

BANQUET POLICIES



RESERVATION:

Brunch, lunch, or dinner events are reserved in two-and-a-half hour windows with the option of adding an additional half hour prior to the event at the rate of \$500-\$1,000 depending on the day and time. A reservation is confirmed upon the Banquet Manager's approval.

MINIMUM PURCHASE REQUIREMENT:

There is no charge to rent a banquet space. However, there is a minimum purchase requirement, which depends on the day and time of the event. For example, a banquet space reservation between 11:00 AM-1:30 PM on Monday might require a minimum purchase of \$500, whereas a reservation between 6-8:30 PM on a Friday evening might require a minimum purchase of \$2,000. The subtotal of all food and beverage purchases made during the two-and-a-half hour time slot on the day of the event will apply towards the minimum, which is before taxes and a mutually agreed upon 18% gratuity. Gift card purchases do not apply, and Zocalo banquet space reservations are not eligible for happy hour pricing. In the event that food and beverage purchases do not meet the minimum purchase requirement, a "room rental fee" will be added to the final bill in the form of the difference, which, again, is before taxes and the mutually agreed upon 18% gratuity.

BANQUET MENU:

All banquet space reservations include a limited banquet menu, which is available to view at experiencezocalo.com/banquets. A limited selection of items, however, may be added to the menu upon request and at the discretion of the Banquet Manager at an additional cost. All prices and menu items are subject to change.

PAYMENT:

All items will be placed on one check. We do, however, accept multiple forms of payment within reason, for example, payment by way of three credit cards or by way of cash and a credit card. Also included in the bill will be taxes, and the mutually agreed upon 18% gratuity, which is due on the day of the event.

CANCELLATION:

A \$200.00 cancellation fee will be charged for any cancellation made less than seven days prior to the event.

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CORKAGE FEE:

Zócalo offers a fine selection of wine. Wine and champagne from outside the restaurant will be served with a corkage fee of \$15.00 per bottle with a limit of 2 bottles per party. The magnum corkage fee is \$20.00.

DECORATIONS:

Zócalo allows you to bring your own decorations, for example, table centerpieces, flower arrangements, or balloons, that can be set-up 15 minutes prior to your reservation. However, it is at the discretion of the Banquet Manager or manager on duty to approve of such decorations.

PLEASE CONTACT THE BANQUET MANAGER AT YOUR DESIRED LOCATION FOR ANY ADDITIONAL QUESTIONS

Midtown: Nolan Sarabia - Nolan@experiencezocalo.com

Folsom: Anthony Acosta - anthony@experiencezocalo.com

UV: Ariana Arroyo - ari@experiencezocalo.com

Roseville: Jess Warner - Jess@experiencezocalo.com