

GRIER PAVILION

RESERVATION GUIDELINES



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GRIER PAVILION — *Introduction*

This brochure has been designed to enhance your experience while using the Grier Pavilion ("Pavilion"). The Pavilion is a demonstration of Riverside's celebration of inclusion and exhibits the City's commitment to its diverse community. The Pavilion seeks to create an atmosphere that promotes the history, pride and progress of the City and celebrates lives dedicated to the service of others.



The Grier Pavilion



Circle of Inclusion

The Pavilion is a focal point in the heart of the downtown area and celebrates Riverside's rich cultural heritage. Named for Riverside civil rights activists Dr. Barnett and Eleanor Jean Grier, the Pavilion reflects the City's lasting commitment to inclusiveness and promotes acceptance, dignity and respect for all members of our community. The Pavilion brings to life the diversity, creativity, innovation and dedication represented by the Grier family and other notables of historic Riverside's diversity: Ahn Chang-Ho, Rupert and Jeannette Costo, Jukichi Harada, Oscar Medina, John Wesley North, Miné Okubo, Johnny Sotelo, George Wong and Jesse Ybarra. Interactive touch pad kiosks tell their stories.

A featured element of the Pavilion is the Circle of Inclusion centered on the main floor of the Pavilion. The circular mosaic reflects multiple cultures through images and brightly colored tiles.



Dr. Barnett and Eleanor Jean Grier



Circle of Inclusion

Other notable features of the Pavilion include:

- Inspirational quotations from civil rights leaders including César Chávez, Chief Joseph, John F. Kennedy, Jr., Rosa Parks, Mahatma Gandhi, Abraham Lincoln, Martin Luther King and Ahn Chang-Ho.
- Photovoltaic cells which provide a shade structure and generate 19 kilowatts of clean solar power to offset peak energy demands for City Hall.
- A panoramic, rooftop view of downtown Riverside and beyond.

Construction of the Pavilion began in 2007, representing an investment of approximately \$1.1 million which includes contributions from the City, businesses, civic groups and community members that are recognized on the structure's lighted pillars. Riverside Public Utilities contributed an additional \$976,000 for construction of photovoltaic energy cells.



Views from the Grier Pavilion



The Pavilion is an outdoor venue and inclement weather may interrupt your event. When inclement weather is threatening to occur, it is highly recommended that you plan for an alternate location for your event, such as the Fairmount Park Boathouse or the Orange Terrace Community Center. A nominal fee will apply to cover costs incurred with the use of an alternate facility and will vary depending on the selected location.

GRIER PAVILION — *Criteria for Use & Reservation Guidelines*

CRITERIA FOR USE

Permitted Uses: Permitted uses include, but are not limited to the following:

- Use by the Mayor and City Council for the purpose of addressing issues or celebrating matters of a municipal nature with community impact;
- Use by City government to carry out City business or celebrate City events;
- Use by other levels of government to address issues relating to the City of Riverside; and
- Use by non-profit and community-based organizations that offer a program or service that is sponsored or endorsed by the City of Riverside.

Non-Permitted Uses: The Pavilion may not be used for events such as weddings, receptions or other private parties and political (e.g. partisan, non-partisan, etc.) events.

Availability: The Pavilion is available for reservation Monday through Friday between the hours of 8 a.m. and 10 p.m. The Pavilion is also available on Saturdays, Sundays and holidays on a case-by-case basis, between the hours of 8 a.m. and 10 p.m., subject to staff availability.

Capacity: The applicant/facility user is restricted to no more than 250 guests, which also reflects adjacent restroom capacity. Seating capacity is 200 guests.

RESERVATION GUIDELINES

Security Deposit: If your event meets the Criteria for Use noted above and is approved by the City, there is no facility rental fee associated with use of the Pavilion. However, a deposit of \$500 is required to secure your reservation and must be submitted with your completed Reservation Request Form and signed Applicant Agreement. Please be advised that your event date is not secure until your Security Deposit is received. Any repairs or special cleaning necessary after your event, as well as any Additional User Fees incurred, will be deducted from your Security Deposit.

Set-Up: The City has designated Provider Food Service (“Provider”) to act as the City’s agent in supervising this key City facility while being used by outside organizations. As part of this responsibility, Provider will be responsible for the set-up of City table and chair equipment for all events. A Set-Up Fee will be charged to the applicant/facility user requesting the use of table and chair equipment. Applicant/facility user will be restricted to the use of table and chair equipment provided by the City at the venue. No additional furniture will be allowed on the Pavilion. For a full listing of City table and chair equipment please see the “Table & Chair Equipment” section. Set-Up Fees are further addressed in the “Additional User Fees” section.

Site Supervisor: The City has designated Provider to act as the City’s agent in supervising this key City facility while being used by outside organizations. As part of this responsibility, Provider will act as on-site staff for all events. Site Supervisors are responsible for ensuring that use of the Pavilion remains, at all times, fully consistent with all statutory requirements, to include the Riverside Municipal Code. Site Supervisor Fees are further addressed in the “Additional User Fees” section. There is no supervision fee charged during the hours that catering services are provided by Provider.

Audio/Visual Equipment: The City has equipped the Pavilion with a state-of-the-art Audiovisual System. Use of venue electronics (e.g. one (1) wireless microphone, three (3) flat panel screens, rotating colored LED lights, etc.) is permitted; however, an audio/visual technician provided by the City must be present to operate all City-owned systems. Additional audio/visual equipment and Audio/Visual Technician Fees are further addressed in the “Additional User Fees” section.

Security: At least one (1) security guard must be present on the 7th floor during events after 5 p.m. on weekdays and during times that City Hall is otherwise closed such as weekends and holidays. When City hall is closed, a second City-provided security guard must be present in the 1st floor lobby. Security Fees are further addressed in the “Additional User Fees” section.

Liability Insurance & Indemnification: Applicant/facility users will need to provide a Certificate of Insurance if deemed necessary based on the type of event. All events where alcohol is present will require the applicant/facility user to provide a Certificate of Insurance. Applicants/facility users other than City Departments will be required to sign a Waiver of Liability which fully indemnifies the City against any claims associated with the organization’s use of the facility.

Inclement Weather Plans: The Pavilion is an outdoor venue and inclement weather may interrupt your event. When inclement weather is threatening to occur, it is highly recommended that you plan for an alternate location for your event, such as the Fairmount Park Boathouse or the Orange Terrace Community Center. A nominal fee will apply to cover costs incurred with the use of an alternate facility and will vary depending on the selected location.

Raincross Café: The Raincross Café in the lobby of City Hall may also be used as an alternate location for events held after 5 p.m. on weekdays and on weekends and holidays. Please be advised that when using the Raincross Café as an alternate location, café tables will be used to set up your event. If the Host Organization prefers to use banquet rounds, additional costs will be incurred. Use of the Raincross Café as an alternate location will also be dependent on the anticipated attendance for your event. When using the Raincross Café as an alternate location for your event, the use of plasma screens and rotating colored LED lights will not be available.

Publicity/Promotions Restrictions: Advertising for non-City events shall make it clear that the location is the Grier Pavilion, but that the event is not sponsored by the City. Decoration shall be approved by the proper City Staff and may not include signage, banners or posters.

Parking: City parking is metered between the hours of 8 a.m. and 5 p.m. on weekdays and free of charge after 5 p.m. and on weekends and holidays. Please refer to the Municipal Parking Facilities in Downtown Riverside map (attached) for locations of City parking lots and structures.

Loading/Unloading & Deliveries: Access will be provided by the Security Guard. City staff will ensure that such activities do not unreasonably impede employee/public access to City Hall elevators and/or offices.

Animals: Other than Service Animals, all animals are prohibited from City Hall and the Pavilion.

GRIER PAVILION — *Additional User Fees*

Security Deposit Refund: The \$500 Security Deposit will be applied towards any Additional User Fees incurred as described below; any remaining balance will be refunded following inspection of the facility by City staff. Please allow a minimum of three (3) weeks for processing of your refund.

