



East meets West here at Ponzu Restaurant & the Serrano Hotel in San Francisco, where our dining menus bring together the corners of the world, featuring items that are sure to make your next meeting or event a unique one.

Banquets Policies and Guidelines

1. Guarantee

All final guaranteed attendance counts are due to the catering office (5) business days prior to your event. This number will be considered a “guarantee” and is NOT subject to reduction. You will be charged for the guarantee or the actual number of guests, whichever is larger. In the event that the final guaranteed attendance count is not received by your catering or conference manager, the estimated attendance count stated in the contract or actual number of guests, whichever is higher, will be utilized and billed as the guaranteed count.

2. Split Entrees

We request that all menu selections (starter, entrée, and dessert) be the same for all guests in attendance. We will be happy to offer split entrees for a minimum of 25 guests (limited to two entrees). A definite count of each entree is due (2) business days prior to event. The client must provide entrée cards or tickets for their guests that signify the guest’s choice of entrée. In addition to the choice of two entrees, a Vegetarian option is always available regardless of group size.

3. Food & Beverage Control

The hotel does not allow any food or beverage to be brought on property at any time with the exception of wine and cakes. The hotel will assess a \$15.00 corkage fee per bottle of wine and \$5.00 per person cake cutting fee. All food and beverage must be consumed on the premises and take out boxes will not be prepared.

4. Tastings

Menu tastings are available on a limited basis (weddings, bar/bat mitzvahs, holiday parties, restaurant buyouts) of 150 guests or more with a signed contract. Scheduling for a tasting event requires 2 weeks notice. Limit 2 persons.

5. Audio-Visual

SWANK Audio Visual Company is in-house to accommodate any of your audio-visual requirements. If a different audio-visual company is used, a \$75.00 fee will apply.

6. Additional Fees and Charges:

All food and beverage charges shall be subject to a 13% gratuity and 8% administrative fee. Sales tax is applicable on all charges. Current sales tax is 9.50%. A \$50.00 labor charge will be applied to all events for 25 people or less. Bartender set up/labor fee is \$100.00 ++ per bar.