

## PORTOLA ROOM PRIVATE EVENT INFORMATION

Through wood doors, left of the lobby, this long private room with thick adobe walls, stained glass window niches, and artfully restored vaulted wood ceiling is perfect for business dinners, wedding rehearsals, or any private event.

Seats 20-40 guests. Table arrangements may vary depending on group size: long (for up to 32 guests), T-shaped (36 guests), I-shaped (40 guests), rounds of 8-10 (40 guests), 4 long tables of 16 (40 guests). You have the option of white, ivory or sandalwood linens for your event.

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

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

Mon-Sun	10AM-4PM	\$500
Mon-Fri & Sun	4-9PM	\$750
Sat	4-10PM	\$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 \$50 for each half (½) hour.

**Menu:** From the provided regular menus you may select up to 3 items for your guest to choose from. El Adobe will print small menu for your event with these selections. If any of the entrees/items, you select has options we ask you to pre- select those for that particular dish (example choice of: meat, potato, side dish..) Likewise, El Adobe ask that you select one dessert, if you wish, for the entire group. 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-cutting 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 place a limit on the amount you wish not to exceed, and/or specify the items you wish to host (example: margaritas, house wine, beer, and soft drinks only). Cash bar sales will be applied towards the minimum, if you wish to allow your guests to purchase their own cocktails, wine, beer, soft drinks, and mineral waters.



There will be a \$15 wine corkage fee for every 750ml bottle not provided by El Adobe de Capistrano

**Service Charge & Tax:** A service charge of 20% is applied to food and beverages sales on all parties of 8 or more. 7.75% sales tax will be applied to all services provided by El Adobe de Capistrano.

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

