

Portola Inn

Special Events – Showers, Parties, Dinners

as of 12/01/2022

Small Events

\$900

- Up to 24 guests.
- Choice of one (1) venue area: Oak Tree Garden Terrace, or Carriage House.
- Tables, chairs, tablecloths & set up of Portola Inn items and clean up.
- Parking area reserved on site.
- One planning meeting on site or via phone.
- Assistance from our day of coordinator. Alcohol use may require added fees.
- 3 hours site use for event, including any setup if needed.
- Use of one (1) ADA Restroom.

Middle-Size Events

\$1,250

- Up to 48 guests.
- Choice of one (1) venue area: Oak Tree Garden lawn & Terrace, or Carriage House & Terrace.
- Tables, chairs, tablecloths & set up of Portola Inn items and clean up.
- Parking assistance provided and parking areas reserved on site.
- One planning meeting on site or via phone.
- Assistance from your day of coordinator. Alcohol use may require added fees.
- 3 hours site use for event, including any setup if needed.
- Use of one (1) ADA Restroom.

Larger Events

\$1,500

- Up to 60 guests.
- Use of one (1) ADA Restroom and one (1) other room with bathroom.
- Use of two outdoor venue areas: Carriage House Terrace for welcoming AND Oak Tree Garden lawn and Terrace OR Ancient Oak Terrace for your event.
- Tables, chairs, tablecloths & set up of Portola Inn items and clean up.
- Parking assistance provided and parking areas reserved on site.
- 2 Planning meetings onsite or via phone.
- Assistance from our day of coordinator. Alcohol use may require added fees.
- 3 hours site use.
- 1 hour set up, 1/2 hour clean up.

To extend your event for more time, more guests, or activities, please ask for a price quote. For a Wedding Reception or similar event, please see our Wedding & Reception Packages. Costs depend on guest count, length of time and complexity.