



ADOBE LODGE

Wedding catering

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FACILITY CAPABILITIES

The Main Room

Decorated in creams and golds with a Spanish tile floor.

- from 30 to 75 seated for dining with dance floor
- from 30 to 120 seated for dining without dance floor (dance floor may be added after dinner)
- up to 200 for standing receptions

The Porch

Adjoining the Main Room, the glassed-in Porch overlooks the beautiful walled-in patio. The Porch is frequently used as a reception area for dinners held in the Main Room.

- up to 20 seated for dining
- up to 40 for standing reception

The Patio

Inviting and intimate, the Patio is surrounded by Adobe Walls and beautifully maintained perennial flower beds with Chinese Elms overhead. The Patio is a perfect setting for al fresco dining or for receptions prior to dinner in the Main Room.

- from 25 to 40 for seated dining
- up to 90 for standing reception

Private Dining Rooms (2)

Decorated with rustic wooden plank floors, heavy beamed ceilings, leaded glass windows and high-back chairs. The private dining rooms have an adjoining door and can be reserved together to accommodate larger groups.

- up to 12 maximum seated for dining (each room)
- up to 45 for reception (both rooms plus lounge area)

Adobe Lodge Garden

Meticulously maintained gardens surrounded on two sides by the Adobe Wall and the Adobe Lodge. Surrounded by beautiful flowers, historic buildings and the sound of birds, the Garden is free of traffic noise.

- from 50 to 150 seated for dinner
- up to 400 for standing receptions

Adobe Lodge Adjacent Lawns

Adjacent to the Adobe Lodge front lawn garden area are the surrounding lawns of Santa Clara University campus. Whether used in combination or for separate events, these spacious well-manicured landscapes are ideal spots for outdoor events of all kinds. Tented events are particularly nice for the cooler months. Please inquire about our adjacent lawn spaces, as only certain areas allow tents. Each adjacent lawn spaces have a rental fee of \$1250 per day (3-day minimum rental for any tents).

OUR HISTORY

A Brief History of the Mission Church and the Adobe Lodge

Mission Santa Clara

On January 12, 1777, six months after the signing of the Declaration of Independence, two Franciscan Padres founded the eighth of California's original twenty-one missions, along the banks of the Rio Guadalupe. Mission Santa Clara de Asis, as they named it, served as a spiritual center as well as a school for the Indians and early settlers.

Three times in the early years - twice after floods, and once after an earthquake — the mission moved to safer ground. The fourth mission, built in 1819, was remodeled and expanded in 1825. The present Adobe Lodge and the Adobe Wall on the campus of the University are all that remain of the 1825 mission. The present Mission Church, an enlarged replica of the 1825 church, was completed in 1928 after a fire had destroyed the previous structure.

In 1850, the new bishop of San Francisco asked two Jesuits to open a college at Mission Santa Clara. The property was transferred to the Jesuit Order and classes began on March 19, 1851. Thus, Santa Clara became the first institution of higher learning in the State of California.

The Adobe Lodge

In 1965, the Lodge was offered to the University as the campus faculty club by the president of the University at that time, Fr. Patrick A Donohoe, S.J. In 1980 Norton S.Curtis and Associates of San Jose and Santa Cruz based "Old Mission Adobes" were contracted for a full renovation and restoration which included an excavation of the site in 1981 conducted by B. Mark Lynch, Assistant Professor of Anthropology and Gerald McKeivitt, S.J., Professor of History, with the assistance of five students. The careful restoration ensured the design of the adobe walls and tile roof to be consistent with that which the Franciscan Fathers used in all California Missions.

The paintings displayed in the main dining room portray the rich history of the Santa Clara Valley. As one faces the raised dias, the paintings on the right side of the room were painted in the 1880s by Jesuit Brother Tortore, who served as an art instructor at the University of Santa Clara from 1874 to 1904. On the right side of the room are paintings from 100 years later, painted by Professor Peter Pierson in the 1980s. As a former Chair of the History Department at Santa Clara University, Professor Pierson is both an artist and an historian. The Adobe Lodge, rich with the history of the Santa Clara Valley, continues in its role today as daily retreat for faculty, staff and their guests. The Lodge is also open to the general community for hosting special events.