Set-Up Fee: A fee will be charged to organizations using City-provided table and chair equipment. This fee is used to cover the Raincross Café staff costs incurred for set-up, clean-up and tear-down of your event. Based on the attendance at your event, the following sliding scale will be used to determine the appropriate Set-Up Fee.

<u>Event Description</u>	<u>Set-Up Fee</u>
Level I Set-Up (50 attendees or less).....	\$100
Level II Set-Up (100 attendees or less).....	\$150
Level III Set-Up (more than 100 attendees).....	\$225
Bar Set-Up Only (per bar – not including bartender).....	\$150

Site Supervisor Fee: During the hours that Provider Food Service is not providing catering services, applicant/facility user will incur a \$45 per hour Site Supervisor Fee.

Audio/Visual Technician Fee: Use of venue electronics (e.g. one (1) wireless microphone, three (3) flat panel screens, rotating colored LED lights, etc.) will require the use of an audio/visual technician provided by the City to operate all City-owned systems. Please see the chart below for the appropriate A/V Tech Fee.

<u>A/V Tech Fee Description</u>	<u>A/V Tech Fee Per Hour</u>
Regular Time (Mon – Fri, 8 a.m. to 5 p.m.).....	\$36
Overtime* (Anytime outside Regular Time).....	\$54
Additional Wireless Microphone.....	\$100

Security Fee: Organizations hosting events on the Pavilion will incur a \$26 per hour per guard Security Fee prior to 7 a.m. and after 6 p.m. on weekdays and during times that City Hall is otherwise closed, such as weekends and holidays.

* A/V Technician overtime begins at 5 p.m. regardless of event start time.

Table & Chair Equipment

<u>Quantity</u>	<u>Description</u>	<u>Dimensions</u>
Chairs		
200	Banquet Chair	N/A
Tables		
20	72" Banquet Round	72" Diameter x 29.5" (H)
10	36" Pedestal Round	36" Diameter x 42" (H)
4	8' Banquet	30" (W) x 96" (L) x 29.5" (H)
2	6' Banquet	30" (W) x 72" (L) x 29.5" (H)
4	Crescent/Serpentine Table	30" (W) x 60" Diameter x 29.5" (H)
2	Crescent/Serpentine Tier	10" (W) x 60" Diameter x 12" (H)
2	72" Half Round	72" Diameter x 29.5" (H)
2	72" Rectangular Tier	10" (W) x 72" (L) x 12" (H)

Bar Set-Up Equipment Requirements*

1 – Crescent/Serpentine Table
1 – Crescent/Serpentine Tier

OR

1 – 72" Half Round
1 – 72" Rectangular Tier

*There is enough equipment for a total of four (4) bar set-ups.

GRIER PAVILION — *Food and Beverages Service*

This brochure includes a full catering menu from Provider Food Service (“Provider”) which operates the Raincross Café in City Hall. In recognition of the favorable pricing structure offered at the Raincross Café, which serves City employees and visitors to City Hall, Provider is the “preferred provider” for catering service at the Grier Pavilion. As specified in the City’s Administrative Policy relating to usage of the Grier Pavilion “... Provider Food Service shall have the opportunity to match services/prices offered by other vendors for public events held at the Grier Pavilion.”

Groups considering use of a caterer other than Provider must submit an Outside Vendor Request Form and must allow Provider an opportunity to match bids submitted by other caterers. A \$45 per hour Site Supervisor Fee will be incurred by organizations NOT using Provider as their caterer and/or by organizations exceeding food service time limits.

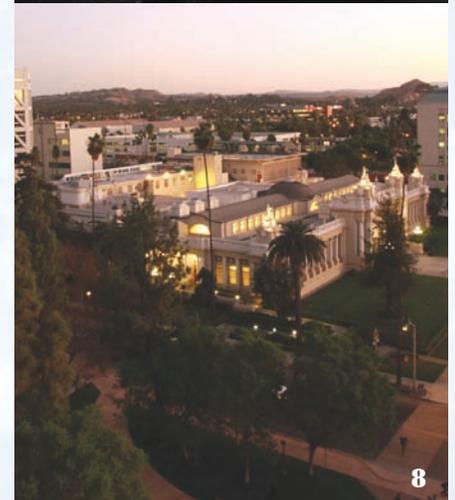
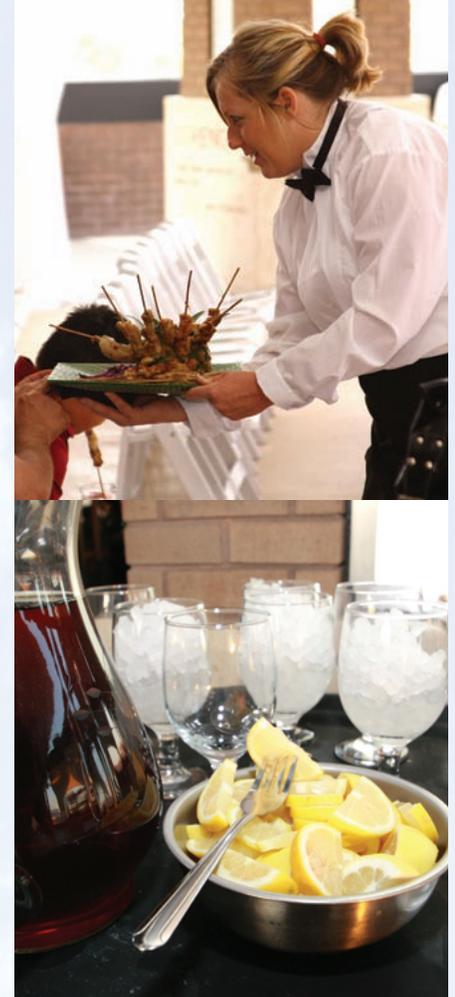
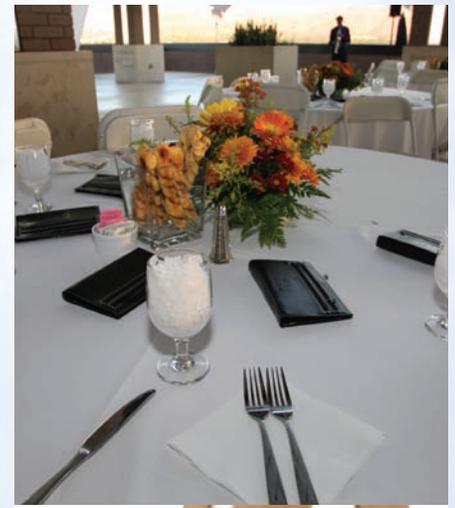
Alcoholic Beverages: If alcohol (beer and wine ONLY) is served at any event on the Grier Pavilion it shall be arranged through Provider Food Service and dispensed under Provider’s license.

