



# Los Robles Greens Special Occasions



Los Robles Greens Golf Course

(805)495-6421

[www.losroblesgreens.com](http://www.losroblesgreens.com)



@eventslrg



eventslrg

Los Robles Greens Golf Course  
299 South Moorpark Road  
Thousand Oaks, California, 91361



# The Sunset Ballroom

The Sunset Ballroom at Los Robles Greens is our indoor event space that overlooks our breathtaking and award-winning golf course. The space features wall-to-wall windows that ensure a stunning view from any corner of the room. The Sunset Ballroom accommodates up to 160 guests for dinner and dancing.

## Saturday

Venue Rental \$2,500 | Food & Beverage Minimum \$9,000++

## Friday & Sunday

Venue Rental \$2,000 | Food & Beverage Minimum \$7,000++

## Monday–Thursday

Venue Rental \$1,500 | Food & Beverage Minimum \$5,000++

## Sunset Ballroom Package Includes

Five Hours Total Event Time  
*One Cocktail Hour  
Four Hour Reception*

Citrus Water Station

6' Rectangular Tables  
*Place Card, Gifts, Guest Book, etc.*

Wood Dance Floor

House Banquet Chairs

60" Round Guest Tables

Floor Length Table Linen & Napkins  
*Color of Choice*

Teen Soda Station  
*With Attendant*

Adult Coffee, Tea & Soda Service

Cake/Challah Cutting & Service

Group Food Tasting for Three

Two Hours Guaranteed Set Up



Los Robles Greens *strongly recommends* you hire a Coordinator to assist with the planning and executing of your family's special day. Hired and paid separately. Los Robles Greens does not handle any coordination, décor or setup of personal items.

# Adult Tuscany Menu

\$82++ Per Person | Buffet Service

## Tray Passed Hors d'Oeuvres

Choice of Two

See Page 10 for Selections within Tuscany Column

## Choice of One Salad

### Oaks Salad

*Chopped Tomato, Sliced Cucumber, Olives,  
Bell Pepper on a bed of Romaine  
with your choice of dressing*

### Classic Caesar

*Parmesan Cheese, Croutons, Romaine Lettuce  
tossed in our House-Made Caesar Dressing*

## Choice of One Entree

### Chicken Parmesan

*Parmesan Cheese Crusted Chicken  
with our House-Made Marinara Sauce*

### Chicken Piccata

### Chicken Marsala

### Eggplant Parmesan

### Penne, Bowtie or Tortellini Pasta

*Choice of our House-Made Sauce*

### Meat Lasagna

*with our House-Made Bolognese Sauce*

### Pasta Primavera

*Penne Pasta with Zucchini, Squash, Tomato & Basil  
with our House-Made Marinara Sauce*

### Vegetable Lasagna

*with our House-Made Marinara Sauce*

Add 2nd Entree for \$6 Per Person

See Page 13 for Master Dressing & Sauce List

## Choice of Two Sides

### Garlic Mashed Potatoes

### Wild Rice Pilaf

### Roasted Baby Red Potatoes

*Garlic, Olive Oil & Rosemary*

### Broccoli & Cauliflower

### Carrots, Squash & Zucchini

## Dessert

Choice of One

See Page 12 for Selections within Tuscany Column

*Customary 20% Service Charge will be applied to all food, beverage and rental pricing, which is subject to current local sales tax. Prices are subject to change without notice.*

# Adult Bistro Menu

\$94++ Per Person | Buffet or Plated Duet Service

## Tray Passed Hors d'Oeuvres

Choice of Three

See Page 10 for Selections under Tuscany or Bistro Column

## Choice of One Salad

### Oaks Salad

*Chopped Tomato, Sliced Cucumber, Olives,  
Bell Pepper on a bed of Romaine Lettuce  
with your choice of dressing*

### Strawberry Spinach Salad

*Strawberries, Feta Cheese, Candied Walnuts,  
Julienne Red Onion & Alfalfa Sprouts  
with Balsamic Vinaigrette*

### Classic Caesar Salad

*Parmesan Cheese, Croutons, Romaine Lettuce  
with our House-Made Caesar Dressing*