THE ADOBE LODGE POLICIES AND PROCEDURES

Arrangements

- The standard facility rental fee is \$3,000 for a period of 5 hours with additional time by arrangement.
- Parking is normally available on campus on the weekend. Street parking is also available.

Food and Beverage

- With the exception of the wedding cake, the Adobe Lodge is the exclusive caterer for all food and beverages. There is a cake cutting fee of \$3 per person. The Adobe Lodge staff will provide plates and forks and they will cut and serve the cake to all guests.
- You may provide the wine or champagne for your wedding reception with an applicable corkage fee of \$20 per bottle 750mL and \$30 per liter bottle. All other beverage services must be purchased through the Adobe Lodge. Corkage fee for beer is \$3 per bottle 12oz.
- Any beverages brought into the Lodge besides those approved for corkage will be confiscated and a fine of \$500 will be charged. Please do not allow your guests to bring any unauthorized alcohol to the party. This affects our liquor license and we must enforce this rule.
- The menu must be finalized 1 month prior to the event date.
- Served meals must be accompanied by a system informing the serving staff of what each individual has chosen for their entrée. Please ask our event planning staff about easy approaches to this request. This system must be provided to your event coordinator at least 5 working days in advance.
- Meals for people with special dietary needs are available upon request and must be made at least 2 weeks in advance.

Confirmation and Facility Policy

- The Adobe Lodge will gladly place a tentative hold on a date for 1 month. A reservation can only be secured with a facility fee and signed contract.
- An event date change may occur up to 90 days prior to the event. If changed within 90 days, fees may apply.
- The facility fee is applied against the cost on the final bill.
- The number of guests in attendance must be specified at least 5 working days in advance of the event. This number is a guarantee, and is not subject to reduction. If no guarantee is given at this time, the original count will be considered the guarantee.

Payment Terms

- A \$3,000.00 non-refundable deposit is required at the time of booking to secure the reception date and is payable by cash, check, or Visa/MasterCard/American Express/Discover. A Credit Card number must be provided at the time the facility fee is made to keep on file.
- Requested time over the standard rental period is available at \$250.00 per half hour if purchased at least 48 hours prior to the event. If purchased within 48 hours or on the day of the event, a \$350 per half hour of overtime charge will be applied. If there is a bar package selected for your event, you will need to add additional extended bar rental time at a per person price.
- A 20% taxable service charge is applied against all food and beverage services. State and local taxes are applied to the final bill.
- Full payment is due 5 working days prior to the reception and is payable by cash, check, or Visa/MasterCard/American Express/Discover.

Cancellation/Refund Policy

- The facility fee is nonrefundable. If it becomes necessary to cancel your scheduled reception, the facility fee can be applied to a different date/time in the same calendar year.
- The event may be canceled 10 working days in advance without incurring any additional fees. If the event is canceled within 10 working days, 50% of the food and beverage estimate will be charged.
- If extraordinary events or circumstances out of the control of The Adobe Lodge occur, including but not limited to, acts of God, natural disasters, earthquakes, national or regional emergencies, The Adobe Lodge may terminate this Agreement, without liability, upon written notice to Client. Upon written notice from The Adobe Lodge, the Client will be able to postpone their event to a mutually agreeable date (within one year of the original event date), at which time The Adobe Lodge agrees to transfer all payments as credit to the new date. Food and beverage prices will reflect increased pricing for new date if applicable. If the Client prefers to cancel their event, the Adobe Lodge will forfeit the deposit.

