



General Information

Menu Selections

To Guarantee your menu selection, please provide your choice to the special events department seven (7) days prior to your event. Our menus are offered as suggestions and, should you wish, our catering department will be happy to create a special menu to suit your individual requirements.

Food and Beverage Policy

Only food and beverages provided by Back Bay Conference Center may be consumed on the premises. No food may be removed from the premises.

Guaranteed Attendance and Meals

Please advise the catering office seven (7) days in advance of your function the exact number of guests attending. This number will constitute the guarantee, not subject to reductions. Charges will be made according to this number. If no guarantee is received by the appropriate time, the expected attendance will be used as a guarantee.

Room Policy

Back Bay Conference Center reserves the right to move functions to a more suitable room if the guarantee differs from the expected attendance.

Service Charge and Sales Tax

An 20% service charge and sales tax will be added to all bar/snack bar tabs and catered events.

Payment and Billing

A non-refundable deposit is due at the time a reservation is made. The amount of the deposit will vary depending on the size and duration of your event. Payment in full is due on the day of your event.

Cancellation Policy

All deposits are non-refundable.

Room Rentals

LARGE ROOMS

Maximum Occupancy

Theatre Style - 220 People / Round Style – 200 People / Classroom Style – 150 People

Full Day (Over 5 hours)

Theatre Style \$660.00 / Classroom/Round Style \$720.00

Half Day (Less than 5 hours)

Theatre Style \$400.00 / Classroom/Round Style \$460.00

Quarter Day (2 ½ hours or less)

Theatre Style \$240.00 / Classroom/Round Style \$275.00

SMALL ROOMS

Maximum Occupancy

Theatre Style - 49 People / Round Style – 40 People / Classroom Style – 30 People

Full Day (Over 5 hours)

Theatre Style \$360.00 / Classroom/Round Style \$380.00

Half Day (Less than 5 hours)

Theatre Style \$240.00 / Classroom/Round Style \$280.00

Quarter Day (2 ½ hours or less)

Theatre Style \$170.00 / Classroom/Round Style \$200.00

Portable Bar 150

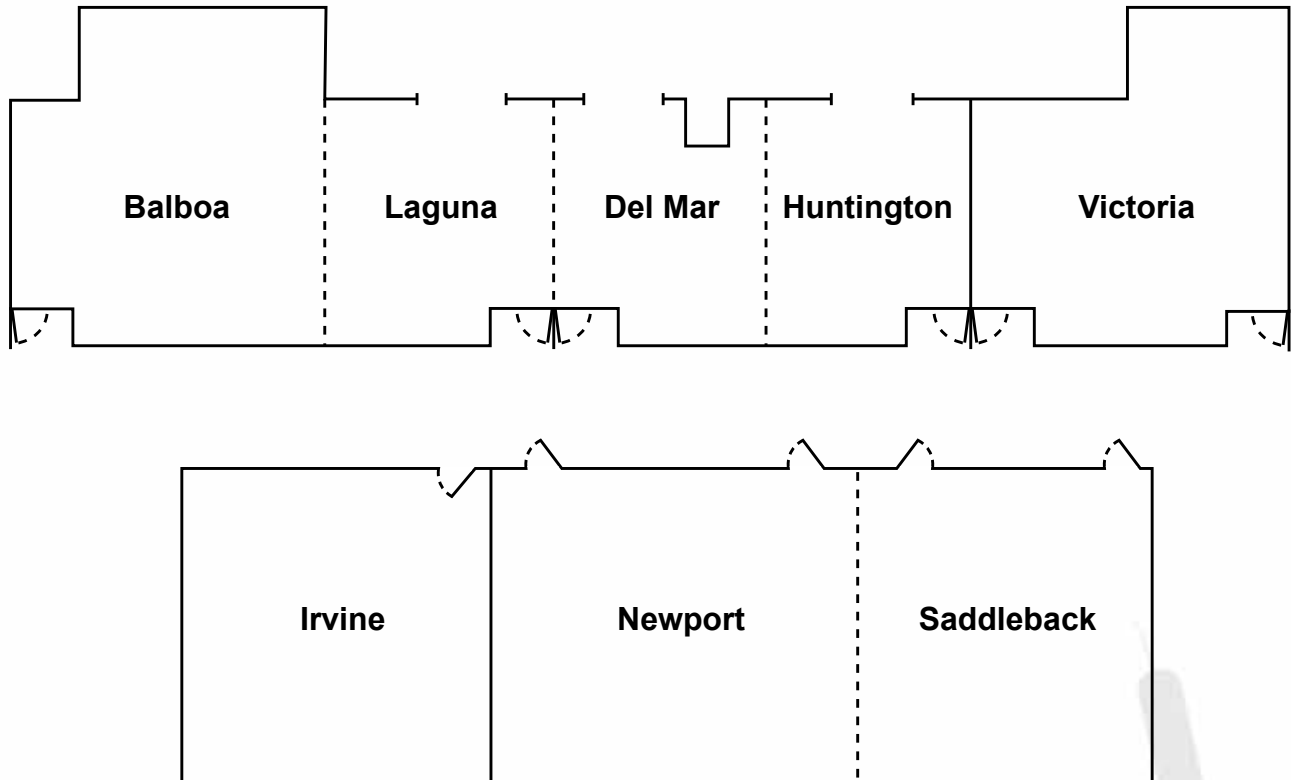
Projector \$75

Dance Floor \$250

No outside food or beverage is allowed in the rooms.

All Prices are subject to change

Banquet Facilities



Room	Square Footage	Buffet	Lunch Seating Served	W/Dance	Theatre	Classroom
Del Mar	346	17	20	18	25	15
Huntington	347	17	20	18	25	15
Laguna	387	17	20	18	25	15
Saddleback	645	25	30	30	40	25
Irvine	676	30	40	30	45	30
Del Mar/Huntington	693	30	40	30	45	30
Balboa	708	30	40	30	45	30
Newport	806	35	45	35	50	35
Laguna/Del Mar/Huntington	733	30	40	30	45	30
Balboa/Laguna	1095	45	55	45	60	45
Balboa/Laguna/Del Mar	1441	60	70	60	75	60
Newport/Saddleback	1451	110	130	110	150	110
Balboa/Huntington	1788	120	140	120	160	120
Victoria						