

## Fact Sheet

<b>ADDRESS:</b>	1801 Capitol Avenue, Sacramento, CA. 95814	
<b>LOCATED:</b>	The Handle District: On the Northeast Corner of 18th & Capitol Avenue	
<b>PARKING:</b>	Valet Parking on Capitol (Westbound) \$5.00 at Lunch and Dinner	
<b>GENERAL MANAGER:</b>	Noe Hernandez	
<b>TELEPHONE:</b>	(916) 441-4891	
<b>FAX NUMBER:</b>	(916) 441-6327	
<b>EMAIL:</b>	banquets@zocalosacramento.com	
<b>CUISINE:</b>	Regional Mexican	
<b>HOURS:</b>	<b>Brunch:</b>	
	Saturday - Sunday	9:00 a.m. - 3:00 p.m.
	<b>Lunch:</b>	
	Monday - Friday	11:00 a.m. - 4:00 p.m.
	<b>Dinner:</b>	
	Sunday - Wednesday	4:00 p.m. - 10:00 p.m.
	Thursday	4:00 p.m. - 11:00 p.m.
	Friday - Saturday	4:00 p.m. - 12:00 a.m.
	Sunday	3:00 p.m. - 10:00 p.m.

### THE MORELIA ROOM:

<b>Room Layout</b>	<b>Maximum</b>	<b>Special Features</b>
Three Rows	62 Seated	Plasma TV, DVD, Comcast,
Six of Six	36 Seated	Microphone, Lap Top Hook-up,
U-Shape	42 Seated	Handicapped Accessible
Six of Eight	36 - 48 Seated	
Cocktail #1	50 - 85 Reception	
Cocktail #2	50 - 85 Reception	

**WEBSITE:** [www.zocalosacramento.com](http://www.zocalosacramento.com)

**SOCIAL NETWORKING:** [www.facebook.com/zocalosacramento](http://www.facebook.com/zocalosacramento)  
[www.myspace.com/zocalosacramento](http://www.myspace.com/zocalosacramento)  
[www.twitter.com/Zocalo\\_Sactown](http://www.twitter.com/Zocalo_Sactown)

**ZÓCALO**  
 A taste of México

## Banquet Policy

**Reservation:** Lunch or Dinner events are reserved for two hours. Additional time can be arranged in advance. Must have manager's approval. Guest must be on time and the room has to be vacated within the designated time-limit.

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**Lunch:** Minimum purchase plus tax and 18% service charge for the first two hours is required to reserve the Morelia Room. Please speak to the General Manager for further details.

**7 days a week**

**Dinner:**

**Sunday - Thursday**

**(Minimum purchase to be made only on food and drinks on day of event)** One tab per table.

**Dinner:** (Must have manager's approval) Minimum purchase plus tax and 18% service charge for the first two hours is required to reserve the Morelia Room. Please speak to Banquet Manager for further details.

**Friday - Saturday**

**(Minimum purchase to be made only on food and drinks on day of event)** One tab per reservation or table.

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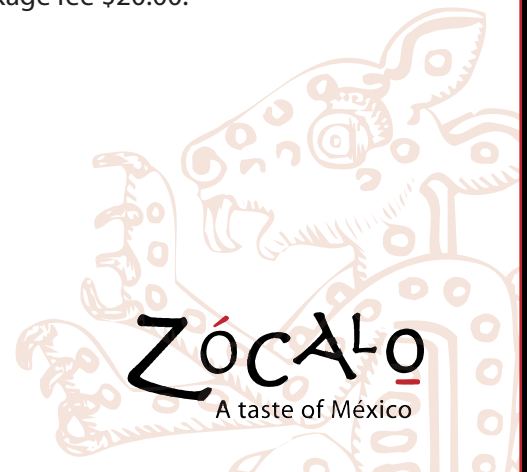
**Deposit:** A credit card number is required to secure The Morelia Room. Your event may be booked up to six months in advance.

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**Cancellation:** A \$200.00 cancellation fee will be charged to the credit card for cancellation made less than seven days before the event.

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**Corkage Fee:** Zócalo offers an extensive wine selection. Wine and champagne from outside the restaurant will be served for a corkage fee of \$15.00 per bottle with a limit of 2 bottles per party. Magnum corkage fee \$20.00.



