

# 190

SUNSET

MEET EAT DRINK

Thank you for selecting private dining with 190 Sunset for your special event! It is our goal to provide you and your guests a creative mix of modern and classic dining. Our lively, yet sophisticated setting is perfect for business meetings, group settings and all other special occasions.

### **Contract**

- All events scheduled in our Private Dining Locations or Off Site caterings require a signed contract. Our Special Events Manager will be happy to meet with you and explain our Private Dining Options.

### **Pricing**

- Room Charge and Deposit: We at 190 Sunset in an effort to offer the best to each of our guests, do require a deposit of \$250.00 to confirm your 72 hour hold on your preferred date. Once proposal including policies and menu are approved, 1/3 of the total minimum (or total menu when no minimum is in place) will be requested as a menu deposit, applied back to your bill on the day due at the close of your event. The menu Deposit and Final menu selections are due 2 weeks before your scheduled event.
- Minimum Spend: we do require a minimum food and beverage purchase for all private group events scheduled in our East Dining Room, 190 Patio, Cascadian Reception Room, A/v Room, and Offsite events.
- Tax & Gratuity: A 20% service and gratuity charge & 10.3% sales tax will be added to all private events and off-site caterings.
- Pricing: prices for any contracted Special Event, taking place more than ninety (90) days after the signed contract are subject to change without notice. Food and Beverage increase will not exceed 10%.
- Final Payment: Final payment is to be made upon completion of your scheduled event/ Catering. Final payment will NOT be divided into separate checks. Payments by cash or credit card is required, we accept all major credit cards.

If the minimum is met, there are no room charges. If the minimum is not met, a room charge for the remaining difference will be applied. Our food and beverage minimums for each space are as follows:

**East Dining Room:** (80 seated capacity / 80 reception capacity)\*This is a completely private room separated from our restaurant\*

**The Patio at 190 Sunset:** (30 seated capacity / 50 reception capacity) \*this is an outdoor space\*

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3000 -5000 minimum, Fully enclosed and heated during the holiday season!  
\$7,500 to 8500 minimum for private patio reservation (only available during Summer season)

### **Off Site Catering**

Staffing : \$25.00 an hour per staff member

Bar: \$250.00 set up and service (banquet permitting required by venue or booking party)

Menu: \$2500.00 food and beverage minimum

### **Menu**

- Menu Selections: Private Dining Events up to 15 guests have the option of ordering off of our full menu, or you may choose to work directly with our Special Events Manager to create a Customized Event Menu, created with you in mind.
- Private Events of 16 or more require a custom menu. Our Special Events Manager will work closely with you to create a custom menu to best suit your needs and budget.
- Additionally, any plated event of 25 or more require preorders for plated menu. Steak as a menu option will only be offered ONE steak temperature i.e. medium.
- For parties with a plated menu selected for a guest count over 25 must provide orders for all courses with guest names no later than 3 days prior to your scheduled event. Name cards are provided by 190 Sunset and seating arrangements are strongly suggested. Our events manager is happy to help with seating and selection collection.
- All private events require a confirmed guest count no later than 3 days prior to your scheduled event.
- All food and beverage must be prepared and purchased through 190 Sunset. Under no circumstances may alcoholic beverages be brought on the premises.
  - \*The exception to this being wine for corkage. It may not be a wine that 190 Sunset currently carries.
  - \* The exception to this being Cake for celebratory service. They may be brought onto the premises along with a receipt from a licensed baker. (must be prepared in a licensed kitchen to meet health safety standards per Washington State Department of Health)
- Menu Guarantee: For all Private Events, 190 Sunset reserves the right to substitute a course of equal or greater value, should you confirmed number of guests increase beyond your confirmed guest count.

### **Cancellations:**

- Any cancellation of an event with a signed contract will result in a minimum charge of \$250.00.

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- Any event cancelled within 2 weeks of the scheduled date will result in a charge of ½ the minimum i.e. \$1,000 minimum, \$500 charge. Any event cancelled within a week of being scheduled will result in a charge of the full minimum.
- This event must be rescheduled within 90 days (subject to availability) or is subject to a cancellation fee of \$250.
- Pricing: prices for any contracted Special Event, taking place more than ninety (90) days after the signed contract are subject to change without notice. Food and Beverage increase will not exceed 10%.
- Final Payment: Final payment is to be made upon completion of your scheduled event/ Catering. Final payment will NOT be divided into separate checks. Payments by cash or credit card is required, we accept all major credit cards.

**Additional Information:**

- Time Limits: All events starting have a 4 hour time limit. This time limit includes all set up by the host and removal of personal effects at the close of your event. If an event runs over the time limit, a charge of \$25/hour per staff member assigned to the event will be charged.
- Parking: Free parking for all private events is offered in the ramp behind the West Tower. Please instruct your guests to utilize this area for parking.
- Decorations: Our Special Events Manager will be happy to work with you in personalizing your event.