### Harvest Apple Salad

*Butter Lettuce, Bleu Cheese, Cherry Tomatoes,  
Sliced Apple & Peppered Walnuts  
with Apple Cider Vinaigrette*

## Choice of Two Entrees

*All plated entrees will be served as "duet". Vegetarian option offered by default. Buffet style meals include a default plated vegetarian meal. For special dietary restrictions, please inquire with the Sales Director.*

### Airline Roasted Chicken Breast

Grilled Chicken Breast

Roasted Pork Loin

Grilled Salmon

### Oaks Tri-Tip

(Buffet or Carving Station Only)  
(Add Carving Station \$150)

NY Steak

(Plated Duet Only)

### Short Rib

Quinoa Stuffed Bell Pepper

*Vegetarian/Vegan Option*

Mushroom Ravioli

*Vegetarian Option*

See Page 13 for Master Dressing & Sauce List

## Choice of Two Sides

Garlic Whipped Potatoes

Smashed Potatoes

*Sour Cream, Cheddar Cheese & Chives*

Roasted Baby Red Potatoes

*Garlic, Olive Oil & Rosemary*

Wild Rice Pilaf

Risotto

*Mushroom or Parmesan*

Carrots, Squash & Zucchini

Green Beans Almadine

Baby Carrots & Asparagus

Brussels Sprouts

*Dijon Mustard Glazed & Roasted*

## Dessert

Choice of One

See Page 12 for Selections under Tuscany or Bistro Column

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# Adult Chef's Special Menu

\$109++ Per Person | Buffet or Plated Duet Service

## Tray Passed Hors d'Oeuvres

Choice of Three Tray Passed + Display of your Choice

See Page 10 for Tray Passed Selections under Any Column

See Page 11 for Display Selections (Excludes Oysters & Seafood)

## Choice of One Salad

### Oaks Salad

*Chopped Tomato, Sliced Cucumber, Olives,  
Bell Pepper on a bed of Romaine  
with your choice of dressing*

### Strawberry Spinach Salad

*Strawberries, Feta Cheese, Candied Walnuts,  
Julienne Red Onion & Alfalfa Sprouts  
with your choice of dressing*

### Classic Caesar

*Parmesan Cheese, Croutons, Romaine Lettuce served  
tossed in House Made Caesar Dressing*

### Asian Pear Salad

*Mixed Greens, Dried Cherries, Goat Cheese,  
Candied Walnuts  
with Raspberry Vinaigrette*

### Baby Caprese Salad

*Romaine, Grape Tomatoes, Mozzarella Cheese, Basil,  
Pine Nuts with Balsamic Vinaigrette*

### Harvest Apple Salad

*Butter Lettuce, Bleu Cheese, Cherry Tomatoes,  
Sliced Apple & Peppered Walnuts  
with Apple Cider Vinaigrette*

## Choice of Two Entrees

*All plated entrees will be served as "duet". Vegetarian option offered by default. Buffet style meals include a default plated vegetarian meal. For special dietary restrictions, please inquire with the Sales Director.*

### Airline Roasted Chicken Breast

**NY Steak**  
(Plated Duet Only)

**Filet Mignon**  
(Plated Duet Only)

**Braised Short Ribs**

**Oaks Tri-Tip**  
(Buffet Only)

(Add Carving Station \$150)

**Prime Rib**  
(Buffet Carving Station Only—\$150)  
with Au Jus & Creamy Horseradish

**Roasted Pork Loin**

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# Adult Chef's Special Menu Continued...

