



Harlow's and The Starlet Room: Private Events Policies and Info

Audio/Visual: The use of our house sound system is available for use at the event. All other audio-visual equipment you need for your event is available on a rental basis. We are happy to provide you with contact information for our preferred vendors.

Guarantee/Deposit/Cancellation: Harlow's/The Starlet Room must receive the exact number of guests you are guaranteeing for an event by 12:00 pm, 14 days prior to the event. This count cannot be reduced. If no guarantee is received, then the number of guests originally given on the banquet event order will constitute the final guarantee and cannot be reduced. If the final head count is significantly less than your minimum guarantee Harlow's reserves the right to move the event to a room better suited to the event size. A deposit is required to reserve your event date. The deposit will be for the room rental fee and is nonrefundable and will be applied to the event's overall cost. Deposits are due 7 days after the event has been booked. Without the room deposit, the party will not be finalized, and another party can be booked during that time slot. In the event of cancellation, the deposit will not be refunded.

Room Rental Fee: The room rental fees are as follows: Harlow's \$950, The Starlet Room \$600, Patio \$350. This fee includes staff, linens, cutlery, sound system, party agent, security, and a 3 hour time block for your party (4 hours including set up and cleaning).

Labor Charges: Labor charges are generally inclusive unless there are special circumstances.

Payment Policy: Payment is due prior to the actual start time of the event. Harlow's will furnish a thorough written estimate of the costs for the event. If payment is not received on time Harlow's reserves the right to terminate the event and retain the deposit.

Service Charge and Sales Tax: A 20% service charge is added to all food and drinks served at the event. 8.25% sales tax and a 1.5% SBIA business district tax is added to all food and drinks served at the event. These charges may change at any time and are not necessarily under the control of Harlow's. Please note that according to California State Tax laws, for all catering and group events the service charge shall be taxable.

Event Times: The host agrees to be at the event during the scheduled time and to vacate the event space by the time designated on the contract. If the room is not vacated on time, Harlow's reserves the right to bill the host for additional fees and costs incurred.

Food: We do not allow outside food at our private events, with the exception of cake. A representative will go over all menu options once the party is booked.

Menu Selection: A qualified member of the Harlow's/Starlet Room staff will meet with you to finalize menu selections. Menus will be finalized 14 days prior to the event. After the menu is finalized, no changes can be made.

Corkage Fee: We do not allow any outside beverages. If guests are found to have outside beverages, they will be removed from the building.

Coat Check: We can provide a hosted coat check for your event for a charge of \$20 per hour. Self-service coat check is available at no cost.

Conduct of Event: The host shall conduct the event in an orderly manner in full compliance with applicable laws, regulations, and venue rules. The host of the event assumes full responsibility for the conduct of any persons in attendance and for any damages done to any part of the premises by guests, invitees, employees of the host, independent contractors working for the host, or other agents under the host's control. Patron hereby indemnifies and holds harmless Harlow's/The Starlet Room, its officers, directors, employees, agents, and each of the foregoing, against any and all claims, liabilities, or costs (including reasonable attorney's fees and otherwise) arising out of, or connected with the event or this agreement, caused or contributed by the negligence of patron, or any guest, invitee, or agent of patron. Upon the request of Harlow's/The Starlet Room, patron shall produce and maintain, at its expense, policies of insurance, in such amounts, upon such terms and with such responsible insurance companies as shall be satisfactory to Harlow's/The Starlet Room. The host also acknowledges that Harlow's/The Starlet Room reserves the right to refuse service of alcoholic beverages to any and all guests at any time. A breach by the host, or company hosting an event, of any of the terms or obligations of this section shall give Harlow's/The Starlet Room the right to immediately terminate this agreement.

Performance of Agreement: Performance of this agreement is contingent upon the ability of Harlow's/The Starlet Room to complete same and is subject to labor troubles, disputes, strikes, picketing, accidents, governmental (federal, state, or local) requisitions, restrictions upon travel, transportation, delivery of food, beverage, or supplies, construction, and/or any other course enumerated herein or not, beyond the control of the management of Harlow's/The Starlet Room. In no event shall Harlow's/The Starlet Room be liable for loss of profit or for other consequential damages, whether based on breach of contract, warranty or otherwise. In no event shall Harlow's/The Starlet Room liability be in excess of the total amount of the food and beverages contracted heretofore.

For more information, please contact privateevents@harlows.com.