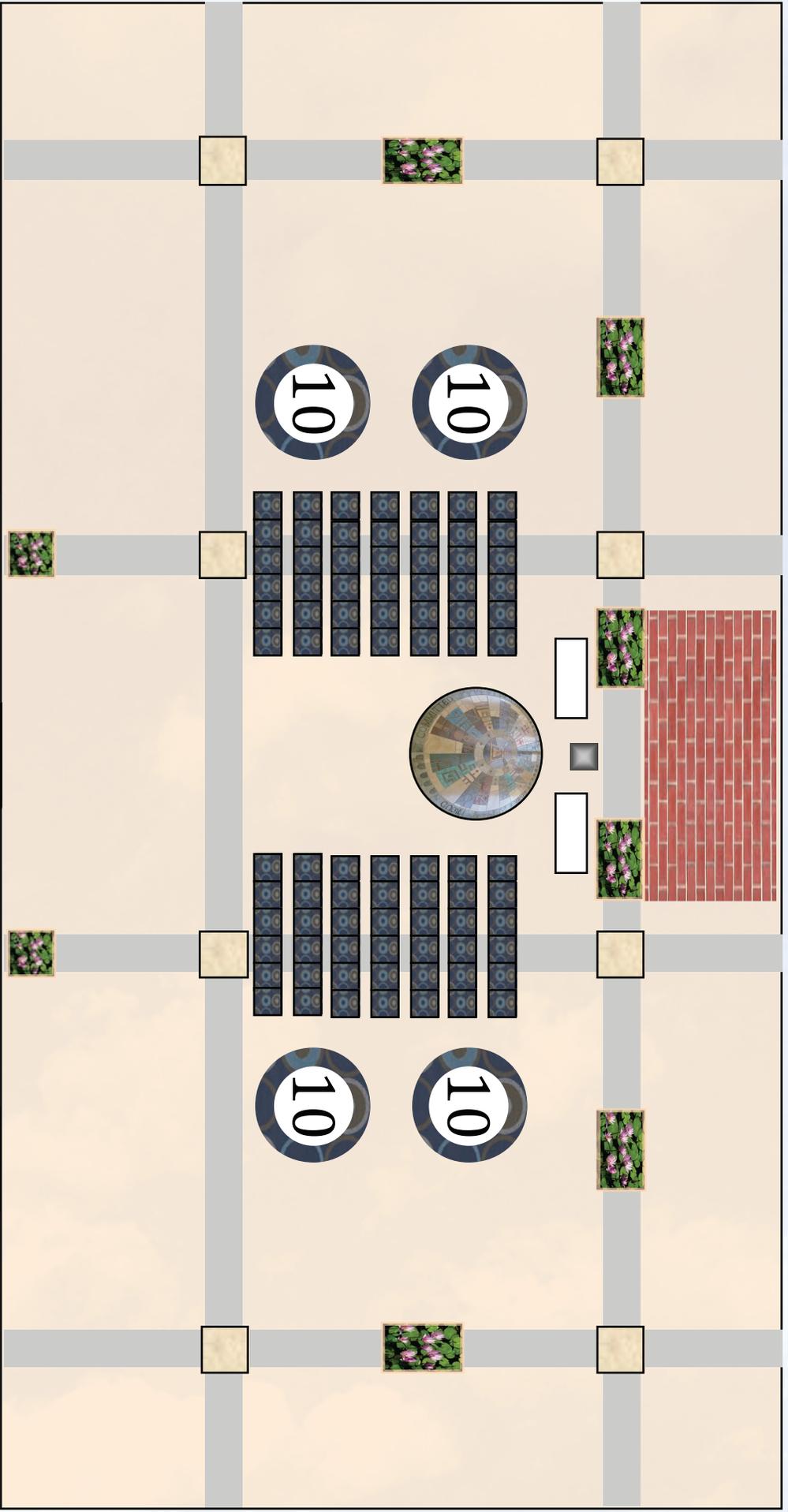
<u>Fee Description</u>	<u>Fee</u>
Bar Set-Up.....	\$150 per bar
One (1) Bartender	\$19.95 per hour
Corkage Fee.....	\$6 per bottle

Equipment Rentals: City-approved equipment rentals (e.g. linens, heaters, fans, stage, etc.) must be arranged for and booked in advance through Provider Food Service.

If your event requires food and/or beverage service, please review the attached menu and contact Provider Food Service at (951) 377-0873 or via e-mail at catering@providerfoodservice.com to make necessary arrangements.

Any fees associated with catering and/or equipment rentals (food, beverage, linen rental, etc.) will be paid directly to Provider Food Service.