Grilled Salmon

Sea Bass  
*Macadamia or Pistachio Crusted*

Halibut  
*Seared, Grilled or Baked*

Quinoa Stuffed Bell Pepper  
*Vegetarian/Vegan*

Roasted Portobello Vegetable Stack  
*Vegetarian/Vegan*

Mushroom Ravioli  
*With Sage Butter Sauce  
Vegetarian Option*

See Page 13 for Master Dressing & Sauce List



Photos Courtesy of Lucas Rossi Photography

## Choice of Two Sides

Smashed Potatoes  
*Sour Cream, Cheddar Cheese & Chives*

Fingerling Potatoes  
*Garlic & Olive Oil*

Roasted Baby Red Potatoes  
*Garlic, Olive Oil & Rosemary*

Garlic Whipped Potatoes

Smoked Au Gratin Potatoes  
*Baked Julienne Sliced Potatoes with  
Smoked Gouda*

Wild Rice Pilaf

Risotto  
*Mushroom, Parmesan, Saffron or Spinach*

Charred Lemon Garlic Broccolini

Brussels Sprouts  
*Dijon Mustard glazed & roasted*

Green Bean Amandine

Wild Mushroom Medley

White Asparagus

Baby Carrots & Asparagus

## Dessert

Choice of One

See Page 12 for Selections under Any Column

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# Teen Menus

Los Robles Buffet | \$39++ Per Teen

*All Teen menus include a Soda Station*

## Choice of One Tray Passed Hors d'Oeuvre

Mini Pigs in a Blanket

Mozzarella Sticks

Mini Chicken Taco

Chicken Pot Stickers

Vegetable Spring Rolls

Mini Grilled Cheese

## Choice of One Salad

Oaks Salad

*with Ranch & Balsamic Vinaigrette*

Classic Caesar Salad

## Choice of Two Entrees

Assorted Pizza

*Cheese & Turkey Pepperoni*

Chicken Fingers

*Served with Ranch & Ketchup*

Hamburgers

*Served with fixin's on the side*

Penne Pasta

*With your choice of  
House-Made Marinara or Alfredo Sauce*

## Choice of Two Sides

French Fries

Mashed Potatoes

Mixed Vegetables

Roasted Potatoes

Fruit Salad

## Ice Cream Sundae Bar

Chocolate & Vanilla Ice Cream  
Sprinkles, Chopped Peanuts, Chocolate Chips,  
Cherries, Chocolate Sauce, Caramel Sauce & Whipped Cream

## Additions

Oreos, M&M's or Butterfinger

**\$1.50++ Per Topping**

Chocolate Chip Cookies

*Who doesn't love ice cream sandwiches!*

**\$2++ Per Teen**

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# Teen Menus

Continued...

## Mexican Buffet | \$39++ Per Teen

*All Teen menus include a Soda Station*

### Choice of One Tray Passed Hors d'Oeuvre

Mini Pigs in a Blanket

Mozzarella Sticks

Fried Chicken & Waffle Bites

Chicken Pot Stickers

Teriyaki Wings

Mini Grilled Cheese

### Choice of One Salad

Oaks Salad

*with Ranch & Balsamic Vinaigrette*

Mexican Caesar Salad

### Choice of Two Entrees

Chicken or Beef Taco Bar

*Seasoned Beef, Shredded Lettuce, Diced Tomatoes, Onion, Cheddar  
Cheese, Cilantro, Sour Cream, Salsa, Guacamole,  
Flour Tortillas, Soft & Crispy Corn Tortillas*

Chicken Enchiladas

Cheese Quesadillas

*Blend of Cheddar & Jack Cheese  
Served with Sour Cream, Salsa & Guacamole*

Cheese Enchiladas

Served with Mexican Rice & Refried Beans

### Ice Cream Sundae Bar

Chocolate & Vanilla Ice Cream  
Sprinkles, Chopped Peanuts, Chocolate Chips,  
Cherries, Chocolate Sauce, Caramel Sauce & Whipped Cream

### Additions

Oreos, M&M's or Butterfinger

**\$1.50++ Per Topping**

Churros

*With Nutella*

**\$4++ Per Teen**

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# Teen Menus

## Continued...

### BBQ Buffet | \$42++ Per Teen

*All Teen menus include a Soda Station*

#### Choice of One Tray Passed Hors d'Oeuvre

Mini Pigs in a Blanket

Mac & Cheese Balls

Fried Chicken & Waffle Bites

Chicken Pot Stickers

Vegetable Spring Rolls

Mini Grilled Cheese

#### Choice of One Salad

Oaks Salad

*with Ranch & Balsamic Vinaigrette*

Classic Caesar Salad

#### Choice of Two Entrees

BBQ Chicken Breast

Grilled Tri-Tip

Hamburgers

*Served with fixin's on the side*

Pulled Pork Sliders

*With Coleslaw*

#### Choice of Two Sides

French Fries

Mashed Potatoes

Baked Beans

Roasted Potatoes

Fruit Salad

Corn on the Cobb

Mixed Vegetables

#### Ice Cream Sundae Bar

Chocolate & Vanilla Ice Cream  
Sprinkles, Chopped Peanuts, Chocolate Chips,  
Cherries, Chocolate Sauce, Caramel Sauce & Whipped Cream

