

## Private Event/Banquet Information

Thanks for considering Los Vaqueros for your next banquet or group event. We have several wonderful indoor and outdoor options for you. Our options and fees are outlined here. We are happy to discuss any special requests you may have.

For information on holding your next event at Los Vaqueros – West, please contact Vicki (**Ext. 200**) or Erica (**Ext. 201**) at **817-624-1511**.

### Facilities

#### Hacienda West

Room Fee	<b>\$150 per hour</b>
Weddings & Quinceaneras	<b>\$2,500</b>
Maximum Capacity	<b>175 Guests</b>
Bar Set-up Fee/Bartender Services	<b>\$350</b>
Banquet Deposit	<b>\$1,000</b>

#### Cuerna Vaca Patio *(semi-private room, perfect for birthday celebrations)*

Room Fee	<b>\$350</b>
Maximum Capacity	<b>45 Guests</b>
Banquet Deposit*	<b>\$350</b>

#### Chef's Room *(perfect for intimate celebrations and meetings)*

Room Fee	<b>\$125</b>
Maximum Capacity	<b>30 Guests</b>
Banquet Deposit	<b>\$250</b>

\* Ask about our intimate dinners prepared by Chef Manny! Tastings available upon request.  
Wine dinners and wine pairings available upon request.

## Private Event/Banquet Information

**Linens:** Included in your rental fee. Specialty linen colors are available upon request.

**Set Up Fees & Special Provisions:** Set up fees are subject to change at any time at the discretion of management depending on the season, day of the week, special arrangements or final guest count. Management will notify customer of any changes prior to the event. **Wedding rehearsals are available complimentary Monday–Thursday, 4:00pm – 6:00pm and Friday mornings from 10:00am – 11:00am.** Rehearsals scheduled at other times are up to manager’s discretion and will be subject to set up fees.

**Tax Exempt Status:** If your group is tax exempt, a copy of your exemption is required prior to your event.

**Decorating Policy:** Decorations may not be **permanently** affixed to the physical structure of the building and must be removed the date of your event. Glitter, confetti, artificial flower petals, and birdseed are prohibited. Real flower petals may be used in the garden. All events are guaranteed at least one hour of decorating time prior to the event, and additional time to decorate based upon availability and manager’s discretion.

**Food & Beverage:** All food and beverage must be purchased from Los Vaqueros. No food or beverage may be brought in or removed from the premises, with the exception of wedding and birthday cakes, specialty candies, wedding favors, etc. Fruit and charcuterie trays are not allowed unless purchased by Los Vaqueros, outside vendors are not allowed.

**Liability:** Los Vaqueros does not assume any responsibility for loss or damage to personal property.

**Damage Policy:** Existing plant and garden structures will result in loss of deposit, or additional fees if required. Alcoholic beverages are prohibited from being brought onto the premises unless purchased by Los Vaqueros Restaurant per Texas Alcoholic Beverage Commission. Damage to the event center or surrounding Garden area will result in a loss of the deposit. Additional cleaning fees may result in the loss of a deposit.

**Security:** If security is required for your event, we can provide it at \$40/hour with a minimum of 4 hours. Security is required for private events, unless waived by management.

**Valet Parking Service:** Valet parking may be required based on management’s discretion. Weddings are required to have valet parking.

**Payment:** Full payment is required for food and beverages online 24 hours prior to your event, with the exception of bar purchases which may be paid for the night of the event.

**Banquet Service Charges & Tax:** All charges are subject to a 20% service charge and 8.25% sales tax. Liquor is subject to tax. Additional gratuities are voluntary. Additional gratuities are split among banquet servers unless it is requested to be shared with bussers and bartenders. If additional servers are required a fee of \$25.00 per hour will be applicable.

**Guest Count:** You will be charged for the confirmed number of guests stated for each room above. Your final guest count is required 7 days prior to your event. If all guests are not in attendance, leftover food will be packaged to go, or taken to a local shelter for distribution. Your final guest count must be emailed or submitted in writing.

I have read and agreed to the above terms and policies.

**Initials** \_\_\_\_\_

# Private Event/Banquet Reservation Form

Name(s): \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Date of Banquet: \_\_\_\_\_ Type or Name of Event: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Food Service Time: \_\_\_\_\_

## Menu *(Please refer to Banquet Menu)*

Entree Choice: \_\_\_\_\_

Price Per Entree: \_\_\_\_\_ + Beverage / \$3.50 per person  
*(Tea, Water, Soft Drinks, Coffee)*

Bar:  Yes  No

Cash

Set-Up Fee \$350

Tokens \_\_\_\_\_ *How Many?*

Open

## Facilities

- Hacienda West – \$150 *(per hour)*
- Hacienda West – \$2,500 (Weddings)
- Cuerna Vaca Patio – \$350
- Chef's Room – \$125

*Set up fees subject to change at management discretion.*

*Please return this completed Reservation Form by fax or email as soon as possible to check availability and schedule your event. We require receipt of this Reservation Form at least 10 days prior to the scheduled event. Your final guest count is required 72 hours prior to the event.*

*8.25% Sales Tax and 20% banquet gratuity will be assessed, based upon excellent service!*

I have read and accept the above terms and conditions.