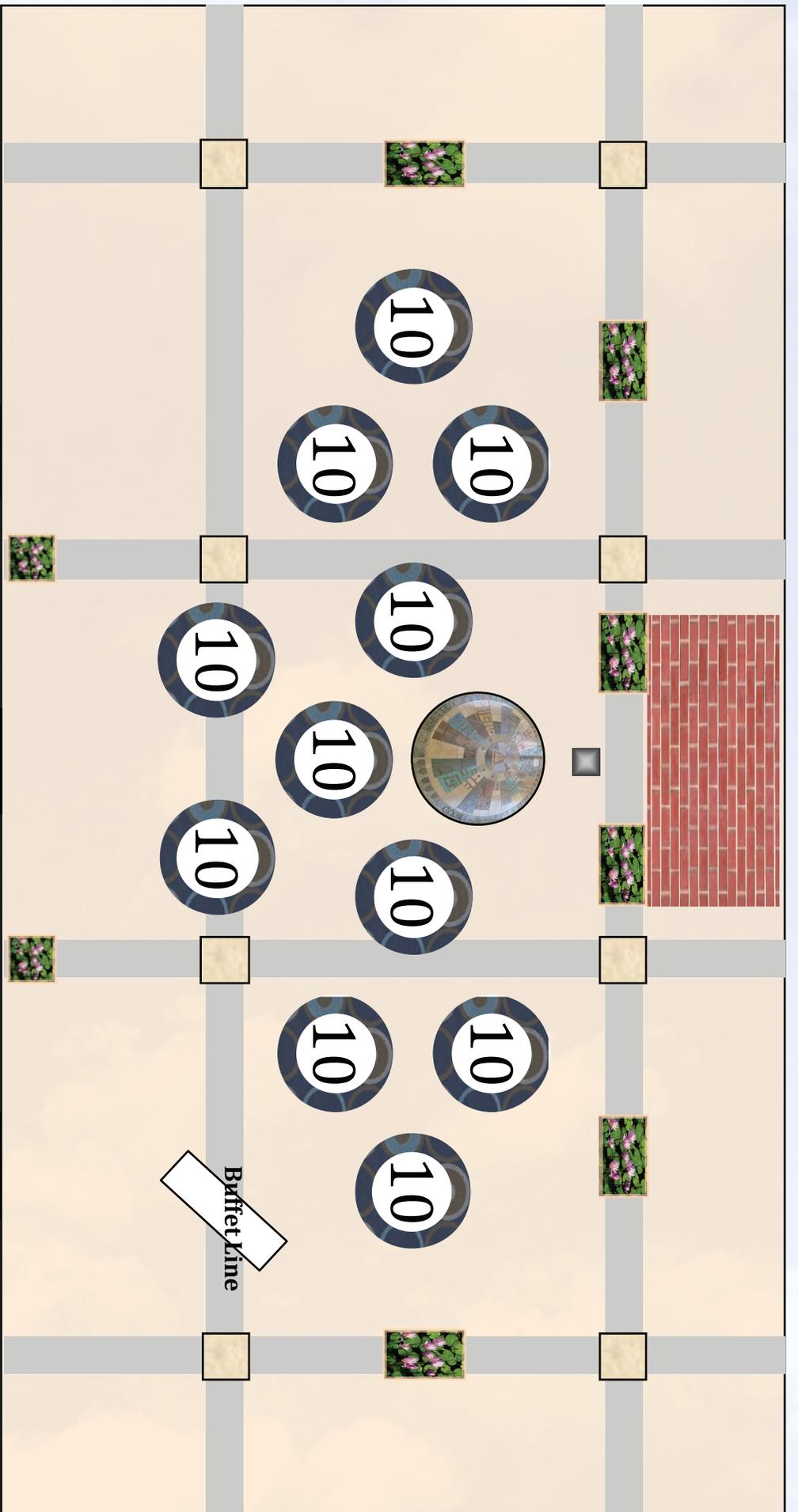




Seating Capacity

10-Person Rounds = 124

8-Person Rounds = 116

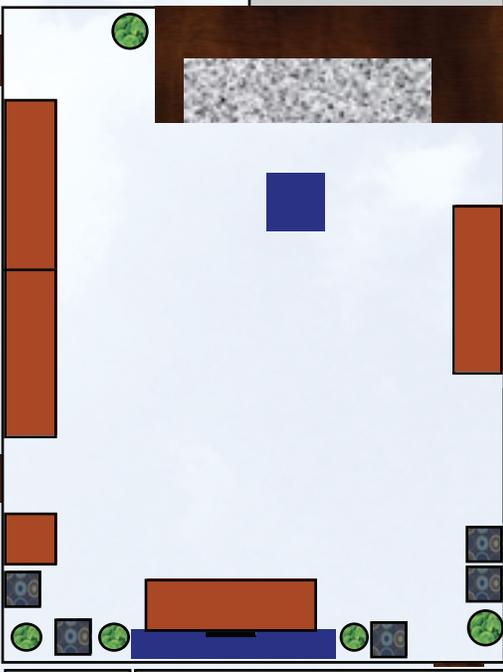


Mayor's Office

Seating Capacity

10-Person Rounds = 110

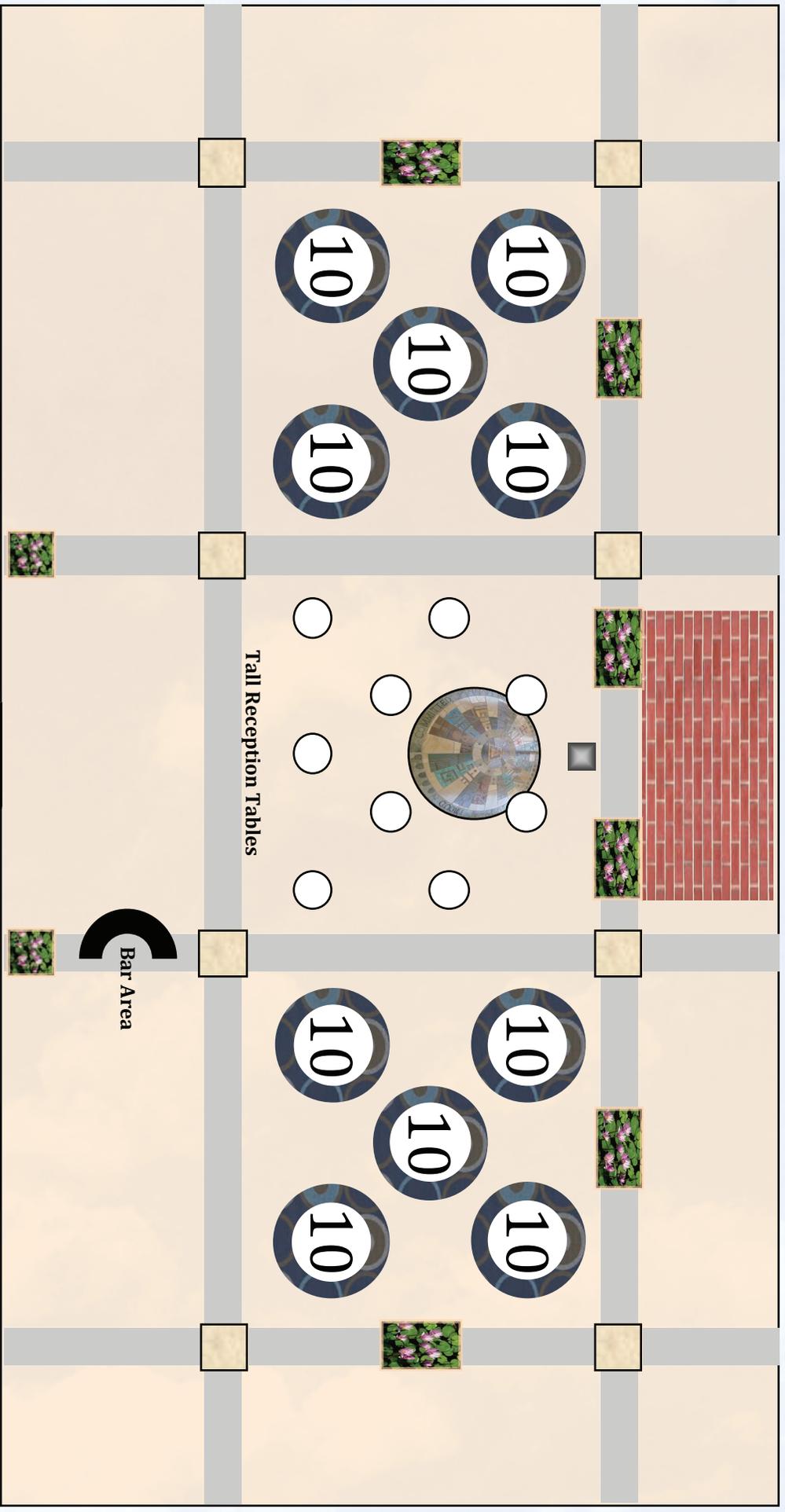
8-Person Rounds = 88



Warming Kitchen
A/V Equipment Room
Table/Chair Storage Area

Restrooms



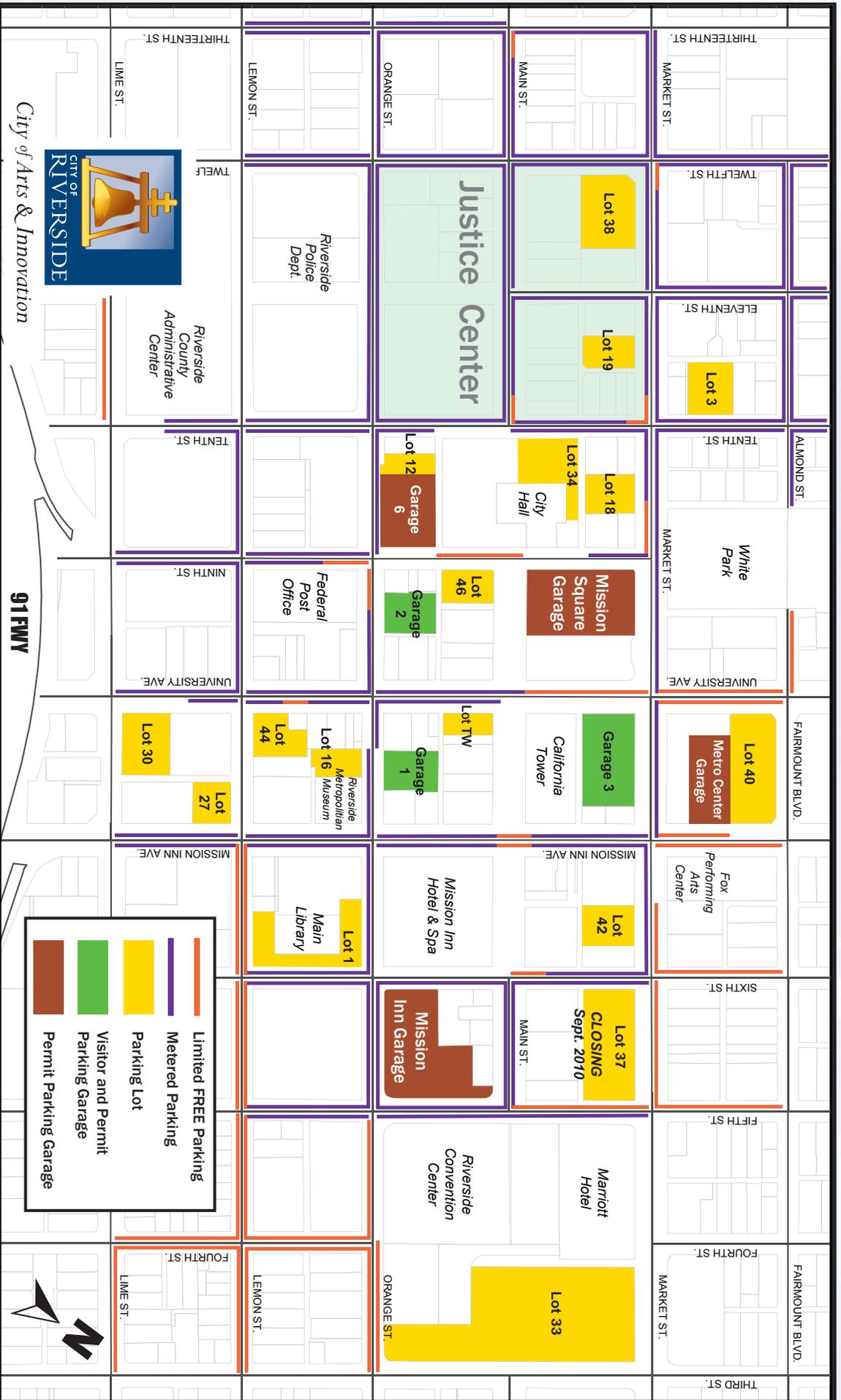


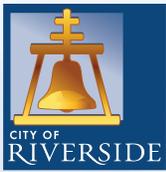
Seating Capacity

10-Person Rounds = 100

8-Person Rounds = 88

Riverside Downtown Parking Map





City of Arts & Innovation

GRIER PAVILION – *Reservation Instructions*

The Grier Pavilion (“Pavilion”), located on the patio adjacent to the Mayor’s Ceremonial Room on the 7th floor of City Hall, celebrates Riverside’s rich cultural heritage and reflects the City’s lasting commitment to inclusiveness, promoting acceptance, dignity and respect for all members of our community. The community venue – named for Riverside civil-rights activists Barnett and Eleanor Jean Grier – brings to life the diversity, creativity, innovations and dedication represented by the Grier family and other notables of Riverside’s history.