#### Additions

Oreos, M&M's or Butterfinger

**\$1.50++ Per Topping**

Chocolate Brownies

*Brownie Sundaes all around!*

**\$2++ Per Teen**

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# Tray Passed Hors d'Oeuvres

## Tuscany

Olive Tapenade on Pita Bread  
*Chopped Kalamata Olives, Garlic & Olive Oil*

Watermelon & Goat Cheese Bites  
*Fresh Watermelon with a blend of creamy  
Blueberry & Mint Goat Cheese*

Mini Bruschetta Grilled Cheese  
*Mixed Bruschetta & American Cheese Blend on  
Toasted White Bread*

Classic Tomato Bruschetta  
*Chopped Tomatoes, Basil & Garlic with Olive  
Oil & Balsamic Reduction*

Thai Chicken Meatball Skewer  
*served with Sweet Thai Chili Sauce*

Beef or Chicken Satay  
*served with Peanut Sauce*

Spinach & Artichoke Crostini  
*Toasted Crostini topped with a blend of  
Creamy Spinach, Artichoke & Herbs*

Chicken Pot Stickers  
*served with Ponzu Sauce*

Caprese Salad Skewers  
*Cherry Tomatoes, Mozzarella Cheese & Basil  
drizzled with Olive Oil & Balsamic Reduction*

Creamy Corn Dip  
*On a Crispy Plantain*

Vegetable Spring Rolls  
*served with Thai Chili Sauce*

Sun Dried Tomato Pesto Flatbread  
*Crispy Flatbread with a blend of  
Sun Dried Tomatoes & Pesto*

A la Carte

\$3++ Per Person

## Bistro

Goat Cheese Artichoke Hearts  
*Marinated & Grilled Artichoke Hearts stuffed  
with creamy Goat Cheese & topped with  
Lemon Garlic Butter Sauce*

Mini Pork Tostadas  
*Carnitas topped with Pico de Gallo  
& Avocado Salsa on Crispy Corn Chip*

Fried Mac N Cheese Balls  
*with House-made Marinara Sauce  
Add Jalapenos for a little extra spice!*

Mini Chicken & Waffles  
*Crispy Fried Chicken, Mini Waffles  
& a Jack Daniels Glaze*

Goat Cheese & Sun Dried Tomato  
Tartlet  
*A petite pastry topped with Whipped Goat  
Cheese & Sun Dried Tomatoes*

Beef Sliders  
*American Cheese, Grilled Onion  
& 1000 Island*

Pulled Pork Sliders  
*Slow cooked Pulled Pork with Fresh Coleslaw  
on a Mini Brioche Bun*

Deviled Egg & Bacon Crumble  
*Classic Deviled Eggs topped with  
Crispy Bacon Bits*

Bacon Wrapped Dates  
*Roasted Dates with Applewood Smoked Bacon*

Shrimp Cocktail  
*Fresh Jumbo Shrimp with House-Made  
Cocktail Sauce*

A la Carte

\$4++ Per Person

## Chef's Special

Crab Cake  
*with Fresh Dill Aioli*

Brie & Fig Grilled Cheese  
*Mini Grilled Cheese with Brie & Fig Jam*

Tequila Lime Shrimp Skewer  
*Fresh local Shrimp in a Citrus & Blanco  
Tequila Marinade*

Strawberry Balsamic Bruschetta  
*Chopped Strawberries & Basil drizzled with  
Honey & Balsamic on a fresh Crostini*

Ahi Tuna Wonton  
*Seared Ahi Tuna on a crispy Wonton  
served with a Soy Wasabi Demi Glaze*

