



# **PORTOLA ROOM INFORMATION**

## **EL ADOBE DE CAPISTRANO**

**Named after the Portola Riders who in 1963 delivered the Mission Bell to Mission San Juan Capistrano with a horse and carriage followed by 8 riders, the Portola room is perfect for business dinners, wedding rehearsals, or any private event. Guests have the option of closing the room's wooden doors for a more intimate, completely private dinner.**

**From birthdays to baptisms to rehearsal dinners, the Portola room is a wonderful space to host up to 34 guests.**

# IMPORTANT THINGS TO NOTE

## THE PORTOLA ROOM

### Food/Bar/Beverage Minimums

*based on your desired day and time, we require a minimum to be met with anything you can consume- this includes appetizers, the main meal, dessert and/or alcoholic beverages*

Monday- Friday	10AM-4PM	500++
Saturday- Sunday	10AM-4PM	1000++
Monday-Thursday	4PM-10PM	750++
Friday & Sunday	4PM-10PM	1250++
Saturday	4PM-10PM	1500++

In the event that the food & beverage totals do not reach the guaranteed minimum, the difference will be applied to the final check as a room fee.

Time allotted per event is three (3) hours maximum; for additional time the minimums are increased, as well as if the event time goes over the F/B/B minimum time frames

### Deposit

A \$150 non-refundable deposit is required to secure the room. This deposit will be applied towards the final bill at the end your event.

*\*We do not collect a deposit without a proposal built\**

*\*The space is only gaurunteed after a deposit has been left\**

### Tax & Gratuity.

A 7.75% sales tax will be applied to all services provided by  
El Adobe de Capistrano

A gratuity of 20% is applied to food and beverages sales at the end of your event

# PREFIXED MENU OPTIONS

THE PORTOLA ROOM

## VERACRUZ FIESTA

### On Tables

**Chips & Salsa**  
**Rancho O'Neill Guacamole**

### Starter

**Mixed Greens**  
*with tomato, carrot, cucumber and ranch*

### Choice of Entrée

**De Pollo**  
*chicken enchilada, crispy shredded  
chicken taco, spanish rice,  
refried beans*

**De Carne**  
*pork tamale, crispy shredded beef taco,  
spanish rice, refried beans*

**Verduras**  
*two enchiladas with sautéed spinach,  
corn, tomato, mushroom & cheese,  
ranchera sauce, spanish rice, refried  
beans*

### Dessert

**Mexican Rosca**  
*mexican churro donut with honey,  
cinnamon sugar & whipped cream*

### Drinks

Soft Drink, Lemonade, Tea or Coffee

**\$37 per person**

**\$18 for kids 10 & under**

## TACO FIESTA

### On Tables

**Chips & Salsa**  
**Rancho O'Neill Guacamole**

### Starter

**Cilantro Pepita Salad**  
*romaine lettuce, diced tomato, pepitas,  
queso fresco, cilantro pepita dressing*

### Family- Style Entrée (served in lazy susans)

**Build Your Own Taco Platters**  
*grilled chicken, carnitas, carne asada,  
sauteed fajita style vegetables,  
cilantro, onions and salsa*

*Each guest to receive  
refried beans and spanish rice*

### Dessert

**Mexican Rosca**  
*mexican churro donut with honey,  
cinnamon sugar & whipped cream*

### Drinks

Soft Drink, Lemonade, Tea or Coffee

**\$40 per person**

**\$19 for kids 10 & under**



# PREFIXED MENU OPTIONS

THE PORTOLA ROOM

## SUNDAY BRUNCH

### On Tables

**Chips & Salsa**  
**Rancho O'Neill Guacamole**

### Choice of Entrée

**Huevos Rancheros**  
*three eggs over corn tortillas topped with ranchera sauce, cheese, green onion, with spanish rice, refried beans*

**Crispy Brioche French Toast**  
*with a medley of berries*

**Flat Iron Steak Chilaquiles**  
*eggs any style, mesquite grilled flat iron steak, refried black beans, El Adobe's chilaquiles: a traditional mexican tortilla dish*