An organization interested in hosting an event on the Grier Pavilion (“Pavilion”) must first contact the Mayor’s Office to determine availability of the venue. Upon determination of availability, a completed Reservation Request Form and \$500 Security Deposit must be submitted to the Mayor’s Office. The completed Reservation Request Form and \$500 Security Deposit must be submitted to the Mayor’s Office no less than six (6) weeks prior to the requested event date. Reservations can be made a maximum of six (6) months in advance of the event date.

Submission: The complete Reservation Request Form and \$500 Security Deposit must be submitted to the Mayor’s Office and can be done in-person or via US mail to:

Attn: Grier Pavilion Reservation Requests

P O BOX 4000 RIVERSIDE CA 92504

3900 Main Street, 7th Floor

Riverside, CA 92522

Security Deposit: Security Deposit payments must be in the form of check, money order or cashier’s check made payable to the City of Riverside. Cash deposits will not be accepted. Costs incurred for set-up, security and personnel required to staff your event (Additional User Fees) will be deducted from the organization’s Security Deposit prior to refund. A list of estimated Additional User Fees will be provided to the hosting organization prior to the event date. The Security Deposit, less any Additional User Fees, will be refunded if there is no damage to the facility. Please allow thirty (30) days to process the Security Deposit Refund.

Upon receipt of the completed Reservation Request Form and \$500 Security Deposit, the Mayor’s Office will place a hold on the requested event date/time. The completed Reservation Request Form will be referred to the Development Department to obtain additional detailed information to determine event suitability, staffing availability and conditions of approval. The Mayor’s Office will then notify the Primary Applicant of the status of their request. Once the request has been approved, the Mayor’s Office will forward the approved documents to the Development Department for further coordination.

If you need additional assistance, please contact the Mayor’s Office at (951) 826-5551.



GRIER PAVILION – Reservation Request Form

City of Arts & Innovation

Organization Information

Host Organization Name: _____

Non-Profit Organization? Yes No

Primary Applicant: _____

Phone Number: () _____ Fax Number: () _____

E-mail Address: _____

Mailing Address: _____
(Street Address) (City) (State) (Zip Code)

Day-of-Event Contact: _____

Phone Number: () _____ Cell Number: () _____

E-mail Address: _____

Event Information

Anticipated Attendance: _____

Type of Event: Reception Buffet Lunch/Dinner Sit-Down Lunch/Dinner
 Meeting/Ceremony/Presentation Other:

Event Date & Time: _____
(Day of Week) (Date) (Event Start Time) (Event End Time)

Event Set-Up*: Start Time: _____am/pm End Time: _____am/pm

*Set-Up Start Time should be a minimum of two (2) hours prior to your Event Start Time to ensure proper reservation of the facility.

Food/Beverage Service Requested: Yes No

Audio/Visual Needs: Wireless Microphone Power Point/DVD CD Player Lights

Event Description:



GRIER PAVILION – Application Agreement

City of Arts & Innovation

Primary Applicant must initial next to each statement indicating their agreement to and understanding of the statement.

_____ Applicant(s) agree(s) to abide by all guidelines for use of the Grier Pavilion as outlined below and as detailed by the Development Department staff.

_____ Applicant(s) agree(s) to indemnify and hold harmless the City of Riverside, its agents, officers, employees and volunteers from any and all claims for damage, liability, injury, loss of property, expense and costs allegedly incurred or connected with the requested rental.

_____ Applicant(s) understand(s) he/she will be held financially responsible for any damage to City facilities and/or equipment and will be charged additional fees if he/she is in breach of the Applicant Agreement. Applicant(s) is/are required to leave the facility in the same condition in which it was first occupied. This includes cleaning and the removal of anything brought to the Grier Pavilion. Refusal by Applicant(s) to clean the facility will result in forfeiture of deposit, payment of any fees incurred by the City of Riverside and/or denial of future reservation requests.

_____ Applicant(s) understand(s) that reservation of the Grier Pavilion may require that the Applicant(s) obtain general liability insurance (to be coordinated through the Development Department).

_____ Applicant(s) understand(s) that invitation/event publicity is not to be sent out before written confirmation of reservation has been received.

I, _____, have been provided with, have read and understand the Criteria for Use of the Grier Pavilion and the Reservation Instructions. I understand that approval is not final until the \$500 Security Deposit has been submitted, the certificate of insurance (if applicable) has been provided and a signed copy of this form is return to me or my alternate. I further understand that the City reserves the right to refuse or cancel my approved reservation if necessary, or if any of the information provided on this request form is determined to be inaccurate.

I, _____, will be responsible for the reservation and, if my guests or I breach this agreement, I will forfeit the deposit and/or incur additional fees imposed by the City. The Grier Pavilion reservation may be denied if my alternate or I indicate we will not be present during the reservation period. Cancellations made by the Primary Applicant with less than 72 hours notice may cause forfeiture of the deposit.

Primary or Secondary Applicant Signature

Date

Authorization by City Representative

Date

Catering at the Grier Pavilion

City of Riverside – 3900 Main Street, 7th Floor, Riverside, CA 92522



Thank you for choosing Provider for your event at the Grier Pavilion. We are proud to offer superior catering services that combine culinary artistry and event design.

As a local homegrown company with a global appeal, we combine our creative balance of polished casual services and our passion for culinary excellence to create extraordinary experiences and trend setting presentations.

Our chefs create culinary magic by offering a global menu featuring a large variety of quality cuisine and exquisite designs to serve any occasion. With this winning combination it's no wonder we are redefining hospitality.

Let us take the stress out of planning your celebration and transform it into a first class experience that reflects your personal unique touches.

Our service staff is well trained, courteous and ready to serve your guests.

Our team of event specialists can assist you with expert advice on stylizing, customizing and personalizing your event.

We look forward to working with you in creating a unique and memorable celebration that deserves a standing ovation.



Planning Your Event

Thank you for inquiring about our Catering & Event Services at the Grier Pavilion. To assist you in planning your event we have included the following guidelines:

Secure the Event Location

Once you have reserved your event location with the City of Riverside, here are some guidelines that will assure smooth planning:

Select Menu & Finalize Event Details

Contact Provider event specialist, Pam Mitchell, at catering@providerfoodservice.com or 951.377.0873, at least 6 weeks before your event date. At this time we will help you finalize all necessary decisions. If you prefer to make arrangements via phone and/or email due to convenience we are more than happy to work with you electronically. Important information you will need to be prepared to discuss includes:

- Event Timeline
- Estimated Guest Count
- Type of Event (lunch, dinner, reception, meeting, etc.)
- Budget
- Rentals

Review, Sign and Return Contract to Confirm Your Event

Upon placing your order, you will receive a contract of services requested. This contract must be signed and returned to the Provider office at the Raincross Café located in City Hall at 3900 Main St., Riverside, CA 92522 to confirm your event prior to providing the guarantee.