Fried Cranberry & Goat Cheese Balls  
*A blend of fresh Cranberry & creamy Goat  
Cheese lightly fried to golden perfection*

Mango Shrimp Ceviche  
*Marinated Shrimp & Fresh Mango Salsa*

Bacon Wrapped Shrimp  
*Fresh Jumbo Shrimp wrapped in  
Crispy Applewood Smoked Bacon*

Smoked Salmon Crostini  
*topped with fresh Cucumber Dill Crema*

Crispy Pork Belly  
*served with Peach Balsamic Reduction*

Grilled Lamb Chops  
*with Rosemary Mint Chutney*

Prosciutto Wrapped Melon  
*Fresh Honeydew Melon wrapped in Prosciutto*

A la Carte

\$5++ Per Person

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# Hors d'Oeuvre Displays

## Garden Vegetable Display

*Ranch & Bleu Cheese*

**\$5++ Per Person**

## Mediterranean Display

*Hummus, Tabbouleh, Tzatziki, Roasted Red Pepper Hummus, Assorted Crackers & Pita Bread*

**\$6++ Per Person**

## Italian Antipasto Board

*Marinated Grilled Vegetables, Salami & Mozzarella Cheese*

*Served with Fresh Sliced Baguette*

**\$7++ Per Person**

## Smoked Salmon Platter

*Lemon, Capers, Tomatoes & Red Onion*

*Served with Cream Cheese, Caper Aioli & Fresh Baguette*

**\$7++ Per Person**

## Cheese Display

*Garnished with Dried Fruit, Nuts & Grapes, served with Assorted Crackers & Sliced Fresh Baguette*

**\$8++ Per Person**

## Los Robles Charcuterie Display

*Peppered Salami, Prosciutto, Sharp Vermont Cheddar, Manchego, Humboldt, Fog & Creamy Brie*

*Garnished with Olives, Grapes & Candied Walnuts*

*Served with Fresh Sliced French Baguette & Assorted Crackers*

**\$11++ Per Person**

## Oysters on the Half Shell

*Lemon Wedges, Cocktail Sauce, Horseradish & Red Vinegar*

**Market Price**

## Seafood Display

*Fresh Shrimp, Crab Legs, Smoked Mussels & Oysters*

*Served with Creamy Dill Aioli, Sliced Lemons & Cocktail Sauce*

**Market Price**

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# Adult Dessert

## Tuscany

Classic Cheesecake

*With Raspberry Coulis  
topped with Fresh Berries*

Double Chocolate Cake

*With Vanilla Ice Cream*

Crème Brulee

*topped with Fresh Berries*

## Bistro

Brownie Sundae

*A fresh Brownie, Vanilla Ice Cream  
& Whipped Cream*

Carrot Cake

*With Cream Cheese Frosting*

Bread Pudding

*With Crème Anglaise*

## Chef's Special

Tres Leches Cake

*A fresh Brownie, Vanilla Ice Cream  
& Whipped Cream*

Pineapple Coconut Cake

*With Cream Cheese Frosting*

Tiramisu Mousse

*Espresso-infused Mascarpone Cheese*

# Additional Dessert

Chocolate Covered Strawberries

*Tray Passed*

**\$4++ Per Person**

Churro Bar

*Nutella, Caramel, Chocolate Sauce, M&Ms, Oreo,  
Strawberries, Chocolate Chips, Sprinkles & Whipped Cream*

**\$5++ Per Person**

Assorted Cookies & Brownies

**\$18++ Per Dozen**

Viennese Table

*Chef's Choice Assorted Mini Pastries*

**\$9++ Per Person**

Hot Chocolate Bar

*Marshmallows & Sprinkles*

**\$50++ Per Gallon**

# Late Night Snacks

Soft Pretzels

*Cheddar Cheese Sauce*

**\$4++ Per Person**

French Fry Bar

*Regular, Sweet Potato & Garlic Fries  
served with Ketchup & Ranch*

**\$5++ Per Person**

Mini Quesadillas

*Served with Sour Cream, Salsa  
& Guacamole*

**\$6++ Per Person**

Take Me Out to the Ballgame

*Hot Dogs, Ketchup, Mustard,  
Onion & Relish*

*It's not a ball game without Cracker Jacks!*

**\$8++ Per Person**

Sliders & Fries Duo

*Beef Sliders with American Cheese, Grilled On-  
ion & Special Sauce*

*Served with French Fries*

**\$9++ Per Person**

Street Tacos & Tortilla Chips

*Chicken or Beef, Corn Tortillas, Onion, Cilantro,  
Guacamole, House Made Salsa & Tortilla Chips*