## Reservation Contract

### GENERAL INFORMATION

**Zocalo Contact:** \_\_\_\_\_

**Type of Celebration:** \_\_\_\_\_

**Party Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**On-Site Contact:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Telephone:** Day: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Other: \_\_\_\_\_ Fax: \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Number of Guests:** \_\_\_\_\_ **Number of Children:** \_\_\_\_\_ *Initial*

**Other special needs:** \_\_\_\_\_

Fill out section above and fax back to Noe Hernandez at 916.441.6327. Bottom section to be filled out after all the details concerning your event are agreed upon.

### CREDIT CARD INFORMATION

\* A credit card number is required to hold the Morelia Room. There will be a charge of \$200.00 for cancellation within 7 days prior to the event.

\* According to the Morelia Room Policy, we are required to purchase a minimum of

\$ \_\_\_\_\_ plus taxes and 18% service charge.   
*Initial*

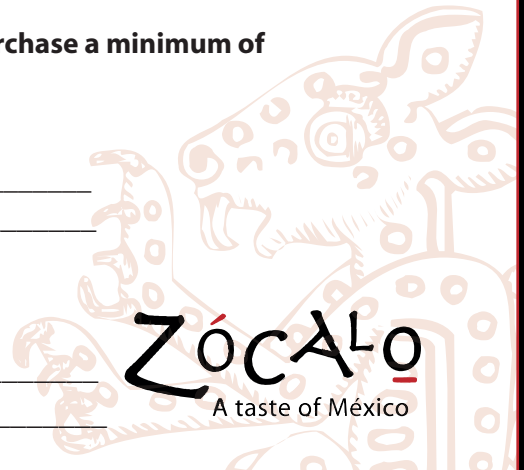
**Credit Card On File:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_

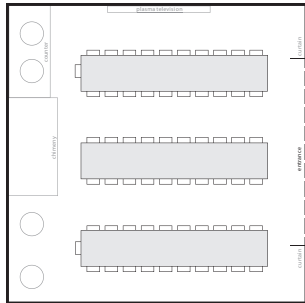
\_\_\_\_\_ **I Agree to terms and conditions**

**Signature:** \_\_\_\_\_

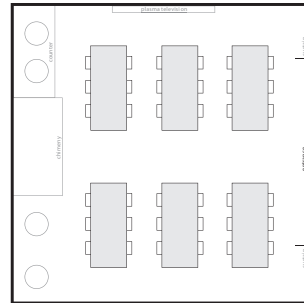
**Print Name:** \_\_\_\_\_



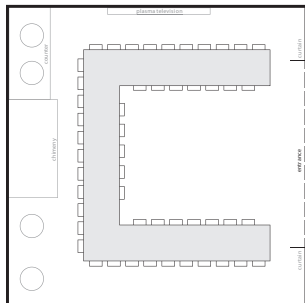
## Room Layouts



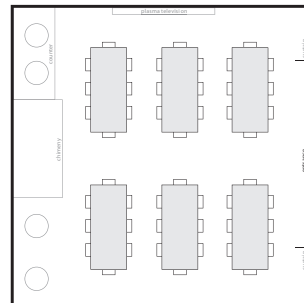
**Layout Three Rows**  
*Sit down dining capacity 62.*



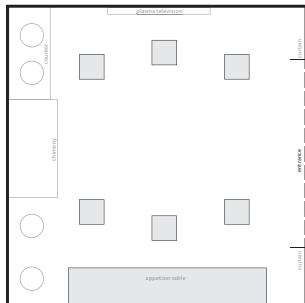
**Layout Six of Six**  
*Sit down dining capacity 36.*



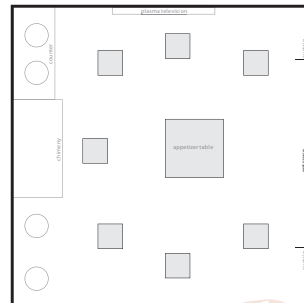
**Layout U-Shape**  
*Sit down dining capacity 42.*



**Layout Six of Eight**  
*Sit down dining capacity 36 - 48.*



**Cocktail Layout: Cocktail #1**  
*Reception or standing event capacity 85.*



**Cocktail Layout: Cocktail #2**  
*Reception or standing event capacity 85.*



## Extra Connections

# Florería



# Yolanda

**Wedding Flowers • Balloon Decorations**

**Flower Arrangements**

*Let us design your wedding flowers, or floral arrangements for your next corporate event.*

**916.599.4036 • 916.599.3963**