Provide Final Guest Count Guarantee

We require a guest count, pricing and menu finalization at least seven (7) working days before your event. This count is your guaranteed number. If no count is given at that time, your original booking count or actual number of guests, whichever is greater will be charged. Final counts should be emailed to Pam at catering@providerfoodservice.com. No reduction thereafter is permitted.

Catering at the Grier Pavilion

City of Riverside – 3900 Main Street, 7th Floor, Riverside, CA 92522



Payment

Final payment for the total estimated charges is due prior to the event date. Should the final count increase or any other charges be incurred, payment for these services will be due at the conclusion of the event. Provider reserves the right to refuse services if the final payment is not received in the Catering Sales Office prior to the scheduled event. Payment may be made by cash, credit card, business check or cashiers check at the Provider office at the Raincross Café located in City Hall at 3900 Main St., Riverside, CA 92522.

Meal Service

All meals are served buffet style unless otherwise requested. Your catering price includes food and beverages, buffet décor, buffet set-up & break down and service attendants. Meal service is provided for a maximum of two (2) hours. High quality disposable ware will be used unless otherwise requested. Meals can be arranged to be plated and served for an additional \$4.00 per person. China, glassware, linen and rentals can be arranged for an additional fee with advance notice (minimum two (2) weeks prior to your event). China is required when requesting a plated meal. Catering prices are subject to California State Sales Tax.

Event Times

Host agrees to begin their event at the scheduled time and to end the event at the designated time on the contract. If the event does not begin and/or end at the designated times, Provider reserves the right to bill the host for additional fees and costs incurred.

Food and Beverage

Food not prepared by Provider cannot be served, displayed or reheated by Provider or any employee overseeing the event. Beverages which are provided by the host can be served by the Provider staff with prior knowledge in order to adequately staff to serve the hosts own beverages. Bartender and labor charges will apply.

Minimums (non-city events)

All menu pricing is based on groups of 100 guests or more. For groups less than 100, additional charges may apply.

Leftover Policy

We bring extra food to your event to ensure a plentiful amount of food. However, the distribution of any leftover food will be the responsibility of the Catering Director. We reserve the right to refuse distribution of left over food.

Bar Services

The number of hours for service must be finalized one (1) week prior to your event date. If additional hours are needed they must be mutually agreed upon and will be billed at the same rate. A \$150 bar set-up and clean-up fee will be assessed per bar deployed. The bar set-up fee includes high quality plastic cups and cocktail napkins. The set-up fee includes organizing the beer, wine and beverages; it does not include transporting any alcoholic or non-alcoholic beverages from vehicles or the parking lot. If you are providing Keg Beer, the Keg must be tapped and iced at delivery. Bartenders will require identification. Bartenders reserve the right to refuse service to anyone.

Catering at the Grier Pavilion

City of Riverside – 3900 Main Street, 7th Floor, Riverside, CA 92522



Morning Breaks

Our menus are designed to give you maximum flexibility in creating an event that reflects your style. The menu offers a wide variety of selections to build upon. All food is artfully displayed on linen covered tables with the appropriate décor. High quality plastic plates, flatware and glassware are included. China is available for an additional charge. Menu pricing is based on 100 guests or more. Smaller events may be subject to an additional service charge.

Country Feast

Scrambled Eggs, Breakfast Potatoes, Bacon or Sausage, Breakfast Pastries, Fresh Fruit, Gourmet Coffee and Orange Juice

Classic Continental

Muffin and Pastry Assortment, Fresh Fruit Platter, Orange Juice and Gourmet Coffee

Americana

A Rustic Breakfast Frittata with Eggs, Cheese, Sausage, Tomatoes and Herbs. Served with Breakfast Potatoes, Gourmet Coffee and Orange Juice

Mix & Match

All Mix & Match items are designed to be dropped off and displayed on linen covered tables. Service attendants can be provided at \$15 per hour per attendant. All Mix & Match orders are served on disposable trays with high quality plastic plates, cups and flatware.

Baked Goods By the dozen

Muffins
Danish & Cinnamon Rolls
Cookies
Brownies
Croissants
Bagels & Cream Cheese

South of the Border

Breakfast Burritos with Bacon, Egg, Cheese and Potatoes. Served with Gourmet Coffee and Orange Juice

Rise 'N' Shine

Caramel Apple Bread Pudding served warm with Apple Compote, Gourmet Coffee and Orange Juice

Beverages by the Gallon

Cold Beverages

Raspberry Lemonade ♦ Classic Lemonade ♦
Orangeade ♦ Orange Infused Tea ♦ Iced Tea ♦
Sweet Tea ♦ Orange Juice

Hot Beverages

Gourmet Coffee ♦ Gourmet Decaf

Catering at the Grier Pavilion

City of Riverside – 3900 Main Street, 7th Floor, Riverside, CA 92522



Grier Pavilion Working Lunches

Served buffet style on linen draped tables with appropriate décor. Served on high quality disposable ware. China is available for an additional charge.

Deli Lunch Buffet

Choose any two (2) wraps or palm sandwiches and two (2) salads. Includes chips, gourmet cookies and Classic Beverage.

Palm Sandwich and Wrap Options (Choose 2)

Roast Beef & Cheddar	Roast beef & Cheddar stacked on a soft roll
Turkey Club	Sliced Turkey, Bacon, Lettuce and Tomato on a soft Roll
Grilled Chicken Caesar Wrap	Layers of Grilled Chicken, Romaine Lettuce, Cheese and Caesar Dressing Wrapped
BBQ Chicken Wrap	BBQ Chicken, Crisp Greens, Cheese, BBQ sauce nested in a Tortilla
Turkey Pesto Wrap	Turkey, Pesto Mayo, Lettuce and Cheese Wrapped

Salad Options (Choose 2)

Classic Caesar	Crisp Romaine Lettuce, Garlic Croutons, Parmesan Cheese
Harvest	Baby Greens, Candied Walnuts, Cherry Tomatoes, Feta Cheese, Pears & Champagne Vinaigrette
Californian	Field Greens, Feta Cheese, Roasted Sunflower Seeds, Cherry Tomatoes, Balsamic Vinaigrette
Baja Style	Crispy Greens, Cucumber, Tomato, Bacon, Avocado, Black Olives, Cheese, Roasted Corn, Crisp Tortilla Strips and Cilantro Ranch Dressing
Hawaiian	Island Mixed Greens, Pineapple, Mandarin Oranges, Tomatoes, Carrots and a Sweet Red Peppers Orange Ginger Vinaigrette

Classic Beverages (Choose 2)

Country Lemonade ♦ Lemon-Limeade ♦ Tropical Citrus Punch ♦ Iced Tea ♦ Paradise Iced Tea
Orange Infused Tea ♦ Gourmet Coffee ♦ Gourmet Decaf

Summer Salad Buffet

Choose any three (3) salads. Includes bread basket, gourmet cookies and Classic Beverage

Summer Salad Options (Choose 3)

Classic Caesar	Crisp Romaine Lettuce, Garlic Croutons, Parmesan Cheese
Harvest	Baby Greens, Candied Walnuts, Cherry Tomatoes, Feta Cheese, Pears & Champagne Vinaigrette
Californian	Field Greens, Feta Cheese, Roasted Sunflower Seeds, Cherry Tomatoes, Balsamic Vinaigrette
Baja Style	Crispy Greens, Cucumber, Tomato, Bacon, Avocado, Black Olives, Cheese and Roasted Corn, Crisp Tortilla Strips topped with a Cilantro Ranch Dressing
Hawaiian	Island Mixed Greens, Pineapple, Mandarin Oranges, Tomatoes, Carrots and Sweet Red Peppers Orange Ginger Vinaigrette

Classic Beverages (Choose 2)

Country Lemonade ♦ Lemon-Limeade ♦ Tropical Citrus Punch ♦ Iced Tea ♦ Paradise Iced Tea ♦ Orange Infused Tea

Catering at the Grier Pavilion

City of Riverside – 3900 Main Street, 7th Floor, Riverside, CA 92522



Celebration Buffets

Choose one salad, one entrée, two sides and one beverage. Comes with bread basket and gourmet cookies. Add a second entrée for \$3.00

