



# SONOMA GRILLE

S T E A K      S P I R I T S      S E A F O O D

## EVENT PACKAGES, CONTRACTS and MENUS

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Event Coordinator: Nawang Sherpa

**165 WEST NAPA STREET • SONOMA, CA 95476**

- WE ARE LOCATED STEPS OFF THE HISTORIC  
SONOMA PLAZA -

# TERMS OF THE CONTRACT:

## **MENU SELECTION**

In consultation with SONOMA GRILLE, THE CUSTOMER shall select a food and beverage menu from the list of provided menu options. The menu option list shall be attached to this contract and initialed by THE CUSTOMER and SONOMA GRILLE. The costs per person for the menu option selected shall be summarized in the Financial Summary herein.

## **MINIMUM FOOD AND BEVERAGE REQUIREMENTS**

SONOMA GRILLE shall inform THE CUSTOMER of the minimum amount of food and beverage dollars THE CUSTOMER must spend to reserve the room for the Private Event.

Minimums are set forth in the Financial Summary herein.

## **CONFIRMATION OF RESERVATION**

Confirmation is not made until SONOMA GRILLE receives a deposit from THE CUSTOMER.

## **PAYMENT AND METHOD OF PAYMENT**

### **Deposit:**

A security deposit equal to 25% (\$1000) of the estimated cost of the final bill which is set forth in the financial summary herein, is required to secure your date and will be applied to your final bill. The balance will be due at the close of the event. For deposit only, we accept cash OR credit card (Visa, MC, Amex and Discover).

### **Final Payment:**

Final Payment is due SEVEN days prior to the event.  
Beverage & Alcohol Payment due at conclusion of the event.  
No split checks are permitted.  
For final payment only, we accept cash, credit card (Visa, MC, Amex and Discover).

## **CANCELLATION AND DEPOSIT FORFEITURE POLICY**

The following cancellation and deposit forfeitures apply:  
Once the Contract is signed the deposit is non refundable.

## **FINAL GUEST COUNT**

A FINAL HEAD COUNT of all adults and children must be provided by 1:00 pm FOURTEEN DAYS prior to your event. This is the number of people you will be charged for in the final bill.

Days are measured in 24 hour increments counting backwards from the start time of your event.

If fewer adults attend your party, you will still be charged the fixed price per adult based on the final head count. If additional adults and children attend, you will be charged the menu option price per adult and charged for menu items ordered for children.

## **AMENITIES AND ADDITIONAL SERVICES PROVIDED**

At the request of the customer, additional items and services may be provided. Customer shall check all additional items and services it wishes to purchase on the attached Amenities and Special Services Form. Cost estimates for the Selections will be included in the 7 Day Financial Summary.

## **MENU ITEM SELECTIONS**

FINAL MENU SELECTIONS from the Event Menu provided must be given to us by 1:00pm, FOURTEEN DAYS prior to your event. This includes any of the entree selection for the party, regardless of the party size. Days are measured in 24 hour increments counting backwards from the start time of your event.

## **DELIVERIES**

Floral arrangements, musical instruments, wedding/specialty cakes, decorations, etc. may be delivered to SONOMA GRILLE on the day of the event, during regular hours with prior management approval and must be removed at the close of the event. SONOMA GRILLE will not be responsible for lost or stolen items brought in by CUSTOMER, CUSTOMER guests, or vendors hired by CUSTOMER.

## **ALCOHOLIC BEVERAGES**

SONOMA GRILLE carries a mixed beverage license. By law no alcoholic beverages may be brought onto the property or taken from the premises. In the interest of protecting our patrons and the general public, SONOMA GRILLE and it's employees have the right to refuse service of alcoholic beverages to any patron or guest who by his or her behavior or appearance is believed to be incapable of tolerating further alcohol consumption.

# SONOMA GRILLE

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info@sonomagrilleandbar.com • www.sonomagrilleandbar.com

## PRIVATE EVENT CONTRACT

This is a contract for services and agreement to pay for services in accordance with the terms set forth herein, between Sonoma Grille and Bar “Sonoma Grille” and...

