

# Harbor Club Seattle/Bellevue

## Private Dining Room Food and Beverage Minimums and Catered Event Guidelines

**Parties of 12 or less** may dine in a private room utilizing the a la carte menu during regular dining room hours. Menus may be personalized and/or customized upon request. A \$25 charge will be assessed for no-shows or cancellations made within 24 hours of the scheduled reservation time.

Please specify your preference of a la carte or catering when making reservations.

**Parties of 13 or more** must pre-order food and beverage service through the catering department. With the exception of the Olympic Dining room, in most cases, there is no room rental or set up fee as long as the food and beverage minimums outlined below are met.

### Food and Beverage Minimums for parties of 13 or more

#### Weekdays, All Rooms

- Breakfast, Monday – Friday, 7AM – 10AM \$15
  - Lunch, Monday – Friday, 11AM – 2PM \$20
  - Evening\*, Monday – Thursday, 5:30PM – 12AM \$35
  - Off peak times (any time outside the above listed hours) \$15
- \* A \$1,000 minimum must be met on events after 3PM on Monday and Tuesday

#### Weekends

- Friday after 5:30PM \$55
  - Saturday\*, event end time before 5pm \$55
  - Saturday\* after 5PM \$75
  - Sunday\* \$55
- \*A \$5,000 minimum must be met on Saturday and Sunday.

Above prices are per person and do not include tax and 20% service charge.

Minimums are subject to change and may vary by season.

Final menu selection is due a minimum of two weeks prior to scheduled event. Late selections may be subject to surcharges.

### Plated Meal Service through Catering

- Plated breakfast or lunch service allows for one entrée selection for your entire group.
- Plated dinner service allows for up to two entrée selections. Place cards may be required to denote entrée choice. Ask about the possibility of “day of event” entrée selection. Special meals for vegetarians, those with allergies, or specific dietary requirements will always be accommodated.

### Confirming Your Private Room Reservation

Requests for events requiring catering must be made through the catering office. You will receive two documents: The BEO (Banquet Event Order) and MFQ (Member Function Questionnaire). Each one must be signed and returned in order for your event to be considered confirmed. If the BEO and MFQ are not received at least ten business days prior to your event, it may be subject to cancellation and/or late booking fees.

### Private Room Selection

The Harbor Club Catering Departments will match your meeting group to an appropriately sized room. Should you prefer space larger than deemed appropriate to the group size, a room rental fee may apply.

**Catering Offices: Seattle ~ 206-467-1451 ext 306    Bellevue ~ 425-990-1060**