Classic

Classic Salad Selections

Classic Caesar	Crisp Romaine Lettuce, Garlic Croutons, Parmesan Cheese
Harvest	Baby Greens, Candied Walnuts, Cherry Tomatoes, Feta Cheese, Pears & Champagne Vinaigrette
Californian	Field Greens, Feta Cheese, Roasted Sunflower Seeds, Cherry Tomatoes, Balsamic Vinaigrette

Classic Sides

Garlic Mashed Potatoes ◇ Roasted Red Potatoes ◇ Rice Pilaf ◇ Seasonal Vegetable Medley

Classic Entrees

Herb Roasted Chicken ◇ Rosemary Lemon Chicken ◇ Beef Forestiere (mushroom sauce)

Classic Beverages

Country Lemonade ◇ Lemon-Limeade ◇ Tropical Citrus Punch ◇ Iced Tea ◇ Paradise Iced Tea ◇ Orange Infused Tea
Gourmet Coffee ◇ Gourmet Decaf

Pastabilities

Includes choice of two pastas, one salad, and one beverage. Includes garlic bread and gourmet cookies.

Classic Salad Selections

Classic Caesar	Crisp Romaine Lettuce, Garlic Croutons, Parmesan Cheese
Californian	Field Greens, Feta Cheese, Roasted Sunflower Seeds, Cherry Tomatoes, Balsamic Vinaigrette

Entrees

Spinach & Four Cheese Pasta ◇ Chicken Pasta Alfredo ◇ Penne Putanesca ◇ Pasta Marinara

Classic Beverages

Country Lemonade ◇ Lemon-Limeade ◇ Tropical Citrus Punch ◇ Iced Tea ◇ Paradise Iced Tea ◇ Orange Infused Tea
Gourmet Coffee ◇ Gourmet Decaf

Served on high quality disposable ware. China available for additional charge.

All Prices are subject to State Sales Tax. Please see policies and procedures for detailed information regarding catering services.

To place your order contact Pam Mitchell @ 951-377-0873 or email catering@providerfoodservice.com

Catering at the Grier Pavilion

City of Riverside – 3900 Main Street, 7th Floor, Riverside, CA 92522



Grier Pavilion Celebration Global Buffets

Global Buffets are artfully displayed on linen draped tables with the appropriate décor unless otherwise requested. Served on high quality disposable ware. China is available for an additional charge. Pricing is based on the number of items selected from each category listed on the Celebrations Pricing Page.

Global Salad Selections

Classic Caesar	Crisp Romaine Lettuce, Garlic Croutons, Parmesan Cheese
Harvest	Baby Greens, Candied Walnuts, Cherry Tomatoes, Feta Cheese, Pears & Champagne Vinaigrette
Californian	Field Greens, Feta Cheese, Roasted Sunflower Seeds, Cherry Tomatoes, Balsamic Vinaigrette
Baja Style	Crispy Greens, Cucumber, Tomato, Bacon, Avocado, Black Olives, Cheese, Roasted Corn, Crisp Tortilla Strips, Cilantro Ranch Dressing
Hawaiian	Island Mixed Greens, Pineapple, Mandarin Oranges, Tomatoes, Carrots, Sweet Red Peppers Orange Ginger Vinaigrette

Classic Sides

Garlic Mashed Potatoes ◊ Roasted Red Potatoes ◊ Scalloped Potatoes ◊ Rice Pilaf ◊ Seasonal Vegetable Medley ◊ Orange Ginger Carrots ◊ Cilantro Rice ◊ Natural Style Pinto Beans ◊ Island Fried Rice ◊ Jasmine Rice ◊ Pineapple Rice ◊ Stir Fried Vegetables

Global Entrees

Americana Entrees

Chicken Dijonnaise	Chicken Breast topped with a delicate Dijon Cream Sauce
Chicken Velvet	Sautéed Chicken Breast draped with Supreme Herb Cream Sauce
Pepper Crusted Tri Tip of Beef	Roasted, sliced and topped with Savory Mushroom Sauce
Roast Pork Loin	Caramelized Apple-Pear Demi Glace

Italiano Entrees

Chicken Piccata	Lemon-Caper White Wine Sauce
Chicken Parmigianna	Baked and layered with Classic Marinara Sauce & Mozzarella
Chicken Marsala	Mushrooms & Marsala Wine Demi Glace
Chicken Milano	Artichoke and Roasted Garlic Sauce
Crusted Beef Roulade	Stuffed with Roasted Red Bell Peppers, Carrots, Mozzarella Cheese and Rosemary Jus Lie

Latin Entrees

Chicken or Beef Fajitas	Sautéed with Peppers and Onions
Chicken Monterrey	Chicken Breast stuffed with Chorizo & topped with Avocado & Chipotle Crema
Enchiladas Suizas	Chicken & Cheese, Salsa Verde, Sour Cream & Salsa

Pacific Rim Entrees

Huli Huli Chicken	Teriyaki Marinated Chicken topped with Mango Salsa
Hawaiian Chicken	Macadamia Nut Crusted Chicken with a Pineapple Coconut Sauce
Espresso Pulled Pork	Slow Roasted Pork lacquered with Espresso Molasses Glaze
Ginger Beef	Soy Ginger Marinated Beef topped with Hoisen Demi Glace

Classic Beverages

Country Lemonade ◊ Lemon-Limeade ◊ Tropical Citrus Punch ◊ Iced Tea ◊ Paradise Iced Tea ◊ Orange Infused Tea
Gourmet Coffee ◊ Gourmet Decaf

Classic Desserts

Gourmet Petite Bars ◊ Petite Cream Puffs ◊ Gourmet Petite Cookies

Dessert Upgrades

Classic Carrot Cake \$1.50 ◊ Chocolate Decadence Cake \$1.50 ◊ Assorted Petite Desserts \$2.00
Cheesecake with fresh berries \$2.00 additional.

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Catering at the Grier Pavilion

City of Riverside – 3900 Main Street, 7th Floor, Riverside, CA 92522



Grier Pavilion Celebration Reception Menu

Designed to give you maximum flexibility in creating an event that reflects your personal style, receptions begin with a selection of themed cold appetizers and offer you hot items, classic beverages and sweet treats as a finishing touch. All items are artfully displayed on linen draped tables with the appropriate décor. Served on high quality disposable ware. China is available for an additional charge.

California Artisan Display

This artful display of handcrafted cheese, delicious spreads, rustic flatbreads & delicious spreads, savory crisps, and sweet grapes, will not only delight your guests visually but is sure to please their palate. Perfect when a light reception is needed.

All American Artisan Display

Classic Cheddar Cheese Roulade
Assorted Fruits, Cheeses & Crisps
Caramel Dip & Apples
California BLT Pinwheels

Hot Items (Choose 1)

BBQ Beef Sliders
BBQ Meatballs
Mac n Cheese Bites
Crunchy Chicken Bites with Avocado Ranch

Sweet Treats

Sugar Jam Minis & Lemon Bar Minis

Latin Artisan Display

A display of Pineapple, Spicy & Traditional Jack Cheese, Nuts & Crisps
Fire roasted Red Pepper Cheese Spread
Southwest Shrimp, Black Bean and Papaya Tostaditas
Seven Layer Torte

Hot Items (Choose 1)

Fresh Mex Corn Wontons – Avocado Chipotle Ranch
Potato Jalapeño Crisps with Tomato Crème Dipping Sauce
Spanish Potato Tortilla

Sweet Treats

Cinnamon Sugar, Chocolate Chip & Peanut Butter Bites

Island Artisan Display

Pineapple, Papaya & Dried Fruit Display
Pineapple & Cashew Nut Cheese Roulade with Ciabatta Crisps
Warm Seafood Dip
Curried Chicken Pinwheels

Hot Items (Choose 1)

