



Event Deposits & Fees

Reservations: To check on availability and reserve a date, please contact the Special Events Manager.

Advanced reservations may be held for 2 weeks with not obligation to book. First right of refusal will be granted to all reservations. Contract and deposits are due 48 hours of receiving contract to guarantee rental. We do take reservations prior to one-year out.

Deposit: A refundable security deposit of \$500 and a non refundable reservation deposit of 50% of the rental rate are due at the time of the booking. The 50% of total rental rate reservation deposit is applied towards your total amount to secure your date. The \$500 deposit will be returned 5 days after the event date if there' is no damages or need to repairs caused by the event.

Room Rental: Eight (8) hours are our standard rental period, inclusive of set-up, the event, and the clean up by the caterer or any vendors which are part of your event. The 8-hour standard rental period will be strictly enforced. Any activity in addition to the 8-hour rental period, which includes set-up and take down, will be billed at 10% of the gallery rental fee per hour or partial hour. Additional costs may be charged depending on the requests. Tax is charged on the venue rental. Refer to the available times on this page. All hours are designed to fit your event requests. The Petite Gallery will be quoted separately depending upon usage.

Cleaning Fee: The cleaning fee is included in your rental fee.

Staffing: All staffing for food and beverages are provided exclusively by La Bonne Cuisine, based on your needs. An Event Manager is required to be on site when your event takes place in the evening, from set-up to cleanup at a rate of \$25 per hour per person. Additional labor may be required as determined by the Event Manager and will be charged to the client accordingly. Hours are flexible and may be pre-arranged.



Services & Amenities

Available: 7 days a week from 7am.

Beverages: In addition to our own wines, the Cohen Rese Gallery (via BBC) also offers a wide selection of alcoholic and non alcoholic beverages. As a licensed venue in the state of California, we cannot allow outside beverages to be brought into the gallery.

Event Coordination: Available.

Rental Equipment: As part of our contract, Blue Water Party Rental is the exclusive provider of any rental equipments.

Sound System & Audio Visual: Available upon request via exclusive Randal Schiller Productions

Dance Floor: Not Required.

Catering: Exclusive through La Bonne Cuisine Catering. Buy out available upon approval and prior negotiations.

Lighting: We provide overhead track lighting with dimmer and spotlights. Additional lighting can be arranged.

Meeting Equipment: Not available, unless through Rental company that can be arranged for you.

Parking: Near by garages (Stockton-Sutter Garage being the most affordable)

Wheelchair access: Yes.

Art: Artwork on display throughout the gallery.

Entertainment: Our Special Events Manager can recommend musicians and much more. Please specify your needs and we will accommodate them accordingly.



Upon Signing Contract Requirements

The following items are required to be received by La Bonne Cuisine Event Planning:

Security Deposit and 50% of the Venue Rental Fee

Certificate of Liability Insurance

License of Caterer (if outside caterer)

7-Day Advance Requirements

Seven (7) days prior to the event date, the final balance and other associated costs are due to La Bonne Cuisine along with the following:

Final Guaranteed Guest Count (A guaranteed of 80% of estimated guest count as stated on your contract is enforced.)

A Detailed Itinerary and Day of Event timelines may be required for larger events.

A list of all vendors with contact information and time of arrival.

Guest arrival and departure information.



Regulations

Alcohol: Full licensed provided available.

Catering: Exclusive. Clients may not bring your own food or beverages due to liability. One site visit is required to be conducted between the Events Manager and caterer prior to the event date.

Clean up: The caterer/client is responsible for removing all garbage generated from the event.

Rental Equipment: All equipment rental (Blue Water Party rentals) associated with the event must be delivered and picked up on the same day of the event unless otherwise coordinated with the Special Event Manager.

Smoking: Strictly prohibited on the premises.

Music: Amplified allowed until 12:00am (Sun-Thurs), 2:00am (Fri-Sat). We might control the volume after 10.00pm.

Insurance: Certificate of Liability Insurance must be provided by the client through the client or the client's company. A Certificate of Co-Insurance should list Cohen Rese Gallery as additional insured for \$1 million of liability for the day of the event and must be provided 30 days prior to the event.

Decorations: May not be hung the walls, any pipes or track lighting rods. All decorations must be removed without leaving any damage the same day of the event. Drafting tape is the only adhesive material allowed on the walls and gaffer tape for the flooring. No masking tape, duct tape, electrical tape, transparent tape, or double stick tape is allowed. Nails and staples may not be used. Glitter, confetti and rice are not permitted. All candles must be contained on enclosed in glass. The flame must not reach higher than one inch below the top of the enclosure.

Other: All National Holiday dates may require an additional fee. Special rates are extended to non-profit organizations. Qualified organizations will be required to show proof of non-profit status (i.e., copy the 501 C(3) letter), which must be sent with your reservation deposit.



Confirmation Deposit

In order to reserve your desired event date with Cohen Rese Gallery, we require that a deposit of 50% of the total towards the full rental amount of the facility fee be paid with the signing of the agreement. An additional \$500.00 security deposit (will be returned 5-days after the event date if there are no damages or need of repairs caused by the event) are required, rates may vary based on type of event and size. A total of \$500.00 plus 50% of the total rental fee is due with the signing of the agreement.

Cancellation

In the event of a cancellation 50% of the required total rental rate is non refundable. The entire \$500 security deposit and total rental rate will be forfeited if cancellation occurs less than 30 days prior to event date.