GROUP NAME: \_\_\_\_\_

(“CUSTOMER”)

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_

EVENING PHONE: \_\_\_\_\_

CELL: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ALTERNATE EMAIL ADDRESS: \_\_\_\_\_

I HAVE READ AND AGREE TO THE TERMS OF THE  
CONTRACT: \_\_\_\_\_ Please Initial

## **FOR THE FOLLOWING EVENT:**

MENU TITLE (ex: Happy Birthday John): \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

STARTING TIME: \_\_\_\_\_ ENDTIME: \_\_\_\_\_

ESTIMATED NUMBER OF GUESTS: \_\_\_\_\_

ADULTS: \_\_\_\_\_ CHILDREN: \_\_\_\_\_

(Minimum 10 Guests)

## SERVICE TIMING:

Arrival Time: \_\_\_\_\_ Appetizer Service: \_\_\_\_\_

Entree Service: \_\_\_\_\_ Dessert Service: \_\_\_\_\_

## MENU SELECTIONS:

**-FIXED MENU OPTION** (Details at next page)

**-FOR FAMILY STYLE AND BRUNCH** (Fill out below and for price please contact the restaurant)

### APPETIZERS:

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

### SALAD:

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

### ENTREES:

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

### DESSERTS:

\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

### BAR OPTION:

Open \_\_\_\_\_ Limited \_\_\_\_\_ House Wines \_\_\_\_\_ Cash Bar \_\_\_\_\_

Other \_\_\_\_\_

(Any Coffee, tea or soda will be added to the bill at the end of the event before the final payment.)

### SPACE RENTAL/BUY OUT:

**Note:** Buyout is required for party > 25 ppl

Choose one:

Dinning Room Only: \_\_\_\_\_ Patio Only: \_\_\_\_\_ Entire Restaurant: \_\_\_\_\_

## 3 COURSE

\$50 Per Guest\*

Raw Oyster Platter: Add \$8.00 Per Guest  
Wine Pairing for each Course: Add \$40 Per Guest

### SALAD

(HOST CHOOSES ONE)

\_\_\_\_ MIXED GREEN SALAD

OR

\_\_\_\_ CAESAR SALAD

### ENTREE:

(GUEST CHOOSES ONE)

(All the guests entree choices need to be submitted 2 weeks ahead of event date)

RAVIOLI  
ROAST CHICKEN

### DESSERT

\_\_\_\_ GELATO & SORBET

## 4 COURSE

**BRONZE** \$70 Per Guest\*

Raw Oyster Platter: Add \$8.00 Per Guest  
Wine Pairing for each Course: Add \$40 Per Guest

### HORS D 'OEUVRES:

(HOST CHOOSES ONE)

\_\_\_\_ VEGETABLE FLATBREAD

OR

\_\_\_\_ MONTEREY BAY CALAMARI

### SALAD

(HOST CHOOSES ONE)

\_\_\_\_ MIXED GREEN SALAD

OR

\_\_\_\_ CAESAR SALAD

### ENTREE:

(GUEST CHOOSES ONE )

(All the guests entree choices need to be submitted 2 weeks ahead of event date)

RAVIOLI  
ROAST CHICKEN  
WILD KING SALMON  
HANGER STEAK

### DESSERT

(HOST CHOOSES ONE)

\_\_\_\_ GELATO & SORBET

\_\_\_\_ CHOCOLATE TORTE

\_\_\_\_ CRÈME BRÛLÉ

\_\_\_\_ TIRAMISU

\_\_\_\_ CHEF SAMPLER, Mixed Dessert

\*Per person price does not include tax, gratuity or beverages

# 4 COURSE SILVER

\$75 Per Guest\*

Raw Oyster Platter: Add \$8.00 Per Guest

Wine Pairing for each Course: Add \$40 Per Guest

## HORS D 'OEUVRES:

VEGETABLE FLATBREAD

AND

MONTEREY BAY CALAMARI

## SALAD

(HOST CHOOSES ONE)

\_\_\_\_ CAESAR SALAD

OR

\_\_\_\_ PEAR SALAD

## ENTREE

(GUEST CHOOSES ONE)

(All the guests entree choices need to be submitted 2 weeks ahead of event date)

RAVIOLI

ROAST CHICKEN

HANGER STEAK

WILD KING SALMON

## DESSERT

(HOST CHOOSES ONE)

\_\_\_\_ GELATO & SORBET

\_\_\_\_ CHOCOLATE TORTE

\_\_\_\_ CRÈME BRÛLÉ

\_\_\_\_ TIRAMISU

\_\_\_\_ CHEF SAMPLER, Mixed Dessert

# 4 COURSE GOLD

\$100 Per Guest\*

Wine Pairing for each Course: Add \$40 Per Guest

## HORS D 'OEUVRES:

VEGETABLE FLATBREAD

AND

CHILLED SEAFOOD PLATTER

## SALAD

(Host Chooses One)

\_\_\_\_ CAESAR SALAD

OR

\_\_\_\_ PEAR SALAD

## ENTREE

(GUEST CHOOSES ONE)

(All the guests entree choices need to be submitted 2 weeks ahead of event date)