Island Meat Balls
Pulled Pork Sliders
Chicken Skewers with Soy Ginger Glaze

Sweet Treats

White Chocolate Macadamia Nut & Coconut Bites

Mediterranean Artisan Display

An artful display of Grapes, Dried Fruits, Nuts and Cheeses
Hummus & Pita Crisps
Tomato Bruschetta
Greek Pinwheels-Beef, Roasted Peppers, Cucumber & Feta
Savory Mushroom Tarts

Hot Items (Choose 1)

Rosemary Chicken Bites
Warm Artichoke & Spinach Bread Bowl

Sweet Treats

Chocolate Dipped Sugar Fingers & Rocky Road Fingers

Catering at the Grier Pavilion

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Italian Artisan Display

An artful display of Grapes and a Tuscan Torte with Crisps
Tortellini & Baby Tomato Skewers
Warm Italian Pepper Dip with Ciabatta Crisps

Hot Items (Choose 1)

Tuscan Meatballs with Marinara
Grilled Sausages with a Dijonnaise Dipping Sauce
Chicken Rosemary Raviolis with Tomato Basil Sauce

Sweet Treats

Rocky Road Fingers and Petite Cream Puffs

Pacific Rim Artisan Display

Crisp Veggies with Thai Peanut Dipping Sauce
Wasabi Dusted Cheese Spread with Sesame Crisps
Thai Chicken Cucumber Cups
Warm Crab Dip with Won Ton Crisps

Hot Items (Choose 1)

Potstickers with Plum Dipping Sauce
Egg Rolls With Sweet & Spicy Sauce

Sweet Treats

Petite Cream Puffs & Almond Cookies

Classic Beverages

All Artisan displays come with your choice of two beverages.
Raspberry Lemonade ◊ Classic Lemonade ◊ Orangeade ◊ Orange Infused Tea ◊ Iced Tea ◊ Sweet Tea
Gourmet Coffee ◊ Gourmet Decaf

Catering at the Grier Pavilion

City of Riverside – 3900 Main Street, 7th Floor, Riverside, CA 92522



Grier Pavilion Catered Bar Services

Beer and wine service (no hard alcohol) are permitted to be served on the Pavilion.

There are several options when planning to serve beer and wine and sodas at your event.

Our **hosted** and **non-hosted** bars include the appropriate license (when applicable), equipment, glassware (disposable unless arranged separately) and cocktail napkins.

Our bartenders are trained in green, yellow and red light liquor liability and will solely be responsible for determining or limiting service to all parties. Two hour minimum and four hour maximum.

Options Available:

No-Host Bar – Guests pay for their own drinks.

Beverage prices are set in advance. Guests, as ordered, pay for all drinks.

This is known as a cash bar.

Bartender fees of \$19.95 per hour per bartender and bar set-up/tear-down fee of \$150 per bar apply. Includes disposable drinkware.

\$400 price guarantee per bar. The difference between the guarantee and the actual sales will be charged to the host if not realized. All hosted bar prices are quoted below.

Beer, Wine and Soft Drinks Package includes: Two domestic beers, two imported beers, Two wine selections, Coke, Diet Coke, Sprite, Still and Sparkling Water, Orange Juice, Cranberry Juice and Limes.

- Domestic Beer \$3.00
- Imported Beer \$4.00
- House Wine \$4.00
- Premium Wine \$6.00
- Sodas & bottled water \$2.00

Open Bar 1

Provider Contract Food Service supplies the beer, wine & sodas and serves to your guests free of charge to them. This is an open bar with the price being set per person. A bar set-up/tear-down fee of \$150 per bar applies. Includes bartender and disposable drinkware.

Beer, Wine and Soft Drink Package includes: Two domestic beers, two imported beers, two wine selections, Coke, Diet Coke, Sprite, Still and Sparkling Water, Orange Juice, Cranberry Juice and Limes.

Host bars based on per drink consumption are \$8.00 pp. Additional time cost is \$3 pp per hour (2 hour minimum & 4 hour maximum)

Hosted bars can be arranged to be billed on consumption and are subject to a \$400 price guarantee per bar. The difference between the guarantee and the actual sales will be charged to the host if not realized. All hosted bar prices are quoted above.

Open Bar 2

Host supplies the beer, wine and sodas and we serve it at no charge to the guests. Bartender fees of \$19.95 per hour per bartender and bar set-up/tear-down fees of \$150 per bar apply. Includes disposable drinkware

Charges

All packages are based on a minimum guest count of 100. All prices are subject to State Sales Tax. Please see policies and procedures for detailed information regarding catering services.

Catering at the Grier Pavilion

City of Riverside – 3900 Main Street, 7th Floor, Riverside, CA 92522



Grier Pavilion Celebration Pricing

Grier Pavilion Morning Breaks

Country Feast	\$10.25
Classic Continental	\$ 7.75
Americana	\$ 8.95
South of the Border	\$ 7.75
Rise N Shine	\$ 6.95

Grier Pavilion Mix & Match

Baked Goods By the dozen

Muffins	\$13.50
Danish & Cinnamon Rolls	\$13.50
Cookies	\$9.00
Brownies	\$12.50
Croissants	\$15.00
Bagels & Cream Cheese	\$16.00

Beverages by the Gallon

Cold Beverages	\$15.00
Hot Beverages	\$20.00

Grier Pavilion Celebration Receptions

Includes a selection of: Themed cold appetizers, one hot item to select, two classic beverages and sweet treats as a finishing touch.

Californian Artisan (Cold Only)	\$6.95 pp
All American	\$8.95 pp
Italian	\$8.95 pp
Latin	\$8.95 pp
Island	\$8.95 pp
Mediterranean	\$8.95 pp
Asian	\$8.95 pp

Grier Pavilion Working Lunch Buffets

Deli Lunch Buffet \$11.95 pp

Includes your selections of:
Palm Sandwiches (2) or Wraps (2), Chips,
Gourmet Cookies and Beverages (2)

Summer Salad Buffet \$11.95 pp

Includes your selections of:
Entrée Salads (3), Bread Basket,
Gourmet Cookies and Beverages (2)

Classic Buffet \$12.95 pp

Pastabilities Buffet \$12.95 pp

Grier Pavilion Global Celebration Buffets

All buffets include your selections of Salad, Entrée, Sides, Bread Basket, Beverages (2) & Classic Dessert.

Americana

(1) Salad (1) Entrée (2) sides	\$15.95 pp
(1) Salad (2) Entrees (2) sides	\$18.95 pp

Italiano

(1) Salad (2) Pasta (1) Vegetable	\$13.95 pp
(1) Salad (1) Entrée (2) sides	\$15.95 pp
(1) Salad (2) Entrees (2) sides	\$18.95 pp

Latin Influence

(1) Salad (1) Entrée (2) sides	\$15.95 pp
(1) Salad (2) Entrees (2) sides	\$18.95 pp

Pacific Rim

(1) Salad (1) Entrée (2) sides	\$15.95 pp
(1) Salad (2) Entrees (2) sides	\$18.95 pp

Add-ons – add to any buffet

Offered in addition to the buffet combinations above when a larger menu is desired.

Classic Salad, Sides & Desserts	\$2.00 pp
Classic Beverages	\$1.50 pp

Grier Pavilion Beverage Service

Bartenders (per hour)	\$19.95 per hour
Bar Set-Up/Tear-Down	\$150.00 per bar
No-Host Bar Minimum (Cash Br)	\$400.00 per bar
Hosted Bar 1 (4 hour maximum)	\$8.00 pp
Hosted Bar 1 additional time (per hour)	\$3.00 pp
Service staff	\$19.95 per hour

Rentals

Buffet China place setting (Includes dinner plate, fork, knife, spoon & beverage glass)	\$3.00 pp
Served Meal China place setting (Includes dinner plate, salad plate, dessert plate, B&B plate, 3 forks, knives, spoon & beverage glass)	\$5.00 pp
Guest Table linen (120" round to floor)	\$16.00
Linen Napkins	\$.50
Table Drape 6'	\$15.00
Guest table square 85"	\$6.00

Other rentals are available upon request.