THE ADOBE LODGE POLICIES AND PROCEDURES

Equipment

- Outside equipment rentals may be allowed with authorization of The Adobe Lodge. Vendors may setup 3 hours prior to event start time and must pickup within 2 hours of the event end time. The Adobe Lodge is not liable for any lost, stolen, or damaged outside vendor rentals. The client is responsible for all outside vendor coordination. Please speak with your Adobe Lodge event manager to discuss all options.

Your Responsibilities

The following items must be on file with the Catering Manager prior to your event.

- **Contract:** A signed copy of the Event Contract.
- **Liability:** The University can not assume any liability for injury to guests or for theft, loss or damage to personal property. Therefore, you must provide a certificate of liability insurance. This coverage may be extended from your own homeowner's insurance (proof required), See Paragraph 5 of the Contract for specific coverage details.
- **Payment:** You must provide a valid Credit Card number at the time of booking. You will receive an invoice after a final count is provided. Full payment must be received 5 working days prior to the reception.
- **Miscellaneous:** Although the Adobe Lodge does not arrange for music or photographer/videographer, we would be happy to provide a list of referrals. The Adobe Lodge or Santa Clara University does not in any way endorse referred vendors; they are simply provided to you as a resource.

Miscellaneous Policies

- Please advise all members of the wedding party, as well as guests, that throwing rice, birdseed, and confetti are prohibited. The blowing of soap bubbles is limited to outside the Adobe Lodge.
- No signs or decorations are to be taped or affixed to the walls or ceilings. If helium balloons are used, you are responsible for removing them from the facility as well as removing all string.
- Vendors such as D.J., Florist and Baker are allowed entrance to the Adobe Lodge up to 2 hours prior to the start of the reception. Please confirm your plans with the Adobe Lodge office to prevent overlapping with prior parties. Your wedding party and guests may not be allowed entrance until stated reception time.
- No amplification will be allowed for outside music unless your event is within an enclosed tent. The spoken word may be amplified as long as speakers are facing away from the Mission Church. Interior amplification should never exceed 80Db (the level of a loud orchestra). The management may close windows and doors starting at 9pm to reduce noise.
- Damages to the facility including those that require unusual cleaning will result in fees assessed related to repairing the damages. Examples of such damages include wax spilled from non-Adobe Lodge candles, unusually dirtied restrooms, or inappropriately disposed of personal litter.
- The Adobe Lodge does not bear responsibility for lost or stolen items. Our procedure is to send any items left behind home with the wedding party.
- The Mission Gardens are a public area and part of the historic Mission Church. When having events in the Mission Gardens it is not possible for the Adobe Lodge to secure that space to be exclusively private. Most visitors are respectful and maintain an appropriate distance from the party. Please bear this in mind as you plan your photography around the Adobe Lodge.

THE ADOBE LODGE POLICIES AND PROCEDURES

Event contract

This contract defines the terms and conditions under which _____ (USER) and Adobe Lodge of Santa Clara University (OWNER) agree to USER'S use of OWNER'S facilities on _____ (date).

The Adobe Lodge Policies and Procedures shall be a part of this contract, along with the certificate of User's insurance. By signing this contact USER agrees to adhere to the policies and procedures specified either verbally by Adobe Lodge staff or in the copy of the Adobe Lodge Procedures and Policies of which the USER hereby acknowledges receipt.

User has examined the premises and all furniture and fixtures contained therein and accepts the same as being clean and in good order, condition and repair. User agrees that he/she will not remove any equipment or make any alterations to the real property or personal property belonging to Owner. If User brings in equipment of his/her own, User agrees to remove the same without any damage to the property of the Owner. If User damages, destroys, or loses any property belonging to the Owner, whether the property is real property or personal property, User agrees to pay Owner the replacement cost of said property.

User shall not disturb, annoy, endanger or inconvenience any other user of the facility, or any neighbors of Owner, nor use the premises for any immoral or unlawful purpose, nor violate any federal, state, local law or ordinance or commit waste or nuisance upon or about the premises while using the same. All music played outside of the Adobe Lodge shall be kept at a reasonable level so as not to disturb any ceremonies be held in the Mission Church or any other events taking place on the University.