**Cilantro Pepita Salad**  
*romaine, grilled chicken, cilantro pepita dressing, diced tomatoes, pepitas, queso fresco*

### Drinks:

**Free-Flowing Champagne**  
*(for 2 hours), Sparkling Apple Cider, Orange Juice, Soft Drink, Tea or Coffee*

**\$40 per person**  
**\$19 for kids 10 & under**

## BAJA CALIFORNIA

### On Tables

**Chips & Salsa**  
**Rancho O'Neill Guacamole**

### Starter

**Cilantro Pepita Salad**  
*romaine lettuce, diced tomato, pepitas, queso fresco, cilantro pepita dressing*

### Choice of Entrée

**Steak Fajitas**  
*marinated steak, caramelized bell pepper, onion, guacamole, spanish rice, refried beans, tortillas*

**Shrimp Enchiladas**  
*two enchiladas filled with cheese, shrimp, pico de gallo, roasted tomatillo sauce, guacamole*

**El Adobe Burrito**  
*sautéed chicken, mushrooms, spinach, tomato, topped with red, green and chipotle sauces*

### Dessert

**Tres Leches Cake**  
*with whipped cream*

### Drinks

**Soft Drink, Lemonade, Tea or Coffee**

**\$40 per person**  
**\$19 for kids 10 & under**



# PREFIXED MENU OPTIONS

THE PORTOLA ROOM

## YORBA ESPECIAL

### On Tables

**Chips & Salsa**

**Rancho O'Neill Guacamole**

### Starter

**Cilantro Pepita Salad**

*romaine lettuce, diced tomato, pepitas,  
queso fresco, cilantro pepita dressing*

### Choice of Entrée

**Carne Asada**

*mesquite grilled with cheese enchilada,  
sweet corn tamale, spanish rice, refried  
beans, guacamole, tortillas*

**Carnitas Michoacan**

*slow roasted pork cooked with spanish  
rice, refried beans, guacamole, tortillas*

**Enchilada Suizas**

*two enchiladas with chicken, shredded  
cheese, tomatillo sauce, spanish rice,  
refried beans*

### Dessert

**Caramel Churros**

*with vanilla bean ice cream, caramel  
drizzle, whipped cream*

### Drinks

**Soft Drink, Lemonade, Tea or Coffee**

**\$45 per person**

**\$22 for kids 10 & under**

## MESQUITE ADOBE

### On Tables

**Chips & Salsa**

### Appetizer

**Mexican Shrimp Ceviche**

*garnished with avocado*

### Starter

**Adobe Salad**

*mixed greens, heirloom tomato, red onion,  
corn, watermelon radish, champagne vinaigrette*

### Choice of Entrée

**Flat Iron Steak**

*with roasted red skin potatoes, sweet corn  
tamale, grilled vegetables, au jus,  
horseradish cream*

**Salmon A La Brasa**

*with chipotle cream sauce, grilled chile  
relleno, white rice, sweet corn tamale*

**Blackened Chicken**

*with papaya-mango salsa, cilantro lime  
white rice, grilled vegetables*

### Dessert

**Classic Flan**

*with whipped cream*

### Drinks

**Soft Drink, Lemonade, Tea or Coffee**

**\$56 per person**

**\$27 for kids 10 & under**

# COCKTAIL STYLE EVENT

THE PORTOLA ROOM

*Max Guest Count of 50 Guests*

## **Chips & Salsa Station**

*\$3 per person, add guacamole  
for an additional  
\$3 per person, minimum 20*

## **Nacho Bar**

*Nacho Cheese, Jalapenos,  
Refried Beans, Sour Cream  
\$6 per person, minimum 20*

## **Street Tacos**

*Choose from Chopped  
Chicken, Carne Asada or  
Carnitas  
25 tacos for \$75*

## **Fiesta Platters**

*Short Rib Empanadas,  
Chicken Flautas,  
Cheese Quesadillas,  
Southwestern Egg Rolls  
\$40 each, feeds 4-6 guests*

## **A La Carte Appetizers**

*Short Rib Taquitos | 5  
Elote Cups | 3  
Fresh Fruit Skewers | 3  
Mesquite Grilled Veggie  
Skewers | 3*

*Chicken Quesadillas | 3  
Chicken Enchilada Cup | 3  
Carne Asada Skewers with  
Chimichurri Sauce | 4  
Ceviche Tostaditas | 4.5*

## **Drink Station**

*Water, Lemonade, Iced Tea  
\$4 per person, includes soft drink services*

# SET-UP & DECOR

## THE PORTOLA ROOM



### Floor Plan

**Cocktail Style:** mix of cocktail tables and rectangle tables set for (6) guests each  
\*subject to change based on guest count\*

