



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

EVENT NAME:
 EVENT DATE:
 START/END TIME: 2 1/2 hour times slot
 GUEST COUNT: 12+

LOCATION:
 CONTACT:
 PHONE #:
 EMAIL:

FAMILY STYLE MENU

1st 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

2nd 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: _____