

Geoffrey's Malibu

Parties of 15 or more

Banquet Information

(The following information is *only* for those events that *do not* require closing the restaurant)

Special Events Coordinator, Emily Richardson

Phone: (310) 457-1519 x.10 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 \$500.00 is required to book an event at Geoffrey's Malibu restaurant. This deposit is due upon reserving your event date and is non-refundable, as well as, non-transferable.

Final Event Balance**:

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

Food and Beverage Minimums

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 \$750.00 to a high of \$8,000. 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. No amplification permits will be available for parties of this size. 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 "venue 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.

Service Charges

There will be a 20% service charge and 8.75% sales tax on all food, beverage, venue fees and other service charges.

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 \$8.00 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.

Corkage 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. There will be no dance floor for these events, as only the house music will be played and other guests will be dining in the restaurant.

****Please note that you are only allotted a three hour (M-Thurs Events) and two and a half hour (F-Sun Events) time period for your event. All food orders must be in to the Chef no later than 30 minutes after your scheduled start time. If any of your guests are more than 30 minutes late, we will not be able to provide them with a full meal. No food orders will be taken until all guests have arrived. Overtime fees will apply every half hour.**

Guest count:

The guaranteed count must be given to the **Event Coordinator** no later than two business days prior to the event date. Your guest count may only be increased past this date, should your guest count decrease will you be charged for the guaranteed count. A final contract, including all of your party details, must be signed with a deposit to make the reservation for your event.

Menus

Geoffrey's will provide complimentary printing of the menus for your event. Menus will be updated seasonally. Menu items and preparations are subject to change depending on market availability without prior notice. We must receive your final menu selection two weeks prior to the scheduled event. Personalized printed menus are provided with our compliments; we will need to receive the text for the top of the menus 3 days prior to the event. Menu items and preparations are subject to change depending on market availability without prior notice. Food Preparations: 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.

Table set up

Most parties will be seated at square 4x4 tables that seat 6-8 people (unless otherwise stated). Seating in a specific area is not guaranteed and will be decided by the event coordinator the day of your event.

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. Any event with a permit is an exception, which are allocated to large parties with a full buyout of the restaurant.

Maximum Capacities

For Garden events our seating capacity is 42 guests. For Garden and Patio events our seating capacity is 64 guests. For waterfall room events our seating capacity is 60 guests. **Please note that if you have less than 40 guests in the Garden, your event will not be private.**

Hours

To reserve an event for a lunch, the hours available are from 11:30am-3:30pm. To reserve an event for brunch, the hours available are from 10:00-3:30. To reserve an event for a dinner, the hours available are from 4pm-11pm, depending on a request for a weekday or weekend. If the timing exists within our reservation books, parties may opt to go overtime, 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.

Please note that your party is not "private." We count on you to respect our other patrons by keeping noise levels to a minimum. Therefore, please refrain from making speeches, clapping, or anything that may disrupt the restaurant.

All parties will be given their total bill for all guests on (1) one single check and must be paid for with maximum two (2) forms of payment (cash and credit card only). Should there be any dispute at the time we will only converse with the event contact.

We do not provide a "Cash and Carry" service. We prefer for your guests not to purchase drinks at the bar because it is not possible to control the flow of consumption.