Client \_\_\_\_\_ Date \_\_\_\_\_

Client \_\_\_\_\_ Date \_\_\_\_\_

Amount of Deposit \_\_\_\_\_ Event Date \_\_\_\_\_

Event Coordinator \_\_\_\_\_ Date \_\_\_\_\_

## Private Event/Banquet – Additional Items

In order to make your event as convenient and enjoyable as possible, listed below are optional services and products available for your banquet. Please indicate the quantity required and return with your Banquet Reservation Form.

Podium ( <i>with microphone</i> ) .....	\$25
Projector & Screen.....	\$50
Bluetooth Speaker.....	\$25
Champagne.....	\$20 per bottle
Extended Hours Fee.....	\$500 per hour ( <i>All events must end by Midnight, Sundays by 10:30pm</i> )
Valet Parking Service/Wedding.....	\$60 per hour ( <i>required for groups over 100 / rates vary per hour</i> )
Wedding Ceremony.....	\$250
Mimosa Table.....	Ask for Pricing ( <i>available before 3:00pm</i> )
Bloody Mary Table.....	Ask for Pricing ( <i>available before 3:00pm</i> )

*All Fees subject to change at any time under management's discretion. Please contact a banquet coordinator for a quote.*

\* Please specify linen colors and any special instructions:

Table Cloth: \_\_\_\_\_

Napkin: \_\_\_\_\_ Charger:  Gold  Silver  Bronze  None

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Private Event/Banquet Menu Suggestions

**Create Your Own Menu** Pick 3.....**\$16.00** per person Pick 4.....**\$17.00** per person

Choices include: Enchiladas (*Beef, Chicken, Cheese*), Tacos (*Chicken, Beef, Brisket, Rotisserie Tequila Chicken*), Chicken Flautas, Quesadillas (*Veggie, Beef, Cheese, Chicken*), Tamales. All served with rice and refried beans.

Substitutions and Add-Ons: Fajita Beef or Chicken \$1.50 per person, Shrimp \$2.50 per person, Queso \$1.95 per person, Guacamole \$2.50 per person.

Additional Dessert Add-Ons: Sopapillas (regular with honey) \$3.50 per person, (strawberries and whipcream) \$3.75 per person, Mini Flan \$3.50 per person, Chocolate Dipped Churros \$3.95 per person

**Fajita Buffet** ..... **\$20.00** per person

Flour Tortillas, Chicken and Beef Fajitas, Spanish Rice and Refried Beans. Chips and Salsa. Pick 2 of any fajita sides: Pico de Gallo, Grated Cheese, Sour Cream, or Guacamole.

**Los Vaqueros Dinner** ..... **\$18.00** per person

The meal starts with fresh guacamole, chile con queso, chips and salsa as an appetizer. Dinner buffet includes enchiladas with chile con carne, crispy beef tacos, tamales, Spanish rice and refried beans.

**Combination Fajita Dinner with Cheese Enchilada** ..... **\$22.00** per person

Flour Tortillas, Chicken or Beef Fajitas, Spanish Rice, Refried Beans, and one Enchilada with Chile Con Carne. Includes Chips & Salsa. Pick 2 of any fajita sides: Pico de Gallo, Grated Cheese, Sour Cream, or Guacamole. Get all 4 sides for \$1.00 more per person.

**Sangria Chicken** ..... **\$20.00** per person

Breast of Chicken marinated in a savory Sangria Wine Sauce with Mushrooms, Bell Peppers, Onions, and Tomatoes. Served with Spanish Rice, a fresh Southwest Garden Salad and a Squash Medley.

**Taco Bar** ..... **\$15.00** per person (*Brisket or Rotisserie Chicken Tacos – add \$1.00 per person*)

Crispy beef, chicken, or a combination of the two presented on a buffet with fresh lettuce, tomatoes, grated cheese, Spanish rice and refried beans, served with chips and salsa as an appetizer.

**Brisket Taco Combination** ..... **\$16.00** per person

Brisket Tacos, Chicken Fajita Tacos, garnished with Feta Cheese, Sliced Avocado, Pico De Gallo, served with Spanish Rice, Black Beans and a Southwest Dinner Salad.

**Bridal or Baby Shower Menu** ..... **\$15.00** per person (*This menu option is only available 11 am to 3pm*)

Mini Avocado Chicken Salad Sandwiches, Mini Brisket Tacos or Sliders, Assorted Veggie Quesadillas, Black Bean Empanadas, chips and salsa. Champagne and Mimosa table available for \$16.00 per carafe. Custom Fruit Tray available for \$100.00 (*traditional or fruit baby*). Additional fees may apply to custom wedding or shower events.

### Banquet Margaritas, Wine and Cerveza

Banquet Margaritas .....	<b>\$8.95</b> each	Margarita Machine .....	<b>\$750.00</b>	House Wine* .....	<b>\$25.00</b> each
Domestic Beer .....	<b>\$4.50</b> each	6 Gallons		Champagne .....	<b>\$20.00</b> each
Imported Beer .....	<b>\$5.50</b> each	Craft Beer .....	<i>Inquire</i>		

\* Chardonnay, Pinot Grigio, Pinot Noir, Rose, Merlot, and Cabernet Sauvignon. Have another favorite wine? We can provide it. Price will be assessed according to purchase choice.

**Don't see what you're looking for? Contact our Event Coordinator today to ask about custom menus, vegetarian items and dessert items.** Prices subject to change by management at any time. Sales Tax, Beverage Price and 20% banquet gratuity are not included in above prices.

Please see additional **banquet menus & catering items** at our sister company [www.headwestcatering.com](http://www.headwestcatering.com)