**Round tables:** (4) round tables  
\*max guest count of 28 guests\*

**Banquet:** one long table

**T-Shape:** one long table with guests of honor seated at the head

### Table Set-up

Ivory Linens, Napkin colors offered are white, ivory and black

*Specialty Colors available for \$2.00 per napkin*

**Custom Menus:** We provide printed menus that will state  
“El Adobe Celebrates \_\_\_\_\_” or “El Adobe Welcomes \_\_\_\_\_”

Tea Light Candles, Silverware and Glassware provided

### Table Decor

Lanterns (black) & Easels available upon request

Client may bring in floral centerpieces, picture frames and/or table-top decor

Restrictions include tape, tacs, nails/screws,  
open-flame candles, confetti or glitter

An extra 6' table can be provided upon  
request for gifts or cake

Clients are welcome to arrive one hour  
prior to the event start time to set-up.  
We may be able to offer an early drop off  
of decor items, depending on availability





# BAR & BEVERAGE

## THE PORTOLA ROOM

*All of our menu options include non-alcoholic beverages*

### **Hosted Consumption Bar:**

Allows your guest their choice of drinks throughout the event with all charges included on the check at the end of your event. You may place a “ceiling” or limit on the amount you wish not to exceed, and/or specify the items you wish to host

*For example, only margaritas and beer at a \$500 limit*

Margaritas range in price from \$11.00-16.00

House Wine by the glass is \$10.00-16.00

Beers average \$5.00-8.00

Well Drinks range in price from \$10.00- 13.00

*\*All bar/cocktail prices subject to change\**

### **Drink Tickets:**

Offer your guests a drink by including a drink ticket. Guests will have the option of beer, house margaritas, house wine or well drink

*\$10 per ticket*

*\*Must purchase a minimum of two tickets per person\**

### **Cash Bar:**

Allow guests to purchase their own cocktails, wine, well drinks, beer and margaritas. A room charge may be applied to your invoice, if cash bar sales do not reach a pre-stated F/B/B minimum (see page 2)

# BOOKING & FAQ

## THE PORTOLA ROOM

### Steps to Take to Reserve This Room:

1. Ask Event Manager if your date is available ([events@eladobedecapistrano.com](mailto:events@eladobedecapistrano.com))
2. Begin a proposal by providing a menu, bar option, guest count and start time to the El Adobe Events team
3. Secure the space with a \$150 deposit
4. Give final head count a week prior to the event
5. HAVE FUN AT YOUR EVENT
6. Day of event, pay the balance at the end of the event to your server with a physical card, cash or apple pay

### Can I make changes to the pre-set menus?

We do allow changes however these changes may incur additional costs if menu items are not of equal or lesser value. Menus and prices are built according to similar costs of food and labor for each menu item. For example, Cost of chicken is not equal to cost of shrimp; Mexican Rosca is not equal to Churros and ice cream or Flan.

### How does the family-style Taco Fiesta option work?

Platters of meats, cilantro and onions as well as tortillas in warmers are served down the center of the table for guests to build their own tacos. Additionally, guests will each receive a plated meal with spanish rice and refried beans.

### Are there any Vegan or Vegetarian Options available?

We offer Vegan, Vegetarian and Gluten Free menu items- normally vegetable enchiladas.

### I am bringing in a cake, is there a fee? When can I drop it off?

There is a \$2 per person fee for any outside food. If you would like to eliminate the dessert from your package and swap out for cake service we are able to do that. You may drop off cake in the room 1 hour before or drop off in our refrigerator the morning of the event.

### Can we just order off the regular menu?

For a guest count of 22 or less, we are able to take orders from the regular menu. Any guest count over 22 must choose one our pre-set menus.

### Can we request separate checks?

We are able to provide separate checks for up to 3 separate tables. If your guests are expected to pay for their own meals, please collect money beforehand or have them bring cash on the day of the event to be collected by event host. Our primary focus is providing excellent food and service and end of event may become a bit chaotic when servers must provide an individual check for each customer.

### When is my final headcount due?

7 days prior to your event is the cut off. If you do not turn in a final guest count at that time, we will plan and charge for your estimated guest count given at time of booking.