RAVIOLI

ROAST CHICKEN

WILD KING SALMON

HANGER STEAK

## DESSERT

(HOST CHOOSES ONE)

\_\_\_\_ GELATO

\_\_\_\_ EXOTIC SORBET

\_\_\_\_ CHOCOLATE TORTE

\_\_\_\_ CRÈME BRÛLÉ

\_\_\_\_ TIRAMISU

\_\_\_\_ CHEF SAMPLER, Mixed Dessert

\*Per person price does not include tax, gratuity or beverages

# 5 COURSE PLATINUM

\$140 Per Guest\*

Wine Pairing for each Course: Add \$40 Per Guest

**HORS D 'OEUVRES:**  
VEGETABLE FLATBREAD  
**AND**  
CHILLED MIXED SEAFOOD PLATTER

**SALAD**  
CAESAR SALAD  
**OR**  
PEAR SALAD

**FIRST ENTREE**  
LOBSTER RAVIOLI

**SECOND ENTREE**  
(GUEST CHOOSES ONE)  
WILD MUSHROOM RISOTTO  
ROAST CHICKEN  
WILD KING SALMON  
FILET MIGNON

(All the guests entree choices need to be submitted 2 weeks ahead of event date)

**DESSERT**  
( Chooses One)

——-CHOCOLATE TORTE  
——-CRÈME BRÛLÉ  
——-TIRAMISU

All other dessert options from above section

Can also do a chef sampler platter

\*Per person price does not include tax, gratuity or beverages

[illegible][illegible][illegible]



# PRIVATE EVENT AMENITIES AND SPECIAL SERVICES

## CHECKLIST AND PRICING

All amenities and additional services will be added to the final bill.

Where estimates are given below, actual numbers will be the basis for final calculation of cost.

**Check Box if Required.**

☐ **FLORAL ARRANGEMENTS** provided by SONOMA GRILLE through its regular florist.

Describe number of arrangements, general color preference and price range:

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*Floral arrangements provided by SONOMA GRILLE are subject to both the florist fee and tax as well as a SONOMA GRILLE surcharge. Arrangements purchased for your event by SONOMA GRILLE will be selected based on the price and color scheme you request, but because this is not in the course of regular business for SONOMA GRILLE we cannot ensure an exact type or combination of flowers or style of arrangement. If you require a very specific arrangement we suggest you contact a florist directly and arrange for delivery on the day of the event.*

☐ **LINENS** (Tablecloths, Napkins, Etc) Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Style: \_\_\_\_\_ Color(s): \_\_\_\_\_

Estimated Quantity: \_\_\_\_\_

☐ **CAKE PLATING:** Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Required if outside cake is brought into SONOMA GRILLE. Cost is \$2 per person.

☐ **OTHER DECORATIONS.**

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CLIENT'S INITIALS \_\_\_\_\_

MANAGER'S INITIALS \_\_\_\_\_

## FINANCIAL SUMMARY

### INITIAL ESTIMATES AND DEPOSIT CALCULATION:

Menu Price per person: \_\_\_\_\_ X Estimated # of Adults: \_\_\_\_\_  
= \_\_\_\_\_

If CUSTOMER has selected additional FOOD menu items:

Item: \_\_\_\_\_ Item Cost: \_\_\_\_\_ X  
QTY \_\_\_\_\_ = \_\_\_\_\_

If CUSTOMER has selected additional DRINK menu items:

Item: \_\_\_\_\_ Item Cost: \_\_\_\_\_ X  
QTY \_\_\_\_\_ = \_\_\_\_\_

VENUE SITE FEE (Buyout Patio Or Main Dining) \$: \_\_\_\_\_

### AMENITIES AND SPECIAL SERVICES CHARGES:

Item: \_\_\_\_\_ Item Cost: \_\_\_\_\_ X  
QTY \_\_\_\_\_ = \_\_\_\_\_

SUBTOTAL: \_\_\_\_\_

Event coordinator (2%) & Staff service charge 18% (Total gratuity 20 %) \_\_\_\_\_

PLUS TAX (9%): \_\_\_\_\_

**TOTAL :** \_\_\_\_\_

**ESTIMATED FINAL TOTAL:** \_\_\_\_\_

DEPOSIT AMOUNT : \_\_\_\_\_

### Payment method for Deposit:

Please circle one: **CHECK - CASH - VISA - MC - AMEX - DISC.**

Name on Credit Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ CVV: \_\_\_\_\_

Exp Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

(CUSTOMER)

CUSTOMER INITIALS \_\_\_\_\_

MANAGER INITIALS \_\_\_\_\_