User agrees to procure and maintain for the term of this contract general liability insurance in a minimum amount of \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage which may arise from or in connection with this contract. Such insurance shall 1) name the Adobe Lodge and the Santa Clara University and their respective officers, employees and agents as Additional Insured, shall, 2) be primary over any other insurance carried by the Adobe Lodge or Santa Clara University, for losses, damages or injuries sustained by any activities as stated in the following paragraph 3) provide for at least 30 days prior notice of cancellation.

Owner shall not be liable for any loss, damage or injury of any kind or character to any person or property caused by or arising from any act or omission of User, or any of its agents, employees, licensees, or invitees or from any accident or fire or other casualty occasioned by the failure of User to maintain the premises in safe condition or arising from any other cause; and User, as a material part of the consideration of this agreement, hereby waives on its behalf all claims and demands against Owner for any such loss, damage, or injury of User, and hereby agrees to indemnify and hold Owner entirely free and harmless from all liability for any such loss, damage or injury to other persons, and from all costs and expenses arising therefrom, including, but not limited to attorney fees.

User shall not assign or sub-lease this contract or any interest therein without prior written consent of Owner. Owner shall have the right to terminate this contract if User violates any terms of the contract.

User signature: _____

Date signed: _____

Address: _____

Adobe lodge: _____

Date signed: _____

ADOBE LODGE WEDDING CATERING MENU

HORS D'OEUVRES

A list of additional hors d'oeuvres options not included in wedding package. Contact the Adobe Lodge Catering Manager for package pricing.

Passed Hors d'Oeuvres

Beef Skewers
Canapés of Rare Beef with Dijon Aioli
Rosemary Cocktail Lamb Chops
Phyllo Cups with Chicken and Brie topped with sweet berry sauce
Teriyaki Chicken Skewers
Garlic Cilantro Chicken Skewers

(seafood)

Mini Crab Cakes
Shrimp Swords with Ponzu Sauce
Poached Prawns with Cocktail Sauce

(vegetarian)

Phyllo Cup with Spanakopita
Wild Mushroom Strudel
Tomato Basil Bruschetta
Wild Mushroom Bruschetta
Apple, Walnut, Blue Cheese Puffs

ENTRÉE MENU

SALADS

- (1) Mixed greens with candied pecans, Gorgonzola, and grilled pears served with shallot vinaigrette
- (2) Frisée and arugula with bleu cheese, candied pecans, and shallot vinaigrette
- (3) Spring mix salad served with goat cheese rolled in walnuts, Roma tomatoes, and balsamic vinaigrette

ENTRÉES

All entrées served with fresh seasonal vegetables

Beef

Beef filet with your choice of a cabernet sauce, mushroom demi, or balsamic reduction

Pork

Oven roasted pork loin with port reduction
Sliced pork tenderloin with apple cider reduction sauce

Poultry

Flame broiled chicken breast with lemon herb sauce
Chicken breast stuffed with Brie, arugula, and figs, served with Grand Marnier sauce

Seafood

Stuffed jumbo prawn with crab and pepper medley
Grilled salmon with seasonal fruit salsa
Baked halibut
Marinated shrimp skewer

Vegetarian

Crespelle stuffed with mushrooms, spinach, mozzarella cheese, and fresh ricotta cheese served with béchamel sauce
Vegan Lasagna with grilled eggplant, zucchini, and red-bell peppers layered with sautéed mushrooms and sundried tomato marinara sauce

SIDES

Oven roasted herbed potatoes
Garlic mashed potatoes
Creamy mashed potatoes
Warm quinoa salad
Farro and vegetable pilaf
Confetti rice

ADOBE LODGE WEDDING RECEPTION PACKAGES

Choose from three different packages each with a unique menu. Each package includes the following:

- color coordinated standard linens
- domestic champagne for celebratory toast
- wait staff and on-site manager
- garden can accommodate up to 400 reception-style or 200-seated guests
- please ask about flower arrangements, special event rentals, and wedding cakes

