



**EVENT PROPOSAL**  
 Factory Place Events and Catering  
 1300 Factory Place #101  
 Los Angeles, CA 90013  
 Phone: 213.996.6000

[www.factoryplacehospitality.com](http://www.factoryplacehospitality.com)

EVENT NAME:	LOCATION:
EVENT DATE:	CONTACT:
START/END TIME: 2 ½ hour time slot	PHONE #:
GUEST COUNT: 12 or more	EMAIL:

**FAMILY STYLE MENU**

**1<sup>st</sup> Course**

**peperu** - soft cheese stuffed sweet and spicy peppers, grana padano, arugula oil  
**ortolana** - field greens, spring onions, radicchio, dates, goat cheese, champagne vinaigrette  
**prosciutto** - parma prosciutto 24 months, lightly fried sage dough, stracciatella

**2<sup>nd</sup> Course**

**mandilli di seta** - handkerchief pasta, ligurian almond basil pesto  
**porchetta** - slow roasted pork belly, aromatic herbs, braised fennel, carrots, red onions, celery  
**pesce** - sautéed fish of the day, seasonal vegetables

**Dessert**

**pane** - warm bread pudding, caramel-banana sauce, vanilla gelato  
**saracena** - mascarpone mousse, espresso-soaked buckwheat cake, toffee crunch

*All food is subject to market availability*

Please select your style of service for the following:

Water Service: HOUSE FILTERED/BOTTLED SPARKLING/BOTTLED STILL  
 Coffee & Tea Service: OFFER/NO OFFER  
 Cocktails /Non-alcoholic bevs: A LA CARTE MENU PROVIDED  
 Allergies:

Food Only: \$55.00 per person  
 Beverages charged upon consumption

+ 20% service charge  
 +3% event coordination fee  
 +9.5% sales tax

Deposit due: \$ \_\_\_\_ (50% deposit)

Card Holder's Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

CVC Code: \_\_\_\_\_

Card Type: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_

Card Holder's Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

#### DEPOSIT

A 50% deposit of the total estimated bill is due when the event confirmation is submitted. Our receipt of your deposit confirms your event. Until the deposit and event confirmation are received, the date is not confirmed. Remaining estimated balance is due the day of the event.

#### CANCELLATION

In the event of a cancellation, we will refund your deposit in full given 14 business days' notice. A 50% refund will be issued with between 13 – 8 days' notice. In the event of a cancellation within 7 days of the event, no refund will be issued.

#### CORKAGE POLICY

Corkage \$30 a bottle (750 mL) for the first two bottles, \$50 for every bottle after that. Limit of 1 bottle per guest. Cannot be any wines on our list.

#### METHOD OF PAYMENT

We accept American Express, MasterCard, and Visa. Payment is due in full on the date that services are rendered.

#### ATTENDANCE GUARANTEES

The final bill is based on the confirmed number of guests attending the event or the actual number of guests in attendance, whichever is greater. Final guest count must be confirmed 3 business days prior to the event.

#### TIME ALLOTTED

Parties are booked for a 2.5 hour time slot. There is a \$5 per person charge per 5 minute period beyond the allotted time period.

#### CREDIT CARD INFORMATION AND CONFIRMATION

Please fill out the requested information above. We will use your credit card information to reserve your event date.

THE AUTHORIZED SIGNATURE WILL ACT AS A WILLING AGREEMENT OF THE TERMS STATED ON THIS EVENT PROPOSAL. Changes may be made after the signed agreement is received. In that case the most recent proposal shall be considered the terms to which we will adhere. We will only charge your credit card at the end of the party or in the event of a cancellation unless we are instructed by you to use another credit card account or form of payment.

Print name \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_