fresh Fruit, Salsa & Fresh Guacamole
Spanish Rice, Refried Beans, Spanish Style Corn, Yellow Corn Tortilla Chips,
Chicken or Steak Fajitas, Chicken or Beef Flautas, Beef Taquitos, Chicken or Beef Enchiladas

D **40**

P **58**

Barbecue Buffet

Mixed Green Salad with Raspberry Vinaigrette & Ranch Dressing
4 Chef's Choice Cold Salads, Fresh Fruit
Barbecue or Mesquite Tri Tip & Chicken Breast, BBQ Pork Spare Ribs
Baked Beans, Baked Potatoes, Hot Buttered Corn, Warm Rolls & Butter

D **40**

P **58**

A taste of Italy Buffet

Mixed Green Salad with Raspberry Vinaigrette & Ranch Dressing, Fresh Fruit
Antipasto Salad, Tomatoes & Onions in Vinaigrette, Pasta Salad, Potato Salad
Italian Pepper Steak, Chicken Parmagiana, Cheese Tortellini in Alfredo Sauce,
Italian Sausage & Peppers
Italian Vegetable Medley, Roasted Rose Potatoes, Garlic Bread

D **40**

P **58**

Rio Grand Buffet - 2 Hour all You can Eat

2 Mixed Green Salad with Raspberry Vinaigrette & Ranch Dressing
6 Chef's Choice Cold Salads, Fresh Fruit, Warm Rolls & Butter
Sautéed California Deluxe Vegetables, Roasted Red Potatoes, Rice Pilaf
Blackened Salmon, Chicken Picatta, Filet Scalopini, Seafood Creole, Penne Pasta
Prime Rib Cutting Station, Shrimp & Crab Station
Sliced Specialty Breads, Assorted Cakes & Pies, Petit Fours
And Small Chocolate Fountain Station

P **70**



Desserts

Select One of the Following

New York Style Cheese Cake with Strawberry Sauce and Strawberries

White Chocolate Raspberry Cheese Cake & Whipped Cream

Molten Milk Chocolate Cake with Raspberry Sauce

Lemon Tartlet with Raspberry Sauce

Chocolate Cake & Cocoa Powder

Strawberry Shortcake

Raspberry Tart

Tiramisu

5

per person

add Vanilla Bean ice cream

1



Hot Hors D'oeuvres

Per 100 Pieces

Chipotle Meatballs

175

Bacon wrapped scallops

200

Chicken Empenadas

225

Lemon Pepper, Cajun Honey, or Buffalo Chicken Wings

185

Coconut Shrimp with Jalapeno Marmalade Dipping Sauce

240

Spinach Spanikopita

175

Marinated Lamb Skewers

350

Marinated Lemon Chicken Skewers

350

Cold Hors D'oeuvres

Per 100 Pieces

Stuffed Deviled eggs

150

Assorted tea sandwiches

150

Caprese Skewers

150

Jumbo Shrimp Platter

250

Light Hors D'oeuvres

Per Person

Assorted Cheese and Cracker

1.50

Feta Cheese & Kalamata Olives

3

Fresh Fruit Platter

2

Vegetable Crudités with Dip

2



Bar Packages

All Packages will not exceed 4 hour in duration
Speak to your Event Director about extended service
All packages subject to 20% service charge and current state sales tax

(Charged Per Guest)

Premium Hosted Bar

Premium Liquors, House Wine, Imported & Domestic Beers, Soft Drinks and Mineral Water
(Shots not included)
One Hour 12.00
Two Hours 18.00
Three Hours 23.00
Four Hours 26.00

Well Hosted Bar

Well Liquors, House Wine, Imported & Domestic Beers, Soft Drinks and Mineral Water
(Shots not included)
One Hour 8.00
Two Hours 14.00
Three Hours 19.00
Four Hours 22.00

Soft Hosted Bar

House Wine, Domestic & Import Beer, Soft Drinks and Mineral Water
One Hour 6.00
Two Hours 10.00
Three Hours 13.00
Four Hours 16.00

Consumption Services also provided

Minimum \$1000.00

Rio Hondo Event Center Wine List

Is available upon request

\$250 Bartender fee per bartender – 4 hour service

1 Bartender required for every 75 guests

No Minimum Required

Alcoholic Beverage Policy:

Alcohol can only be dispensed by club servers and bartenders. The Alcoholic Beverage Control requires employees of Rio Hondo Event Center to request identification on any person who is of questionable age and to refuse alcohol service if the person is underage or proper identification cannot be furnished. Rio Hondo Event Center employees also have the right to refuse alcohol service to any person, who in the servers' judgment appears intoxicated. Bar Service will not exceed 4 hours, and can be surrendered at any time.

