



2050 E. Ventura Blvd. Camarillo, CA 93010
 ph: (805) 482-0777 | fax: (805) 389-1642
 www.bellacapriinn.com

OTC On-site Catering? Y/N

**Note: Breakfast and Lunch only. Minimum 2 weeks notice. Deposit required.
 Food charges will be made by Old Town Cafe by Bella Capri Inc.

OTC Food Order:

Standard Brunch Buffet (\$18/adult; \$12/child): # of Adults: ____ # of children (age 10 and under): ____

Additional Catering:

<i>Catering Platters:</i>	Small	QTY	Large	QTY
Fruit Platter	(serves 15-20) \$30		(serves 20-30) \$45	
Wrap Platter	(serves 15-20) \$50		(serves 20-30) \$85	
Spring Salad	(serves 15-20) \$35		(serves 20-30) \$45	
OTC Salad	(serves 15-20) \$40		(serves 20-30) \$50	
Assorted Pastries	(serves 10-12) \$25		(serves 12-15) \$40	
Coffee	(serves 8-10) \$15		(serves 10-12) \$20	
Champagne Bottle	(serves 6) \$18			
Water	Complimentary			

**** (BCI Staff:)** _____ **communicated Event Catering Details with (OTC Staff:)** _____
on (Date) ____/____/____

***FOOD READY BY (Time):** _____

Outside Catering?

**Note: \$50 Outside Catering Fee for any outside food brought in.*

If yes, describe food: _____

From where?: _____

Q: Do they need to rent Plates / Silverware from BCI? *Reference excel sheet for prices.*

Bringing Own Alcohol?

**Note: Wine & Beer OK. Liquor must have licensed bartender present.*

**Flat corkage fee for Wine = \$75; Flat for Beer = \$50; Combo of both = \$75*

If yes, describe drinks: _____

Details to go over with guest(s):

An initial non-refundable Space Reservation Fee (SRF) is required to guarantee your reservation date. Once the SRF payment is made, it is **non-refundable** but you may change your reserved date if the event is cancelled within 7 days and an alternate date is available. The specific breakdown of charges is dependant on both the date of your event and your contractual agreement date.

Estimated total will be divided into payments of 50% each: 1st SRF @ 3 mo and Final SRF at 2 weeks prior.
Must be paid up in FULL 2 weeks prior to Event. (If under 2 weeks, everything is due ASAP.)

(Refundable) Security Deposits (\$200):

-If paid in Cash, the deposit will be returned day of event post inspection. Subject to Management approval.

-If paid with Credit Card, a pre-authorization / hold will be placed on the card.

-If paid by check, must be received **2 weeks** prior to event. The check will be deposited and a check will be written for the appropriate reimbursement within 1 week post event. (Make checks out to : Prominent Hospitality, Inc. Write in MEMO the Details of event / Date)