

*Martinez*  
**EVENT CENTER**  
IN HISTORIC DOWNTOWN

*Exceptional Events at the Martinez Event Center*

*No need to look any further. Martinez Event Center has opened its doors for your special events, rehearsal dinners, wedding ceremonies, wedding receptions, bridal showers, family reunions, private parties, corporate events, non-profit and fundraising events.*

*Our Professional Staff will take every measure to fulfill your wishes. The choice is yours, rent the room and bring in your own caterer or choose our full service Mexican Cuisine.*

*Take the stress out of planning and let our event planner create a spectacular celebration for your special event.*

*Call us today to reserve your date!*

925.229.3030



# *Martinez* EVENT CENTER IN HISTORIC DOWNTOWN

## INFORMATION AND SERVICES

The Martinez Event Center offers a beautiful site for banquets and special events. We have the ability to seat 180 guests with a dance floor or up to 200 guests without a dance floor (minimum 50 guests to hold reservation) We also have a balcony overlooking Historic Downtown for smaller parties. (optional) Hours of operation are 7:30 am to 12:00 am.

### ROOM RENTAL FEE

(Fee's include a Facility Monitor, Table Set up & Portable Bar)

There is a Room Rental Charge of:

EVENT CENTER:

\$175 per hour (4 hour minimum) for Mondays-Thursdays (excluding holidays)

\$275 per hour (4 hour minimum) for Friday-Saturdays

\$200 per hour (4 hour minimum) for Sundays

BALCONY: \$100 for 2 hour rental. There will be an additional charge of \$100 for every 2 hours exceeding the two hour rental limit.

## EVENT CENTER REQUIREMENTS AND TERMS

A payment of 50% is due upon signing of contract, which will reserve your date. At this time, your guaranteed minimum guest count is also required. A \$500 refundable deposit is required and will be refunded after reconciliation of all charges. Final payment along with your minimum guarantee is due 14 days prior to your event. Final payment for room rental only is required 30 days prior to event. Applicable sales tax plus 20% service charge will also be added to the bill. Any other services, additional head count, bar or time overages will be reconciled after the event & charged to the credit card provided.

## CANCELLATION POLICY

Any event cancelled up to 30 days prior to the event date forfeits 50% of total estimated charges. Any cancellation received within 14 days prior to the event requires payment of the total estimated charges in full to the credit card provided by the customer.

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## FOOD AND BEVERAGE INFORMATION

We welcome your outside caterer. If you choose La Tapatia Mexican Cuisine, we offer full service banquet buffet which includes plates, silverware, chaffing trays and staff. Additional options available.

La Tapatia Mexican Cuisine selection must be provided at time of signing contract. Some prices may change due to seasonal availability and fluctuations in food costs. A total guest count is required 14 days prior to the event and cannot be decreased or less than the guaranteed minimum required booking. Additional guests may be added up to 14 days prior to the event.

In the event where customer provides liquor, customer will be required to provide insurance listing La Tapatia as an additional insured or provide an event insurance policy for the event. There will be an additional fee of \$250 for customers providing their own liquor. Customer will be responsible to provide their own bartender.

If there is a No-Host Bar, customers and guests are not allowed to bring in their own personal alcohol. Violation of this policy will result in forfeiture of the security deposit.

In the event where alcohol was confiscated and consumed on the premises and liquor liability day use was not provided to us by the customer, will result in forfeiture of \$250 of deposit.

No "to-go" boxes will be issued as no food is allowed off the premises for health and safety reasons, with the exception of Wedding Cake only. Please have your baker provide boxes.

## EQUIPMENT AND SET UP INFORMATION

**Full Service:** Includes use of tables, chairs, disposable napkins, utensils, china, servers, set up and take down. Custom linens, cloth napkins and glassware are available for an additional fee.

**Banquet Facility Rental:** Includes use of Banquet Room, tables, chairs and portable bar. Chaffing trays are available for an additional fee. Your vendors (DJ, Band, Baker, Florist, etc.) time must be included in the rental hours requested. It is recommended they contact our Special Event Planner for any set up requirements or questions. Vendors must bring all equipment necessary to provide their services. Decorations may not damage property or penetrate walls, no confetti of any kind.