**\$9++ Per Person**

Flatbread Pizza

*Pepperoni & Cheese*

**\$6++ Per Person**

Chicken Tenders

*Served with Ketchup, Ranch & BBQ Sauce*

**\$6++ Per Person**

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# Sauces

## Chicken & Fish

Creamy Roasted Garlic Butter  
Garlic Madeira  
Herb Veloute  
Honey Cilantro Lime  
Lemon Butter  
Lemon Caper  
Mango Chutney  
Mushroom Marsala  
Pomegranate Fennel Slaw  
Roasted Red Pepper  
Three Melon Relish  
White Wine Garlic

## Beef

Red Wine Reduction  
Jack Daniels Demi  
Chimichurri  
Green Peppercorn  
Roasted Garlic Sherry  
Garlic Madeira  
Wojapi Red Wine Reduction  
Rosemary Mushroom

## Pasta

White Wine Garlic  
Creamy Pesto  
House-Made Marinara

Spicy Vodka  
Alfredo

Roasted Red Pepper  
Pesto  
Sage Brown Butter



Photos Courtesy of Lucas Rossi Photography

## Salad Dressings

Balsamic Vinaigrette  
Champagne Vinaigrette  
Apple Cider Vinaigrette  
Raspberry Vinaigrette  
Ranch  
Caesar  
Creamy Poppy Seed  
Honey Brown Mustard  
Green Goddess

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# Bar Packages

## All Bar Packages are Hosted for 5 Hours

Coffee, Tea & Soda Included in all Wedding Packages

### Beer & Wine

LRG Wine Varietals

Coors Light, Modelo, Stella, 805, Blue Moon, Hard Seltzer & Lagunitas IPA

*Please inquire with your Sales Director regarding special requests*

**\$28++ Per Person**

### Well

Includes LRG Wine Varietals & Beer listed above

Svedka Vodka & New Amsterdam Gin, Cruzan Light Rum, Exotico Tequila, Clan McGregor & Jim Beam Whiskey

*All Mixers & Garnishes*

**\$32++ Per Person**

### Call

Includes LRG Wine Varietals & Beer listed above

Tito's & Absolut Vodka, Beefeater Gin, Captain Morgan, Bacardi & Malibu Rum, Corazon Blanco Tequila,

Johnny Walker Red Scotch & Jameson Whiskey

*All Mixers & Garnishes*

**\$36++ Per Person**

### Premium

Includes LRG Wine Varietals & Beer listed above

Grey Goose Vodka, Bombay Sapphire Gin, Don Julio Blanco Tequila,

Johnny Walker Black Scotch, Jack Daniels & Crown Royal Whiskey

*All Mixers & Garnishes*

**\$42++ Per Person**

Upgrade to Luxury Tier Wine

**\$4++ per person**

Please inquire with your Sales Director for an On Consumption Bar

**\$200 Bartender Fee**

Additional Bar & Bartender Setup

Cocktail Hour only. Required for 150+ guests.

**\$200 Fee**

Wine Service During Dinner

One time pass of LRG Wine Varietals

*Only applicable with 5 Hour Hosted Packages*

**\$350++ Fee**

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# Frequently Asked Questions

## How long will I have the rental space?

Your event time from the time your guests arrive, to when they depart, is 5 hours. You are guaranteed access to the Sunset Ballroom 2 hours prior to your event start time, unless otherwise arranged with your Sales Director.

## What is the curfew for the venue?

The Sunset Ballroom has a curfew of 11pm Sunday-Thursday and midnight Friday and Saturday. All music **must** be off at this time and guests off the property an hour after.

## Do you allow amplified music or live bands?

In The Sunset Ballroom you are more than welcome to have any sort of amplified music or live band until 10pm Sunday-Thursday and 12am Friday and Saturday.

