

# Villa Ragusa

## Outside Catering Information

Villa Ragusa

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Outside catering is not permitted in the month of December on certain dates.

In the following pages you will find essential information that will assist you in beginning the process of planning your event. If there are any questions regarding the subsequent information please feel free to contact our banquet facility office.

#### **Here is a summary of our policies and regulations:**

A room rental fee and an outside catering fee is applied according to the room requested and the number of guests attending. Each room has a required minimum number of guests that must be met to book the room. *A non-refundable deposit of \$2,000 is required to book and secure the room.* This deposit will be applied to the final bill.

All beverages must be purchased from Villa Ragusa. Villa Ragusa will provide all of the barware unless otherwise provided by the client.

Villa Ragusa requires all outside catering events to have an onsite manager.

In the event of damaged or missing property from Villa Ragusa, the client will be held responsible for any associated fees.

The caterer being used must be pre-approved prior to the event by the banquet office and must possess a valid business license and current health certificate.

A walkthrough with the caterer regarding our rules and regulations will be required one month prior to the event.

The caterer and staffing agency are both required to sign individual contracts acknowledging they have read and understand the rules and polies of the venue.

Payment of all estimated costs is due 10 days prior to the event.

All decorations must be pre-approved prior to the event and must adhere to the City of Campbell Fire Codes. Nothing may be taped or tacked onto the walls without prior authorization. No tape on the marble floors. Neither glitter nor confetti is allowed.

## **Outside Catering Minimums**

The East Gallery – 150 guests

The Campbell Gallery – 100 guests

The West Gallery – 100 guests

The East Gallery Combination – 350 guests

The West Gallery Combination – 250 guests

The Grand Gallery – 450 guests

## **Room Capacities**

The East Gallery accommodates 250 guests

The West Gallery accommodates 170 guests

The East Gallery Combination accommodates 450 guests

The West Gallery Combination accommodates 350 guests

The Grand Gallery accommodates 600 guests

**All room rentals are based on a 5 hour period of time.**

*Additional Hours may be arranged for an additional fee.*

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## BAR PACKAGES

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### THE SIMPLE:

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Soft Drinks & Juice

For 5 hours event time

### THE ESSENTIAL:

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Soft Drinks, Juice & Cash Bar

For 5 hours of event time

### THE USUAL:

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Soft Drinks, Juice, Tap Beer, & Cash Bar

For 5 hours of event time

### THE TRADITIONAL:

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Soft Drinks, Juice, Tap Beer, House Wine & Cash Bar

For 5 hours of event time

### THE PRICELESS:

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Soft Drinks, Juice, Tap Beer, House Wine, Well Brands & Cash Bar

For 5 hours event time

### THE FINEST:

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Soft Drinks, Juice, Draft Beer, House Wine, Well Brands & Premium Brands Liquors

For 5 hours of event time

### THE FULL PACKAGE:

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Soft Drinks, Juice, Bottled Beer, Draft Beer, Champagne, House Wine, Premium Wine,

Well & Premium Brands Liquors

# **DAY OF COORDINATION**

*Villa Ragusa is excited to offer the “Day of Coordination”*

*Let us help create special memories for you and your friends and family. Our event team will help take care of the following to ensure your day is one you will never forget.*

## **VENDOR ARRIVAL**

*The Villa Ragusa event team will contact all vendors prior to your wedding to schedule setup and breakdown times. We will greet them upon arrival and assist with any questions or concerns the day of.*

## **CEREMONY REHEARSAL**

*Our team will be there to conduct the rehearsal at a convenient time for all.*

## **CEREMONY DAY**

*We will help direct guests upon arrival and assist the ushers if need be. We will coordinate with the DJ regarding music and conduct the grand entrance of attendants and bride.*

## **PRE-RECEPTION SET UP**

*We will set up all favors, place cards, guest book, toasting goblets, photos, etc.-day of event. Also, we will arrange for secure storage prior to the event.*

## **RECEPTION**

*We will create and execute the timeline with DJ/Band. Will work closely with all vendors throughout the evening to guarantee vendors and guest will be taken care of. We will make all appropriate decisions to ensure your special day is seamless.*

**CONSULTATION AND COORDINATION FEE: SEE CONSULTANT**