ADOBE LODGE WEDDING RECEPTION PACKAGE

Outdoor garden seated dining for up to 200 people, indoor dancing
\$118.00 per person, plus 20% service
(on food and beverage) and state tax

\$3000 Facility Rental

Adobe Lodge Wedding Menu Includes:

Choice of three gourmet passed appetizers (limited to one seafood or beef selection) Premium cheese board with assorted cracker medley
Vegetable crudité with dip
Cascading fruit display
Choice of entrée salad 1, 2, or 3
Two entrée selections, one vegetarian option
One side
Fresh rolls with butter

MISSION WEDDING RECEPTION PACKAGE

Indoor dining and dancing for up to 120 people
\$106.00 per person, plus 20% service (on food and beverage) and state tax
Outdoor dining available for an additional \$12 per person

\$3000 Facility Rental

Mission Wedding Menu Includes:

Choice of two gourmet passed appetizers (limited to one seafood or beef selection) Domestic cheese display with assorted cracker medly
Vegetable crudité with complement dip
Seasonal fresh fruit display
Choice of entrée salad 1, 2, or 3
One entrée selection, one vegetarian option
One side
Fresh rolls with butter

ADOBE LODGE WEDDING RECEPTION PACKAGES

CALIFORNIA WEDDING RECEPTION PACKAGE

Indoor dining and dancing for up to 120 people
\$94.00 per person, plus 20% Service (on Food & Beverage) and State Tax
Outdoor dining available for an additional \$12 per person

\$3000 Club rental

California Wedding Menu Includes:

Choice of one gourmet passed appetizer
Domestic cheese display with assorted cracker medley
Vegetable crudité with dip
Seasonal fresh fruit display
Choice of salad 1, 2, or 3
One poultry or pork entrée selection, one vegetarian option
One side
Fresh rolls with butter

ADDITIONAL MENUS

Children's Meals \$32
(For Children 12 and under only)

Starter-Fruit Cup
Entree (Selection of one for all)
Chicken Fingers with French Fries
Hamburger with French Fries
Penne Pasta with Marinara Sauce and Fresh Vegetables

Vendor Meals \$48

Entree selections for vendors must be submitted at least 10 working business days prior to the reception date. They choose among the same meal options as the guests.

ADOBE LODGE WEDDING BEVERAGE PACKAGES

NON ALCOHOLIC BEVERAGE PACKAGE

\$8.00/person

- Assorted Carbonated Drinks and Mineral Water
- Water
- Coffee and Hot Water for Tea
- Sparkling Apple Cider (for the toast)

CASUAL BAR PACKAGE

\$27.00/person

- Assorted Carbonated Drinks and Mineral Water
- Water
- Coffee and Hot Water for Tea
- Harlow Ridge Wine (Cabernet Sauvignon, Chardonnay)
- Assorted Bottled Beer
- Champagne (for the toast)

PREMIUM CASUAL BAR PACKAGE

\$32.00/person

- Assorted Carbonated Drinks and Mineral Water
- Water
- Coffee and Hot Water for Tea
- Robert Hall Wine (Cabernet Sauvignon, Chardonnay)
- Assorted Bottled Beer
- Champagne (for the toast)

FULL BAR PACKAGE

\$37.00/person

- Assorted Carbonated Drinks and Mineral Water
- Water
- Coffee and Hot Water for Tea
- Harlow Ridge Wine (Cabernet Sauvignon, Chardonnay)
- Assorted Bottled Beer
- Well Brand Mixed Drinks
- Champagne (for the toast)

PREMIUM FULL BAR PACKAGE

\$42.00/person

- Assorted Carbonated Drinks and Mineral Water
- Water
- Coffee and Hot Water for Tea
- Robert Hall Wine (Cabernet Sauvignon, Chardonnay)
- Assorted Bottled Beer
- Upgraded Mixed Drinks
- Champagne (for the toast)