PLEASE READ YOUR CONTRACT THOROUGHLY FOR FURTHER GUIDELINES

# Martinez

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# EVENT CENTER

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## APPETIZERS & ADD ONS

<b>TAQUITOS OR FLAUTAS</b>	TRAY OF 10 - <b>\$19.00</b>	TRAY OF 20 - <b>28.50</b>	TRAY OF 30 - <b>\$38.00</b>
<b>GOURMET SHRIMP PLATTER</b> (SERVES 18-24)			<b>\$79.50</b>
<i>Four pounds of jumbo shrimp served with sliced lemons and cocktail sauce</i>			
<b>VEGGIE PLATTER</b> (SERVES 16-18)			<b>\$44.50</b>
<i>Carrots, red and yellow bell peppers, broccoli florets, and asparagus spears served with ranch dip</i>			
<i>Vegetables may vary by season</i>			
<b>SIX LAYERED BEAN DIP</b> (SERVES 25-30)			<b>\$34.95</b>
<i>Refried beans, sour cream, guacamole, pico de gallo, black olives, and Monterey Jack cheese</i>			
<b>SEASONAL FRUIT TRAY</b> (SERVES 10-15)			<b>\$44.50</b>
<b>SPICY CHICKEN WINGS</b> (SERVES 25-30)			<b>\$56.00</b>
<i>Ten pounds of chicken wings marinated in our signature spicy sauce served with ranch dip</i>			
<b>MARINATED MEATBALLS</b> (SERVES 25-30)			<b>\$52.95</b>
<i>Five pounds of tender meatballs marinated with a sweet tangy sauce.</i>			
<i>Requires a 24 hour notice</i>			
<b>FIESTA COMBO PLATTER</b> (SERVES 8-10)			<b>\$45.50</b>
<i>A large assortment that includes four taquitos, six tequila poppers, six chicken strips, six spicy chicken wings and six potato skins served with ranch dip and our signature spicy sauce</i>			
<b>QUESADILLAS</b>			
Cheese			<b>\$12.75</b>
Shredded Chicken			<b>\$14.75</b>
Carne Asada or Grilled Chicken			<b>\$15.95</b>
<b>GUACAMOLE</b>			<b>\$11.75</b>
<i>Made from fresh Hass avocados</i>			
<b>SOURCREAM</b>			PINT <b>\$8.50</b>
<b>PICO DE GALLO</b>			PINT <b>\$9.50</b>
<b>CEVICHE (MARINATED FISH)</b>			PINT <b>\$13.75</b>
<b>DESSERTS</b>			
MEXICAN FLAN TRAY	Serves 24		<b>\$79.00</b>
CARAMEL FILLED CHURROS			<b>\$2.95 each</b>
COOKIE ASSORTMENT			<b>\$1.95 each</b>

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**Traditional  
Mexican Buffet**

(Minimum 50 guests)

**Appetizers**

Tortilla Chips  
Red Salsa  
Green Salsa  
Hot Bean Dip

**Salad**

House Salad

Mixed greens with cucumbers, tomatoes, carrots & cabbage

**Entrée**

Crispy Tacos  
(Shredded Beef or Chicken)  
\*Cheese Enchiladas w/ Red or Green Sauce  
Spanish Rice  
Refried, Pinto or Black Beans

**Substitute:**

\*Beef or Chicken Enchilada \$2.00

**\$21.95 per person**

children under the age of 10 is discounted 50%

**Additional Option:**

Mini Burrito (Chicken, Pork or Beef) \$2.50

20% Service Charge  
& Sales Tax

**Room Fee Not Included**

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**Taco Bar**

**Fiesta**

(Minimum 50 guests)

**Appetizers**

Tortilla Chips  
Red Salsa  
Green Salsa  
Hot Bean Dip

**Entrée**

Soft Tacos  
(choose two meats)  
(Carne Asada, Al Pastor or Grilled Chicken)  
Cheese Enchilada w/ Red or Green sauce  
Spanish Rice  
Refried, Pinto or Black Beans  
Cheese, Pico de Gallo, Shredded Lettuce, Sour Cream  
Flour or Corn Tortillas

**\$23.95 per person**

children under the age of 10 is discounted 50%

**Add on Option:**

Beef or Chicken Enchiladas w/ Red or Green Sauce \$2.50

20% Service Charge  
& Sales Tax  
**Room Fee Not Included**

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**Fiesta**

**Mexican Buffet**

(Minimum 50 guests)

**Appetizers**

Tortilla Chips  
Red Salsa  
Green Salsa  
Hot Bean Dip

**Salad**

**Santa Fe Salad**

Mixed greens tossed with shredded cheese, avocados, black beans,  
tomato, cilantro & tortilla strips

**Entrée (option #1)**

Beef and Chicken Fajitas  
Cheese Enchiladas w/ Red or Green Sauce  
Spanish Rice  
Refried, Pinto or Black Beans  
Chips, Sour Cream, Guacamole  
Flour or Corn Tortillas