Chocolate Fountain Display

Warm Chocolate fondue flows from a three tiered fountain that is set up especially for your special event. This extraordinary and memorable addition to your party incorporates elegance and excitement, while giving your guests the opportunity to cover fresh fruit, cakes, and candies with fresh warm delectable chocolate...

Includes:

Fountain Rental
Professional Server for 2 Hours
20 Pounds of Belgium Chocolate (Dark semi-sweet, milk, or white chocolate)
Skirted Table
Napkins, Mini Plates, Skewers
285

Choose 5 Dipping Items:

Per person charge

Cheesecake Bites
Brownie Squares
Strawberries
Apples
Oreo Cookies
Bananas
Nutter Butter Cookies
Shortbread Cookies
Snicker Pieces
Pretzel Rod
Pineapple
Rice Crispy Treats
Graham Cracker Squares
Biscotti
Marshmallows
3



2010-2011 Terrace Wedding Ceremony

Includes:

- One Additional Hour added for Ceremony
- Up to 150 White Padded Wedding Chairs
- Golf Course Lake & Water Fall Back Drop
- Wedding Arch, Gazebo, or Columns
- Complete Set Up and Break Down
- Wedding Rehearsal onsite with RHEC Event Coordinator

\$1000.00

Items not included in package:

Wedding Coordinator, Photographer, Decorations, Clergy, Music, and Flowers

Referrals are Available



2010-2011 Estimated Price Per Person

Package Selection	Price	S/CGH	TAX	TOTAL	Guests	Guests	Guests	Guests	Guests
					100	150	200	250	300
Diamond Chicken	36	0.20	0.0975	46.71	4671.00	7006.50	9342.00	11677.50	14013.00
Diamond Fish	38	0.20	0.0975	49.31	4930.50	7395.75	9861.00	12326.25	14791.50
Diamond Prime Rib	39	0.20	0.0975	50.60	5060.25	7590.38	10120.50	12650.63	15180.75
Diamond Filet Mignon	40	0.20	0.0975	51.90	5190.00	7785.00	10380.00	12975.00	15570.00
Diamond Duet	44	0.20	0.0975	57.09	5709.00	8563.50	11418.00	14272.50	17127.00
Diamond Buffets	40	0.20	0.0975	51.90	5190.00	7785.00	10380.00	12975.00	15570.00
Platinum Chicken	53	0.20	0.0975	68.77	6876.75	10315.13	13753.50	17191.88	20630.25
Platinum Fish	54	0.20	0.0975	70.07	7006.50	10509.75	14013.00	17516.25	21019.50
Platinum Prime Rib	56	0.20	0.0975	72.66	7266.00	10899.00	14532.00	18165.00	21798.00
Platinum Filet Mignon	58	0.20	0.0975	75.26	7525.50	11288.25	15051.00	18813.75	22576.50
Platinum Duet	60	0.20	0.0975	77.85	7785.00	11677.50	15570.00	19462.50	23355.00
Platinum Buffets	58	0.20	0.0975	75.26	7525.50	11288.25	15051.00	18813.75	22576.50
Platinum Rio Grand Buffet	70	0.20	0.0975	90.83	9082.50	13623.75	18165.00	22706.25	27247.50

Please Note:

All Saturday Evenings at the Rio Hondo Event Center are subject to an \$11,000.00 dollar minimum expenditure level to qualify to book an event and a 25% Deposit (\$2750.00) is Required to lock in your Event Date (Jan-Feb requires an \$8,000.00 minimum and a \$2,000.00 deposit). No Alcohol purchase is allowed to be allocated toward the Package selected to help achieve the 11,000 dollar booking minimum.

Prices are Subject to Change at Anytime

All prices are subject to 20% service charge and current sales tax.

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