Event Spaces for Large Parties

1500 Mt. Diablo Boulevard
Walnut Creek, California
94596
925.300.3540
events@rooftopwc.com
Direct Line for Events: 925.899.4744
Perched on top of a new complex, across the street from Walnut Creek’s Broadway Plaza, Neiman Marcus and Tiffany & Co., ROOFTOP is an enticing center-city oasis where friends, family and colleagues can escape the daily hustle to unwind, enjoy world-class American cuisine with a whimsical twist, hand-crafted cocktails and carefully selected wines, while soaking up the unparalleled views of Mt. Diablo.
Overview

In daylight hours, guests’ eyes will be drawn to the structure’s extensive living greenery, fruits of the olive trees, calming water features and the wall of reclaimed brick.

A stone’s throw away from the entire downtown shopping district, it’s an idyllic venue for:

Let Rooftop Host Your....

Corporate Events
Luncheons
Mixers
Holiday Party
Birthday Party
Graduations
Bridal Shower/ Wedding Rehearsal
Bachelor or Bachelorette party
Baby Shower
Religious & Cultural Celebration
Event Spaces

Event spaces are areas within ROOFTOP that are designated for parties of up to 35. We have five spaces that are considered event spaces:

- The Lounge
- The Tiffany Patio
- The Tower Room
- The Clock Tower Lounge
- The Clock Tower Patio
The Lounge

SIZE
Seats up to 20 guests

DETAILS
Bar height tables with barstools, along the brick wall in Main dining room.
The Tiffany Patio

SIZE
Seats up to 28

DETAILS
A rectangular outdoor space that parallels Mount Diablo Boulevard with spectacular views of downtown Walnut Creek and Mount Diablo.
The Tower Room

SIZE
Seats up to 30
35 guests cocktail reception, standing room only

DETAILS
A square indoor space in the heart of the restaurant. For special events, this area is curtained off for the designated party.
The Clock Tower Lounge

SIZE
Seats up to 18
25 guests cocktail reception, standing room only

DETAILS
A rectangular indoor space with views of the hillside and downtown Walnut Creek. This room parallels Main Street.
The Clock Tower Patio

SIZE
Seats up to 20
25 guests cocktail reception, standing room only

DETAILS
A rectangular outdoor space with views of Mount Diablo Boulevard, the hillside and downtown Walnut Creek. This patio parallels Main Street.
Prix Fixe Menus
FIRST COURSE: Appetizers & Salads

smoked trout, dill, crème fraîche, baby greens, crostini
crispy chicken wings cilantro, pepper-lime dipping sauce **
lamb meatballs, greek yogurt, persian cucumber, mint, sumac
little gem salad, dill-buttermilk dressing, pomegranate, pistachio* v ø
taeser salad, little gem lettuce, house caeser dressing, croutons, pecorino cheese* v
roasted beets, goat cheese mousse, blood orange vinaigrette, candied seeds* v

SECOND COURSE: Main Entrees

seared scallops, caramelized pineapple-coconut curry, seasonal root vegetables*
shrimp risotto, thyme, parmesan, seasonal vegetables*
PEI mussels & frites, white wine-ale broth, tomato, sausage, roasted garlic, parsley, fries
flat iron steak, roasted cipollini onions, smoked chimichurri, fingerling potatoes*
halibut, provençale sauce, brussel sprouts, puree of yukon gold potatoes*
braised short ribs, market vegetables, gremolata, demi, puree of yukon gold potatoes*

Choice of 2 Sides
  truffled fries**
yukon gold mashed potatoes*
brussel sprouts**
green beans*

THIRD COURSE
seasonal dessert

Additional Items—A la Carte Pricing

half dozen oysters, spicy thai chile-lime mignonette* 18
tuna poke, tamari, ginger, cucumber, black sesame rice cracker** 17
steamed pork dumplings, trumpet mushrooms, tamari broth 19
charcuterie and local cheese selection with Acme bread 34

* gluten free   ** gluten sensitive   v vegetarian   ø nuts
*** menus are seasonal and subject to change ***

Pricing

$52: 2 First Course Items, 2 Second Course Items, Sides included, Dessert included
$62: 2 First Course Items, 3 Second Course Items, Sides included, Dessert included
$72: 3 First Course Items, 3 Second Course Items, Sides included, Dessert included
Cocktail Party Options

Choice of 6 appetizers: $50 per person
+$5 per person per additional appetizer

- lamb meatballs, tzatziki, mint oil
- tuna tartar on black sesame rice cracker*
- rooftop sliders
- steamed pork dumplings, tamari broth
- smoked trout, crème fraîche, dill on crostini
- caprese skewers*
- roasted grape, goat cheese crostini
- steak or chicken skewers
- truffled parmesan fries**
- arancini, crispy fried risotto**
- pork belly nigiri, furikake rice, hoisin sauce
- crispy breaded burrata
- crudite with hummus (vegan)
- roasted sweet potato bites, w/ avocado mousse (vegan)

Additional Items—À la Carte Pricing
- half dozen oysters, spicy thai chile-lime mignonette* 18
- charcuterie and local cheese selection with Acme bread 34

