

WOODLAND HILLS BANQUET CENTER

RESERVATIONS

The seating capacity of our Main Dining is 300 people and the North Wing seats 30 people. Initial room reservations can be made based on these capacities. A guest count confirmation must be given to our Banquet Director the Monday before your scheduled event.

DEPOSIT

A small deposit of 15% per event is required to reserve the date and time you are requesting. The Deposit will be refunded if our Banquet Director is notified of cancellation within thirty (30) days of the receipt of this deposit. Cancellation after thirty days of their receipt date will constitute a forfeiture of this deposit. The use of the entire banquet hall must guarantee a confirmed dinner count of 200 or a room charge may be added.

PAYMENT

Charges for food and beverages may be itemized separately if you wish. Payment for the final food and beverage charges are due the evening of your function.

GRATUITIES and TAXES

An 18% service charge will be added to all food and beverage charges. State sales tax of 6% will be added to all charges unless a tax-exempt certificate is provided to the Banquet Manager.

PRICING

Prices shown in our brochure and on the web are our current prices and are guaranteed for one full year. Reservations made 13 months or more ahead are subject to change. It is not possible to guarantee prices that far in advance.

FACILITIES and SERVICES

Your reservation at Woodland Hills includes set up of all tables, linen napkins, tablecloths, china, silverware, and stemware and clean up after the function. Weddings booked include table linen and skirting for the head table and gift and cake tables. Our banquet rooms are equipped with both fluorescent and dimmer/controlled incandescent lighting. Each is air-conditioned, has complete bar facilities, audio systems, microphones, and podiums are also available. Our Banquet Director will be pleased to arrange tables at your request. We can also provide help in finding a musical group for your function.

LIABILITY

Woodland Hills is not responsible for damages to or loss of any item at the banquet facility before, during or after a function. Liability for damage to the premises will be charged to the individual or organization authorizing payment for a banquet function.