



2647 East Coast Hwy
Corona Del Mar, CA 92625
events@608dahlia.com
www.608dahlia.com

THE FINER DETAILS

SHERMAN GARDENS- THE VENUE

608 Dahlia is the exclusive caterer for Sherman Library and Gardens. We are separate companies but work closely together to ensure the success of each event. 608 Dahlia estimates and fees are separate from and in addition to the Garden venue rental agreement. Your event date should be held with the Gardens (venue) prior to contracting with 608 Dahlia (catering).

FOOD AND BEVERAGE

Applicable sales tax (7.75%) and admin fee (20%) are not included in the menu pricing. The admin fee covers operating costs such as pre-event labor (planning), administrative staff, insurance, equipment usage, royalty fees, etc. The admin fee is not a gratuity for service staff. Additional gratuities for kitchen and service staff are greatly appreciated if you are satisfied with day-of service

MENU

608 Dahlia requires an estimate of anticipated number of guests upon booking. A minimum guarantee is required two weeks (14 days) prior to your event. The final contract will be based on the minimum guarantee number. Seating charts identifying meal choices and allergies are due along with your final guest count. 608 Dahlia will provide a seating chart format specific to your layout and menu choices.

A complimentary menu tasting for two guests is extended based on a signed contract and deposit. Tastings are held on Wednesdays-Fridays (no exceptions) at 11am. Appointments must be made to reserve your tasting spot and menu items must be selected at the time of your reservation. During a tasting meeting, additional details such as event timeline, layout, and rental selections are also discussed and planned out.

Menu must be confirmed on or before 30 days prior to your event. A surcharge may be added for menu alterations made less than 30 days prior to the event. Menu will be fixed, and no changes may be made 14 days before the event date.

We specialize in garden-to-table Californian cuisine. While we can accommodate dietary restrictions, we cannot deviate from our culinary style. Outside catering may be permitted but is subject to outside catering fees (\$15k). Outside caterers may not access any kitchen space and clients must utilize Dahlia staff and rental management for set-up and tear-down. Outside cake and sweets are permitted with no additional fees with F&B contract with 608 Dahlia.



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DEPOSITS

A 15% booking deposit and signed estimate with 608 Dahlia is required to confirm your booking. Estimates are subject to change based on client requested changes to guest count, menu/package revisions, and requests to upgrade rentals. A second deposit is required 60 days prior to the event date and is based on 50% of the current agreements' estimated charges. The final balance is due 10 days prior to your event and is based on client provided final guest count. All deposits are non-refundable. All payments should be made by check, cash, or credit card. A processing fee of 3% will be applied to all payments made by credit card. Checks or money orders should be made out to 608 Dahlia and mailed to 608 Dahlia, 2647 E. Coast Highway, Corona Del Mar, CA 92625 or delivered in person during an arranged date and time.

CANCELLATION AND POSTPONEMENTS

Should it become necessary for client to terminate the contract, 608 Dahlia shall be entitled to bill for any and all expenditures to date, in excess of deposits received, for costs including but not limited to: administrative and planning labor, contracted labor, special orders, and/or rentals.

Should it become necessary for the client to reschedule event, 608 Dahlia must be notified minimum 14 days prior to event. Deposits will not be returned; they will carry over to the rescheduled date and any costs associated with the transition will be billed to the client.

Should government restrictions/ordinance impact either party's ability to fulfill the contract on the event date, 608 Dahlia and client will work together to find a suitable agreement/reschedule date.

We strongly encourage all clients to purchase Wedding/Event insurance which includes a cancellation/ postponement policy for protection against postponements due to COVID or other unforeseen circumstances.



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SET UP, DELIVERIES AND TEAR-DOWN

Deliveries and vendor access is limited to the Dahlia Street "Haskell" gate. Parking is available in rear, "South" parking lot at Dahlia and Third Street as well as the designated Sherman Library and Gardens lot on Dahlia Street, South of the PCH. Deliveries must be coordinated in advance with 608 Dahlia. Small, decor items (such as seating chart, place cards, and menus) may be brought the day-prior to store onsite (by appointment only). Please note that storage is extremely limited and fridge space is not available.

ACCESS TO VENUE DAY OF EVENT

Unless arranged with the venue and 608 Dahlia ahead of time, vendors may arrive, and reception set up may begin no earlier than 3:30pm. Vendors may access Garden ceremony areas as early as 2:30pm. Cake deliveries must be scheduled between 4:00-5:00pm (there is no fridge space onsite to store any client provided items). Guests may arrive no earlier than 4:45pm for a ceremony or event start time at 5:00pm. Bar last call and close occurs at 9:45pm. Event end time and music curfew is 10pm. Client vendors must complete tear down and all vendor and personal items must be removed from the reception area by 11pm.

FINAL NOTES

608 Dahlia does not provide any décor, entertainment, signage, menus, place cards, photography, or wedding planning services. We have a (growing) list of vendors available upon request for our booked clients.

At 608 Dahlia, we look forward to creating a custom experience for every client. Please contact our Events team with any questions.

Please follow our Instagram and view our website for photos of past events @608dahlia www.608dahlia.com.