**Entrée (option #2)**

Chile Colorado or Chile Verde  
Cheese Enchiladas w/ Red or Green Sauce  
Spanish Rice  
Refried, Pinto or Black Beans  
Chips, Sour Cream, Guacamole  
Flour or Corn Tortillas

**\$27.50 per person**

children under the age of 10 is discounted 50%

**Add**

Beef Enchilada	\$2.50
Chicken Enchilada	\$2.50
Shrimp Fajitas	\$3.75

20% Service Charge  
& Sales Tax

**Room Fee Not Included**



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**Deli Buffet**

Virginia Ham, Smoked Turkey Breast, Roast Beef

Assorted Cheeses

Croissants

Condiments

Designer Salad w/dressing

Cookie Assortment

**\$17.95 per person**

20% Service Charge  
& Sales Tax  
**Room Fee Not Included**

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**Decadent Desserts**

**Assorted Cookies**

*Selection may vary*

**\$2.00 per person**

**Churros**

**\$3.25 per person**

**Flan**

**\$4.00 per person**

# *Martinez* EVENT CENTER IN HISTORIC DOWNTOWN

## BAR AND BEVERAGE SERVICE

(ONLY AVAILABLE WITH LA TAPATIA FULL SERVICE CATERING)

### FULL SERVICE CATERING

**Bartender is \$25.00 per hour, a minimum of 4 hours is required.**

**BANQUET NO HOST BAR PRICING** (Guests pay for their own beverages)

SAMPLE BAR MENU ATTACHED

**HOST BAR PRICING or BEVERAGE STATION** (Paid for by Host)

Pitcher of Soda	9.95	
House Margarita Large Pitcher	35.00	
Domestic Beer Large Pitcher	16.50	Coors Light
Imported/Craft Beer Large Pitcher	19.95	Dos Equis Amber, Modelo Especial, Lagunitas & Sierra Nevada Hazy IPA
House Wine by the Bottle	25.95	Chardonnay, Cabernet, Merlot, Pinot Noir, Pinot Grigio and White Zinfandel
Sparkling Cider by the Bottle	12.00	
Champagne Service ~per person	3.95	(Includes Champagne, corking, pouring & glass flute)
Corkage Fee per Bottle	12.00	
Domestic 1/2 Keg	300.00	Coors Light (1/2 keg/15.5 Gallons = 124/6oz glasses)
Imported/Craft Keg	350.00	Dos Equis Amber, Modelo Especial, Lagunitas & Sierra Nevada Hazy IPA

**BOTTLED BEER AVAILABLE** (Special Requests Available)

### ROOM RENTAL ONLY

If customer chooses the option to provide their own liquor - \$250 DAY USE FEE

Customer must provide their own event insurance to cover liquor liability. (Refer to Insurance Indemnification Form)

In the event where alcohol was confiscated and consumed on the premises and liquor liability day use was not provided to us by the customer, will result in forfeiture of \$250 of deposit.

The Martinez Event Center promotes responsible consumption of alcoholic beverages and fully complies with all applicable laws and rules of the State of California. Any infraction of liquor laws or Martinez Event Center policies may result in suspension of alcohol service for the entire event.

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- HOSTED BAR - PAID FOR BY HOST
  - NO HOST BAR - GUESTS PAYS FOR THEIR OWN DRINKS
  - PARTIAL HOSTED BAR - example: HOST PAYS FOR BEER, WINE & SODA
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<b>Bottled Water</b>	<b>\$2</b>
<b>Soda</b>	<b>\$3</b>
<b>Sparkling Water</b>	<b>\$4</b>
<b>Juice</b>	<b>\$4</b>
<b>Red Bull</b>	<b>\$5</b>
<b>Beer (16oz)</b>	<b>\$7</b>
<b>Wine (9oz)</b>	<b>\$8</b>

**Mixed Cocktails**      **\$8**

**Specialty Mixed Cocktails**      **\$10**

Bloody Mary ~ Mimosa, Top Shelf Margarita, Long Island, etc

*PRICES ARE JUST AN EXAMPLE & SUBJECT TO CHANGE*

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**Bacardi Rum ~ Captain Morgan Rum ~ Malibu Rum**  
**Jack Daniels ~ J&B Scotch ~ Fireball ~ Crown Royale (\$10)**  
**Skyy Vodka ~ Stolli Vanilla Vodka ~ Grey Goose (\$10)**  
**Tanqueray Gin ~ Wild Turkey Bourbon**  
**Cazadores Reposado Tequila (\$10) ~ Patron Silver (\$10)**  
**Korbel Brandy ~ Remy Martin (\$10) ~ Hennessy (\$10)**  
**Baileys**