## Am I allowed to bring in outside alcohol?

We do not permit outside beverages on Los Robles Greens' property with the exception of wine for a corkage fee of \$22 per bottle. Any alcohol not provided by Los Robles will be confiscated.

## Am I allowed to bring in outside catering?

We do not permit outside food on Los Robles Greens' property with the exception of dessert. We are happy to schedule a consultation and customize a menu if you or your guests have cultural or dietary restrictions.

## Are shots allowed with a hosted bar?

We maintain a strict no shot policy. Guests are welcome to order drinks on the rocks.

## Do you require an Event Coordinator?

Los Robles Greens does not require you to hire an Event Coordinator to assist you, although it is *highly* recommended. Your Sales Director is not a coordinator and does not provide planning services. This will ensure that your special day runs smoothly and you and your family can enjoy it to the fullest! Los Robles Greens staff is not responsible for setup, storage or breakdown of personal items.

## Do you require security?

Yes, Los Robles Greens requires security for any large event. We will book the security for you, Security is \$45 per hour, per guard for the duration of your event. For events up to 150 guests we require one guard; for events over 150 guests we require three guards; for events over 250 we require three guards.

## Do you allow candles and/or sparklers?

Yes, the candles must be in a glass holder with a 1-inch clearance above the flame. We do not allow any tapered candles or candelabras. Cold Spark machines are not permitted. Sparklers are allowed outside the dome in The Sunset Ballroom.

## How do I reserve my event date at Los Robles Greens?

We require a signed contract and a \$2,000 deposit due seven days after you receive your contract. We do not place soft holds on dates.



# Frequently Asked Questions

**Can I leave any personal items overnight the day before or after my event?**

No, nothing can be dropped off early or left overnight to pick up the next day. Los Robles Greens does not have storage or security to hold any items prior to or after your event. Any items left past the 1 hour cleanup period after the end of your event run the risk of getting thrown away during the break down.

**Am I allowed to hang anything from the walls in The Sunset Ballroom?**

Yes, this can only be done using the dowels that exist on our molding around the room. You may not use staples, tacks, nails, glue, tape or any adhesive. Any questions on hanging décor, please contact your Sales Director.

**What is the payment schedule for my event?**

After the initial deposit, 33% of the estimated total is due 9 months prior, the next 33% is due 6 months prior and the final payment is due 10 days prior to your event once your final guest count is submitted and final balance is calculated.

**What is service charge and tax and what is it applied to?**

The local Sales Tax is 7.25% and Service Charge is 20%. Service Charge is taxable in the state of California; this will be reflected on your estimate.

**Is the service charge gratuity for the staff?**

No, it is an administrative fee and is shared with payroll; this is why it is taxed by the state of California. If you would like to add a gratuity for the servers this is more than welcome and appreciated. Please arrange for a cash tip in an envelope; your Sales Director can hand this out at the end of the event.

**When can I taste the food for my event?**

We offer one complimentary food tasting for three at our Tasting Showcase. Tastings are held three times per year and are open to all hosting a special event. If you wish to bring guests, there is an additional fee of \$25 per person. All tastings are meant to be just a sampling of what we offer, not a tasting of our entire package. Children or teen menus are not included in tastings.

**What are the next steps after booking?**

We have a planning worksheet that we will send to you after you book your event, so you can begin to fill this out as you plan. Three months out we will start to go over your food choices, linens, and set up of your event. Two or three weeks prior to your event we will have a final details meeting that will include confirmation of menu, linens, set up, and timeline. Your final guest count is due 10 days prior to your event.

**Can I use my own vendors?**

While you are welcome to provide your own vendors, we have curated a list of tried-and-true preferred vendors that are familiar with our venue for your convenience. All vendors hired must be professionally licensed in their field.

**Do you offer vendor meals?**

Yes, these meals are provided per your request at \$45 each.

**Do you require insurance?**

We require this for all vendors that will be working on site.

**Do you charge a cleaning fee?**

A cleaning fee is applied if additional services are required outside the typical process to fully clean to LRG standards. The fee charged is determined by the amount of additional cleaning necessary.