

## **Banquet Policies**

**Reservation:** Brunch, lunch, or dinner events are reserved in two-and-a-half hour windows with the option of adding additional time beforehand at the rate of \$500-\$1,000 per additional hour. A reservation is confirmed upon the Banquet Manager's approval of a fully completed banquet contract.

**Minimum Purchase Requirement:** There is no charge to rent the Morelia Room. However, there is a minimum purchase requirement, which depends on the day and time of the event. For example, a Morelia Room 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 an 18% service charge. Gift card purchases do not apply, and Zocalo Private Room 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 an 18% service charge.

**Family Style Menu:** All Morelia Room reservations include a limited family style menu of your choosing, which will be provided by the Banquet Manager and is available to view at [zocalosacramento.com](http://zocalosacramento.com). 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 the tax, B.I.D. assessment, and 18% service charge, which is due on the day of the event. For more on the B.I.D. assessment, go to [cityofsacramento.org](http://cityofsacramento.org) and search using the terms "Property Business Improvement District."

**Room Hold:** A credit card is required to secure a reservation of the Morelia Room. It will only be charged in the case of an untimely cancellation.

**Cancellation:** A \$200.00 cancellation fee will be charged to the credit card used to secure the Morelia Room for any cancellation made less than seven days prior to the event.

**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.