



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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Website: www.sonomagrilleandbar.com

Email: info@sonomagrilleandbar.com

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.

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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

APPETIZER PARTY

This page is for submission of appetizer choices upon discussion with event coordinator.

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

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:

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 #: _____

Exp Date: _____ / _____ / _____

SIGNED: _____

(CUSTOMER)

CUSTOMER INITIALS _____

MANAGER INITIALS _____