*gluten free   ** gluten sensitive   v vegetarian

***menus are seasonal and subject to change***
## Event Space Rates

<table>
<thead>
<tr>
<th>Day of the Week</th>
<th>Seating Times</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lunch</strong></td>
<td><strong>11:30am–3:00pm</strong></td>
<td>2.5 hour rental, no minimum + 22% service fee + 8.25% tax</td>
</tr>
<tr>
<td>Sunday–Saturday</td>
<td><strong>5:00 or 8:00pm</strong></td>
<td>2.5 hour rental. $2,900 minimum + 22% service fee + 8.25% tax</td>
</tr>
<tr>
<td>Sunday-Thursday</td>
<td><strong>5:00 or 8:00pm</strong></td>
<td>2.5 hour rental. $1,900 minimum + 22% service fee + 8.25% tax</td>
</tr>
<tr>
<td><strong>Dinner Seating Times</strong></td>
<td><strong>Space: Tiffany Patio, Tower Room, Clock Tower Patio</strong></td>
<td></td>
</tr>
<tr>
<td>Friday–Saturday</td>
<td><strong>5:00 or 8:00pm</strong></td>
<td>2.5 hour rental. $1,500 minimum + 22% service fee + 8.25% tax</td>
</tr>
<tr>
<td>Sunday-Thursday</td>
<td><strong>5:00 or 8:00pm</strong></td>
<td>2.5 hour rental. $1,000 minimum + 22% service fee + 8.25% tax</td>
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<tr>
<td><strong>Space: The Lounge</strong></td>
<td><strong>5:00 or 8:00pm</strong></td>
<td>2.5 hour rental. $1,500 minimum + 22% service fee + 8.25% tax</td>
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<td>Sunday-Thursday</td>
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<td>$1,200 + 22% service fee + 8.25% tax</td>
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### Spaces

- Tiffany Patio
- Tower Room
- Clock Tower Patio
- Space: The Lounge
- Clock Tower Lounge

### Restaurant Buyout

For larger guest accommodations, above spaces can be combined.

For information about a complete restaurant buyout, inquire with our Special Events Coordinator at events@rooftopwc.com
Large Party & Event Space Client Intake

In order to confirm an event, ROOFTOP requires the following information:

1. Host Name
2. Event Date
3. Desired Event Time
4. Anticipated Number of Guests
5. Desired Event space
6. Event Name
7. Contact Address
8. Contact Email
9. Contact Phone Number
10. Menu approval email authorization

Reservation Policy

A credit card is required to be on file. All reservations are tentative until ROOFTOP receives and confirms a signed copy of this contract and has a credit card authorization form on file.

A guaranteed guest count and final menu selections are due seven business days in advance. Total bill must meet the food and beverage minimum before tax and gratuity. If the minimum is still not met, the remainder will be billed as a room fee. Gratuity will be assessed based on your total final event bill, whichever is higher.
Event Space Cancellation Policy
A deposit of 25% is required to hold all event spaces. Up to two weeks prior to the designated reservation date, reservations can be canceled at no cost and deposit returned. Reservations canceled between two weeks and 72 hours prior to the designated reservation date, the 25% deposit can be transferred to a future re-booking. Within 72 hours of the designated reservation date, deposits are non-refundable and non-transferable.

Large Party Cancellation Policy
A credit card is required to hold all parties of 8 or more. A large party can be canceled up until 24 hours from reservation. If canceled by this time, the card on file is not charged. After 24 hours out from the scheduled date, the host is responsible for $25 per person of the scheduled reservation and will be charged to the credit card on file.

Late Arrival Policy
ROOFTOP will hold your table for 20 minutes. If you do not contact event coordinator, we have the right to charge you for the full minimum and give away the table. If you have been given a designated time slot and arrive late, you still must vacate your tables at the original time mutually agreed upon in your contract. After your time slot has ended you and your guests are more than welcome to relocate to the lounge area. Please adhere to your time slot and be considerate of other guests coming in to dine with us. A manager on duty will approach the host 30 minutes prior to the designated end time.

Patio Reservations
Any and all reservations on the patios are subject to change at the sole discretion of ROOFTOP in case of inclement weather. The party may be moved to an indoor space for the event.

Rentals
Some parties may require renting additional chairs, glassware, plates, audio visual, etc. These charges will be discussed with the host prior to specialty rental and paid for by the host.

Alcohol & Liability
ROOFTOP does not serve alcohol to anyone under 21, and reserves the right to refuse service to anyone during an event. ROOFTOP is not responsible for loss or damage to any property brought in or left in the restaurant by host and/or guests.

Payment Policy
All food and beverage purchases must remain on one check. The maximum number of credit cards for one check is four. Final payment is due at the conclusion of the event, unless special arrangements have been set up in advance through the Special Events Coordinator and Manager. No checks are accepted.

Terms & Conditions
To indicate that you understand and agree to the terms listed above, please sign and date below. If you do not have an electronic signature, you may manually sign your name below.

Signature: _____________________________________________
Date: __________________________________________________
Credit Card Authorization

- Name as it appears on card
- Credit Card Number & Type
- Expiration
- Billing Address

I authorize ROOFTOP to charge this credit card for any billing that may be associated with this reservation and/or cancellation.

Signature:

Date:

All credit card information is confidential and shall be used only for the purposes listed above by the Special Events Coordinator and restaurant manager.

If a large party cancels within 24 hours of event, their credit card will be charged $25 per person.

If a guest cancels a reservation for an event space within 72 hours of event, their credit card will be charged $25 per person.