

## PORTOLA ROOM PRIVATE EVENT INFORMATION

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.

Seating anywhere between 20-40 guests, you may choose the option of our more popular set up, which is one long banquet table, or 4 round tables, or a T-shape with guests of honor seated at the head of the table. Linen color selection and extra décor time is provided to personalize your small private event.

**Deposit:** A \$150 non-refundable, non-exchangeable deposit is required to hold the room. This deposit will be applied towards the final bill at the end your event.

**Minimums:** The Portola Room requires the following food, bar and beverage minimums (for up to 3 hours). These minimums **DO NOT** include the 20% service charge (Gratuity) or 7.75% sales tax.

Mon-Sun	10 <sup>AM</sup> -4 <sup>PM</sup>	\$500
Sun-Thur	4-9 <sup>PM</sup>	\$750
Fri-Sat	4-10 <sup>PM</sup>	\$1000

In the event that food & beverage totals do not reach the guaranteed minimum, the difference will be applied to final check as a room fee. Time allotted per event is three (3) hours maximum; for additional time the minimums are increased \$100 for each half (½) hour.

**Menu:** El Adobe provides 7 different preset menus for you to choose from ranging from our family-style taco fiesta to Sunday brunch. We provide small personalized menus for your event with your menu selection for guests to look over. You may adjust, add or substitute any of your menu items at little to no cost. If you wish to begin the event with appetizers, we can place platters on the table(s) or set-up a small buffet table.

**There will be a \$2 per person cake service fee for any dessert not provided by El Adobe de Capistrano.**

**Bar & Beverage:** You may allow your guest their choice of drinks throughout the event with all charges included on the check at the end of your event. You may also place a limit on the amount you wish not to exceed, and/or specify the items you wish to host (example: margaritas, house wine, and beer only). Cash bar sales will be applied towards the minimum, if you wish to allow your guests to purchase their own beer, wine, and cocktails. Soft drinks, lemonade, coffee and tea are included in your preset menu option.

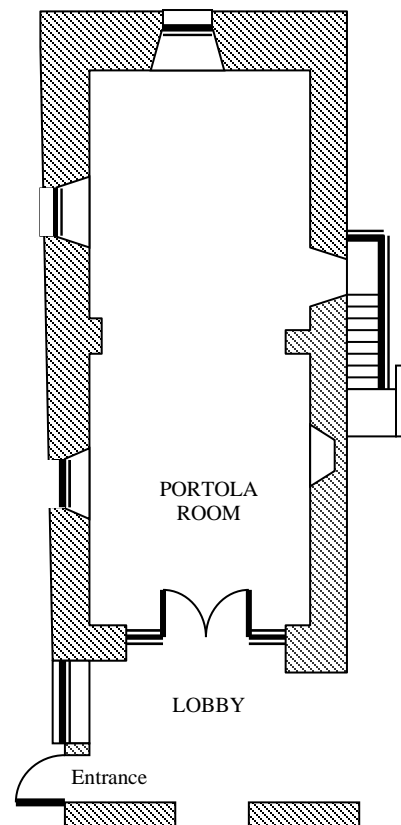


There will be a \$18 wine corkage fee for every 750ml bottle not provided by El Adobe de Capistrano

**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.

### STEPS TO TAKE TO RESERVE THIS ROOM:

1. Ask Event Manager if your date is available
2. Make a deposit of \$150 to reserve the date and time
3. Decide a menu and bar option
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 waiter



Please contact El Adobe Event Manager, for available dates, times & information. (949) 493-1163 x106.  
[events@eladobedecapistrano.com](mailto:events@eladobedecapistrano.com)