

Los Robles Greens Special Occasions



Los Robles Greens Golf Course

(805)495-6421

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 \$8,000++

Friday & Sunday

Venue Rental \$2,000 | Food & Beverage Minimum \$6,000++

Monday—Thursday

Venue Rental \$1,500 | Food & Beverage Minimum \$4,000++

Sunset Ballroom Package Includes

Five Hours of Total Event Time

Cocktail Hour on Terrace
*Includes Citrus Water Station
& Cocktail Tables*

Four Hour Ballroom Reception

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

Wood Dance Floor

Banquet Chairs

60" Round Tables

Floor Length Linens & Napkins
Color of Choice

Teen Soda Station

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

\$79++ 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 Chicken Entree

Airline Roasted Chicken Breast

Chicken Parmesan

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

Oaks Grilled Chicken

Choice of One Pasta Entree

Penne, Bowtie or Tortellini Pasta

Choice of our House-Made Sauce

Pasta Primavera

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

Additional \$2++ per person

See Page 13 for Master Dressing & Sauce List

Choice of Two Sides

Garlic Mashed Potatoes

Broccoli & Cauliflower

Roasted Baby Red Potatoes

Garlic, Olive Oil & Rosemary

Green Beans Almandine

Carrots, Squash & Zucchini

Wild Rice Pilaf

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

\$89++ 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*

Classic Caesar Salad

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

Strawberry Spinach Salad

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

Harvest Apple Salad

*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)

Penne, Bowtie or Tortellini Pasta

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 Almandine

Baby Carrots & Asparagus

Brussels Sprouts

Dijon Mustard Glazed & Roasted

Dessert

Choice of One

See Page 12 for Selections under Tuscany or Bistro 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 Chef's Special Menu

\$104++ Per Person | Buffet or Plated Duet Service

Tray Passed Hors d'Oeuvres

Choice of Five

See Page 10 for Selections under Any Column

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

*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

*Blue 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

Oaks Grilled Chicken

NY Steak

(Plated Duet Only)

Filet Mignon

(Plated Duet Only)

Braised Short Ribs

Oaks Tri-Tip

(Buffet or Carving Station Only)

(Add Carving Station \$150)

Prime Rib

(Buffet or Carving Station Only)

(Add Carving Station \$150)

with Au Jus & Creamy Horseradish

Roasted Pork Loin

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Adult Chef's Special Menu

Continued...

Grilled Salmon

Quinoa Stuffed Bell Pepper

Vegetarian/Vegan Option

Red Snapper

Roasted Portobello Vegetable Stack

Vegetarian/Vegan Option

Sea Bass

Macadamia or Pistachio Crusted

Mushroom Ravioli

Vegetarian Option

Halibut

Seared, Grilled or Baked

Eggplant Parmesan

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

Smoked Au Gratin Potatoes

*Baked Julienne Sliced Potatoes with
Smoked Gouda*

Brussels Sprouts

Dijon Mustard glazed & roasted

Fingerling Potatoes

Garlic & Olive Oil

Wild Rice Pilaf

Green Bean Almandine

Roasted Baby Red Potatoes

Garlic, Olive Oil & Rosemary

Risotto

Mushroom, Parmesan, Saffron or Spinach

Wild Mushroom Medley

White Asparagus

Garlic Whipped Potatoes

Charred Lemon Garlic Broccolini

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

Mixed Greens Salad

with Ranch & Balsamic Vinaigrette

Classic Caesar Salad

Choice of Two Entrees

Assorted Pizza

Cheese & 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 Parmesan Cream 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,

Sliced Strawberries, 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

Mixed Greens 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

Cheese Enchiladas

Served with Sour Cream, Salsa & Guacamole

Served with Mexican Rice & Refried Beans

Ice Cream Sundae Bar

Chocolate & Vanilla Ice Cream

Sprinkles, Chopped Peanuts, Chocolate Chips,
Sliced Strawberries, 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

Mixed Greens 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,

Sliced Strawberries, 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 Aoli

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 Cocktail & Crab Legs

Served with 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 Brûlée

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

\$3++ Per Person

Churro Bar

Nutella, Caramel & Chocolate

\$4++ Per Person

Assorted Cookies & Brownies

\$18++ Per Dozen

Viennese Table

Assorted Mini Pastries, Fruit Tarts, Brownies & Lemon Bars

\$8++ Per Person

Hot Chocolate Bar

Marshmallows & Sprinkles

\$50++ Per Gallon

Popcorn Bar

\$3++ Per Person

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

Flatbread Pizza

Pepperoni & Cheese

\$6++ Per Person

Chicken Tenders

Served with Ketchup, Ranch & BBQ Sauce

\$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 Onion & 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

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Sauces

Chicken

Mango Chutney
Roasted Garlic Butter Cream
Mushroom Marsala
Lemon Caper
Lemon Butter
Garlic Madeira
Herb Veloute
Honey Cilantro Lime

Fish

Roasted Red Pepper
White Wine Garlic Reduction
Three Melon Relish
Honey Cilantro Lime
Lemon Caper
Mango Chutney
Pomegranate Fennel Slaw
Roasted Garlic Butter Cream

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	Primavera	Roasted Red Pepper Pesto
Creamy Pesto	Spicy Vodka	Bolognese
House-Made Marinara	Alfredo	Sage Brown Butter



Photos Courtesy of Lucas Rossi Photography

Salad Dressings

Balsamic Vinaigrette	Raspberry Vinaigrette	Cream Poppy Seed
Champagne Vinaigrette	Ranch	Honey Brown Mustard
Apple Cider Vinaigrette	Caesar	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

Choice of Five Beers: Bud Light, Coors Light, Michelob Ultra, Modelo, Corona, Pacifico, 805, Blue Moon, Hard Seltzer, Lagunitas IPA, Sierra Nevada Torpedo IPA

\$28++ Per Person

Well

Includes LRG Wine Varietals & Five Beers 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 & Five Beers 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 & Five Beers 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.

\$150 Fee

Wine Service During Dinner

One time pass of LRG Wine Varietals

Only applicable with 5 Hour Hosted Packages

\$350++ Fee

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.

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. 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 require insurance?

We require this for photographers and videographers that will be working on site. All videographers must be fully insured and licensed to operate any Drones being brought on site. We also require insurance for any rentals being brought on property not rented through Los Robles Greens.

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. 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 five 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 \$20 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. Six 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 \$35 each.