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## RENTAL FEES

(ONLY AVAILABLE WITH LA TAPATIA FULL SERVICE CATERING)

\*AN 11% LOSS FEE APPLIES TO ALL RENTALS

BLACK TABLE LINEN OR SKIRT ~ (FOR GIFT, DISPLAY TABLE OR DJ)	\$ 16.00
WINE OR WATER GLASS ~	\$ 1.50
WATER PITCHER ~	\$ 4.50
CHINA PLATE, FORK & KNIFE ~	\$ 3.95
CAKE CUTTING ~ PER PERSON INCLUDES PLATES, FORKS AND NAPKINS	\$ 1.50
CHAMPAGNE SERVICE ~ PER PERSON INCLUDES CHAMPAGNE, CORKING, POURING & GLASS FLUTE	\$ 3.95
COFFEE SERVICE ~ PER PERSON INCLUDES CONDIMENTS & DISPOSABLE CUPS	\$ 2.95

## ADDITIONAL OPTIONS

(WITH ROOM RENTAL ONLY)

CHAFFING TRAYS	\$ 15.00
PORTABLE BAR (COMPLIMENTARY USE WITH ROOM RENTAL)	\$ N/C
BEER KEGERATOR (COMPLIMENTARY USE WITH PURCHASE OF KEG)	\$ 50.00

## EQUIPMENT & SUPPLY RENTAL

(WI-FI PROVIDED)

LCD IN FOCUS PROJECTOR, TRIPOD AND SCREEN	\$ 75.00
MICROPHONE, PODIUM, PA SYSTEM	\$ 35.00
PORTABLE WHITE BOARD WITH PEN	\$ 35.00



**REQUIRED:**

**Insurance and Indemnification for Liquor Liability Day Use**

Customer shall indemnify, defend and hold harmless La Tapatia Mexican Restaurant / The Martinez Event Center, its employees and volunteers against and from claims or suits for damages or injury arising out of or in any way related to Applicant's rental/use of La Tapatia Mexican Restaurant / Martinez Event Center and shall further indemnify and hold harmless La Tapatia Mexican Restaurant / The Martinez Event Center, its employees and volunteers against and from claims or suits for damages or injury arising out of or in any way related to such use, including but not limited to all costs, attorney's fees and costs of defense, expenses and liabilities related to any claim or action or proceeding brought within the scope of this indemnification clause.

All customers shall provide La Tapatia Mexican Restaurant / Martinez Event Center with a valid Certificate of Liability Insurance written through carriers acceptable to La Tapatia Mexican Restaurant / Martinez Event Center. Such certificate shall provide Bodily Injury and Property Damage Liability protection in the amount of \$1,000,000 per occurrence. If liquor is provided by the customer, a Liquor Liability is required. The Certificate of Insurance shall name La Tapatia Mexican Restaurant / Martinez Event Center, its employees and volunteers as the Additional Certificate in conformance with the Hold Harmless Agreement as outlined above and must specify that the applicant insurance shall be primary to any insurance carried by La Tapatia Mexican Restaurant / Martinez Event Center. The certificate shall be properly executed with an original signature of an authorized agent of the insurance company and is due one week prior to event.

NOTE: Please contact your insurance agent regarding whether or not your homeowner's policy may be extended to cover your event. If your insurance company does not cover this, you may purchase Special Event liability insurance for your event through Hub International Services. A processing fee may be charged for this service.

\*PLEASE NOTE: There is a \$250 Day Use Liquor Fee if you are providing your own liquor & bartender.

Initial: \_\_\_\_\_

In the event where alcohol was confiscated and consumed on the premises and the liquor liability day use was not purchased by the customer, it will result in forfeiture of \$250 of deposit.

**Insurance Options**

**Option 1. HOMEOWNER'S POLICY-**

Contact your Homeowner's Insurance Agent (most will provide this service for free)

Request a Certificate of Insurance with Liquor Liability for your One Day Event (\$1,000,000)

Add La Tapatia Mexican Restaurant / Martinez Event Center as Additional Insured to your homeowner's policy.

