

# Geoffrey's Malibu

## **Banquet Information for Buyouts**

*(Events for more than 60 guests, or to have a wedding ceremony, require you to buyout the entire restaurant)*

**Special Events Coordinator: Emily Richardson**

Phone: (310)457-1519 x.10 [geoffreysmalibu@gmail.com](mailto:geoffreysmalibu@gmail.com)

Please note that we understand each event is different so please let us know your needs and if we are able, we will make adjustments on a per event basis.

### **Deposits & Payment Schedule**

#### **Initial Deposit:**

An initial deposit of \$5,000.00 is required to book any event that requires Geoffrey's/Malibu to close the restaurant. This deposit is due upon reserving your event date and is non-refundable, as well as, non-transferable.

#### **Second Event Payment:**

A second event deposit equal to 50% of your Food and Beverage Minimum is due 6 months prior to the scheduled event date, or upon booking along with the initial event deposit, whichever occurs first. Geoffrey's will refund a maximum of 50% of the second event deposit if a cancellation should occur no later than 4 months prior to the scheduled event date. The second event deposit is completely non-refundable after this point.

Should your event date need to be postponed, Geoffrey's/Malibu will transfer specific portions of the second event deposit providing the new event date is scheduled to take place no later than 6 months from the original scheduled event date. Upon rescheduling a new event date within 6 months of the original event date, the transfer conditions are as follows: 100% of the second event deposit will be transferred if the date change is given no later than 5 months prior to the scheduled event date. 50% of the second event deposit will be transferred if the date change is given no later than 3 months prior to the scheduled event date. 25% of the second event deposit will be transferred if the date change is given no later than 2 months prior to the scheduled event date. There will be no transfers made of the second event deposit for any date changes made after this point.

#### **Third Event Balance:**

A third event deposit equal to the estimated subtotal is due 2 weeks prior to the scheduled event date. This deposit is non-refundable, as well as, non-transferable.

#### **Final Event Balance:**

All event balances incurred during your event (i.e. bar bills, etc...) are due no later than the conclusion of the scheduled event.

### **Food and Beverage Minimums**

For wedding receptions and other large events of 60 people or more, it is required to close the restaurant, allowing total privacy for your event. A specified Food and Beverage Minimum must be met for the day or evening of your event. These minimums range widely throughout the year, from a low of \$15,000 to a high of \$45,000. These minimums are derived from our actual food and beverage sales of any given day or night from our prior three (3) years of sales. This pricing is valid for any event which does not require amplification. If your event requires amplification (i.e. microphone, DJ or band), special permitting is required. Geoffrey's Restaurant will be responsible for acquiring all permits necessary for the event. Food and beverage minimums for these events range from \$30,000 - \$45,000. We are limited to six of these events per year.

Food and Beverage Minimum's are quoted on an individual basis depending on the particular date and time you may be interested in. The Food and Beverage Minimum is only applied towards your food service and beverage service, including hosted bar and wine services.

If any portion of your specified Food and Beverage Minimum is not met, the balance will be applied as a "restaurant rental fee". All Food and Beverage services must be used at the restaurant during your event. Geoffrey's will not and can not (by codes of our various licenses) send you home with bottles of wine or liquor, send you home with food or give you gift certificates for future use as a means to reach your minimum.

### **Ceremony Fee**

There is a \$2,000 ceremony set-up fee for all weddings taking place at the point/waterfall room. It's possible to waive the ceremony fee by having your ceremony in the garden (room permitting).

### **Service Charges**

There will be a 20% service charge and 8.75% sales tax on all food, beverage, room rental and other service charges. Additionally, to ensure the quality of your event, we will provide our Event Coordinator, Emily Richardson, to supervise your event.

### **Tastings**

Geoffrey's will provide a menu tasting for any full buyout event, when a deposit has already been taken. The tasting items will go towards meeting your food and beverage minimum. The tasting may include up to four persons and also may include: 5 tray passed items, 3 starters, soup or salad, 3 entrees and 2 desserts. All tastings must be scheduled with the event planner a minimum of two weeks prior to the day you would like to taste and at least 4 to 6 weeks prior to your event. All non-alcoholic beverages are included. A minimum \$20 service charge for our service staff is required.

### **Menu Selection and Printing**

We request your menu selection to be made 4 to 6 weeks prior to your event. Please note for parties of 25 guests or more in which a menu with filet is selected, in order to ensure quality of food and efficiency of service our filets will be prepared Medium to Medium Rare. The exception to this is if a guest requests their filet Well Done. Geoffrey's will provide complimentary printing of the menus for your event.

### **Parking**

Because of our extraordinary & unique location, only valet parking is available. When having a party at Geoffrey's, we require that you host the valet charges for your guests, a fee of \$9.00 per car (includes tip) will be added to your bill for this service.

### **Cake Cutting**

A cake cutting and serving fee of \$2.50 per person will be added to your bill when bringing a cake into the restaurant. We do not make wedding or specialty cakes, but are happy to provide you with recommendations when this type of cake is desired for your event.

### **Corking Fees**

Geoffrey's *does not* allow outside wine to be brought in for parties.

### **Linen & Dance Floor**

Geoffrey's provides complimentary tan linen for all events. Various colors, floral, lace, lame, and patterns can be rented at an additional fee from outside vendors. Geoffrey's does not own a dance floor, and for events having music and dancing, we require a dance floor to be rented. The average dance floor ranges from \$350-\$500 depending on the chosen finish.

### **Music**

Geoffrey's is located in a very secluded private area that is also residential. Because of this, we are not allowed to have amplified music or microphone use without a special permit from the City of Malibu. We are only able to obtain six permits per year, and additional costs may be incurred.

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### **Maximum Capacities**

For a fully seated affair, we can seat a maximum of 160 people at tables of 8 with a dance floor. For cocktail and hors d'oeuvre parties that only require partial seating we can accommodate 250 people.

(\*For a fully seated affair requiring a dance floor and more seating than we can provide, we can easily achieve this by replacing our tables, chairs and linens with rented tables, chairs and linens. These rentals will allow us to accommodate up to 180 people seated with a dance floor. Also, depending on size of party, if weather is a factor a tent will need to be obtained. Rentals are an additional expense to the client and we are happy to provide a quote upon request.)

### **Closing Hours**

To close us for a lunch or brunch, the hours available are from 11am-4pm. To close us for a dinner the hours available are from 6pm-11pm. If the timing exists within our reservation books, parties may opt to go overtime or close us down an additional hour prior; however, there is an additional charge up and beyond your quoted food and beverage minimum to do so. This charge will be quoted on an individual basis depending on the need and availability and *is not* applied towards any food, beverage or other service, it is charged as a straight overtime fee.

Thank you.