**Option 2. SPECIAL EVENT INSURANCE POLICY-**

For quote: go to [www.EventInsure.us](http://www.EventInsure.us) - click on Application Form - print out, fill out and Fax to 925.609.6550 or email to [specialevent@hubinternational.com](mailto:specialevent@hubinternational.com)

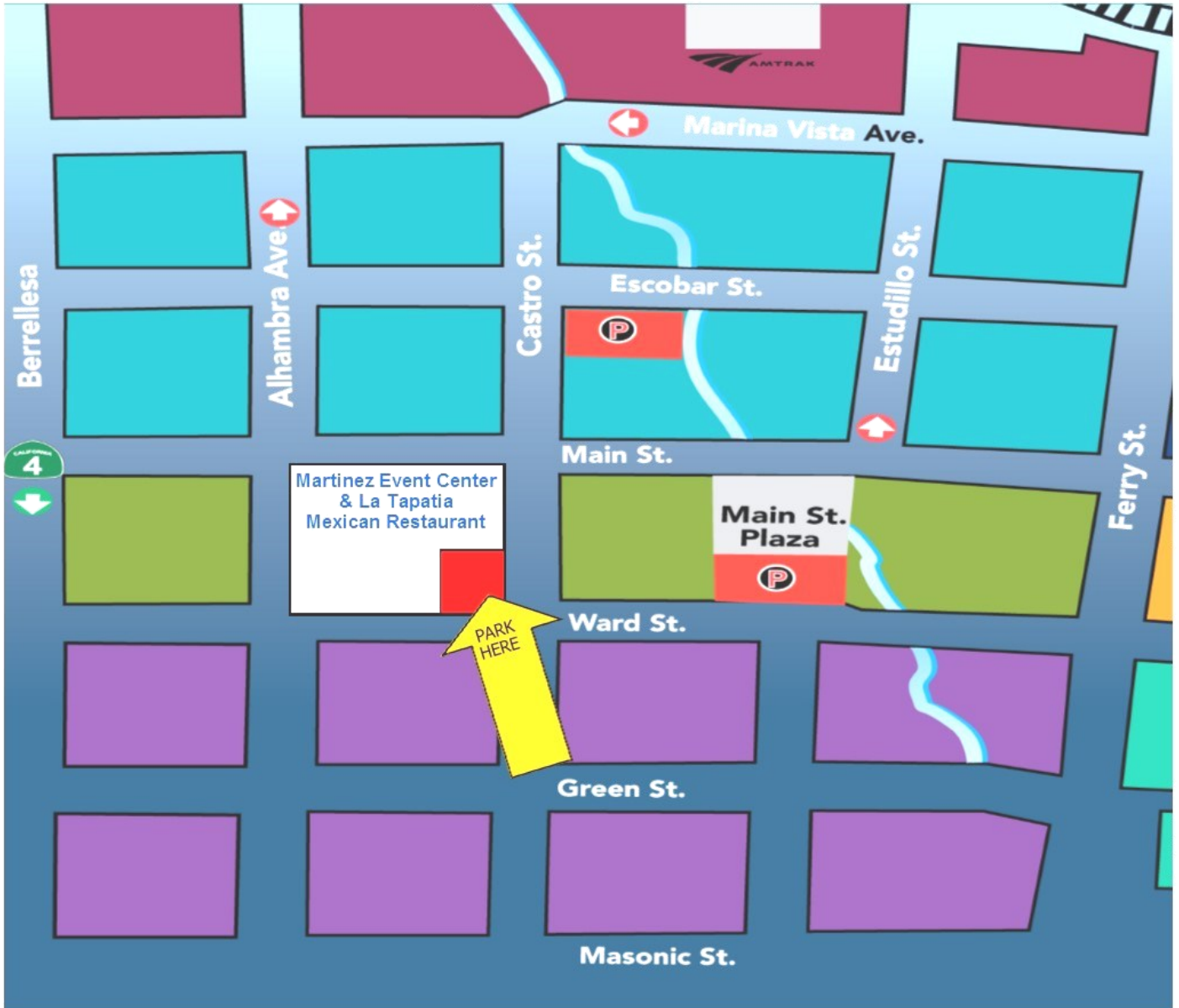
or-

Contact Hub International Services- 925.609.6500

Request a One Day Event Insurance Certificate (\$1,000,000) Liquor Liability included

I have read and understand the above rules and regulations and agree to comply therewith. I understand failure to do so will result in forfeiture of all or a portion of my security deposit.

# PARKING



**Areas in Red indicate Parking-** There is Limited Free Parking behind La Tapatia Mexican Restaurant available to customers of Martinez Event Center.

There is metered parking along the streets of Martinez, with FREE parking on Weekends & Holidays and weekdays after 6pm. Metered parking prices: .50 for 60 minutes

\*Enter parking Lot on Ward Street