

Jake's CATERING at SENTINEL

Wedding Guide

We want your day to be flawless!

You can count on us to ensure the space is set perfectly, the food is outstanding and the service is impeccable. Included in your room rental are the following amenities:

THE BASICS

- ❑ Set and Strike of Rooms: Our crew will set-up and break-down the tables, chairs, linens and table settings
- ❑ Dedicated Catering Sales Manager, Banquet Captain and Banquet Servers
- ❑ Cake Cutting Service: We will cut, plate and serve your wedding cake at no additional cost
- ❑ Linens: tablecloths and napkins are available in a variety of colors
- ❑ China: All china, glassware and flatware is provided for your menu, beverage and bar selections
- ❑ Banquet Tables and Chairs
- ❑ Coordination: One hour ceremony rehearsal during the week of your event

THE BONUSES

- ❑ Long Burning Votive Candles placed on tables & around the room
- ❑ Complimentary tray pass of ordered items
- ❑ Riser in the Ceremony Space
- ❑ Beverage Station with regular and decaf coffee, hot herbal tea and water is included with dinner entrée selections

THE DEADLINES

- ❑ **Contract & Deposit Due** within (7) days after documents have been sent
- ❑ Menu and Event Details are due (1) month prior to event date
- ❑ **Guaranteed Final Headcount & Entrée Split Due** (3) business days prior to event date by Noon
- ❑ **Final Payment Due** (3) business days prior to event date by 3:00pm
- ❑ Tasting Menu selections due (14) days prior to scheduled tasting date

22% Service Charge added to all goods and services.

Jake's Catering at Sentinel • 614 SW 11th Avenue • Portland, Oregon 97205 • 503.241.2125

FOOD

Menu Selections:

Choice of food items must be confirmed no later than (2) weeks prior to the event. Your Catering Manager will provide a specific due date to ensure all menus are complete in time.

Buffets:

A minimum of (25) guests is required for all buffets.
A minimum buffet charge of \$5.00 per person will be added if guest count is below (25).

Plated Entrees:

A maximum of (3) entrees may be selected, (2) protein and (1) vegetarian. Price defers to the highest priced entrée. Each guest's entrée choice must be designated by a coded place card provided by the client and key given to your Sales Manager in advance.

Jake's Catering is the Exclusive Caterer.

No outside food may be brought in, with the exception of a wedding cake from a certified bakery. No liquor or Non-Alcoholic beverages are permitted to be brought into the Facility by the client or its attendees, including drinks purchased at Jake's Grill or Jackknife Bar.

Special Dietary Needs:

Jake's Catering is happy to accommodate special dietary needs. Please provide specific dietary needs with final guarantee no less than (3) business days before the event. Jake's Catering is not a Kosher kitchen.

Guaranteed Attendance and Entrée Counts:

Your final guaranteed attendance figure and specific entrée counts including vegetarian and special dietary needs are due before noon (3) business days prior to your event with final payment.

Tastings:

\$150 tasting fee is applied to tasting

Includes: (4) Appetizers, (2) Salads, (3) Entrees [(2) proteins, (1) vegetarian].

Please note that most buffet items can not be tasted in individual portions during a tasting. Platter served items and late night snacks can not be tasted as well. Tastings must be scheduled by your Sales Manager and tasting menu must be confirmed (2) weeks before tasting date. We recommend that a tasting be scheduled a minimum of (2) months prior to your event date. *Tastings are held between 1pm and 3pm on Wednesday and Thursday afternoons and typically last about (1) hour.*

Wedding Cake:

Jake's Catering does not provide wedding cakes. You may bring in a wedding cake from a certified bakery at no additional charge. Jake's Catering will cut and serve your wedding cake included as a part of your wedding package. You may select to use Jake's Catering cutting utensils or bring in your own at no additional charge.

If left over wedding cake remains it will be placed in the 2nd floor walk-in refrigerator for pick up next business day, and the sales storage room on the 3rd floor will hold any left over items. If you want to save part of your cake, please let your Sales Manager know in advance. You must supply your own to-go boxes for any leftover cake.

BEVERAGES

Bar Fee Includes:

\$125 bar fee per bar includes the portable bar set up and bartender through out the event. We recommend (1) bar per 100 guests.

Corkage Fee:

Wine - \$20 per 750 ml bottle Pony Keg - \$150 each Half Barrel - \$300 each
Per OLCC Law—all liquor must be provided by Jake's Catering.

Specialty Liquor:

All Hosted and No Host Bars are stocked with the standard liquors listed on our menu. Please see attached document or ask Sales Manager for pricing for requested liquor upgrades. All upgrades are for a hosted bar only, no cash bar.

Open Bar Packages:

We offer (3) open bar hosted packages. Each package is a set price per person for a set amount of time. May includes beer, wine and one-shot cocktails. We do not offer shot service on Open Bars Packages.

SET-UP

Set Up Timeline:

Your set up time is dependent on the Jake's Catering event schedule and will be confirmed with your Sales Manager (2) weeks before the event date.

All Non-Jake's Catering items must be removed at conclusion of event by client or vendors unless specifically scheduled with Sales Manager.

Floral:

You are welcome to bring in table centerpieces, floral arches and mantle-pieces. We kindly ask that all floral items be pre-arranged. No additional space will provided for you or your florist for assembly. We will gladly provide water.

Décor Limitations:

No open flame is allowed, all candles must be placed in glass votive or vases that rise above the flame.

Glitter, bubbles and confetti are not permitted in our banquet spaces.

Tables:

Available Tables include the following:

- ⇒ 48" and 30" Rounds in Cocktail and Bistro Heights
- ⇒ 60" Rounds (fits 6-10 guests)
- ⇒ Limited 72" Rounds (fits 11-12 guests)

Linen:

All Jake's linens are 85x85". Tablecloth colors include ivory, white and black. Napkin color choices are ivory, white, black, red, royal, burgundy, chocolate, dusty rose, purple, navy and more!

Available Napkin Folds: Stripe, Half Stripe, Pocket, Tent, Goblet Fan and French Fold

While Jake's Catering does not coordinate ceremonies, we have a list of recommendations for professional coordinators. We highly encourage you to appoint or hire a Day of Coordinator.

RENTALS

Décor Rentals:

We want your event to have that perfect look you've imagined. If you plan to rent silverware, glasses or plates remember to keep the flow of your event in mind and provide enough for each course: cocktail hour, dinner and dessert. Typically two spoons, two forks and two knives are used to set for dinner.

If you are renting specialty linens, chargers, or dinnerware from an outside vendor, **please be sure to deliver those items at least (1) day prior to your event.** Please provide a detailed rental agreement, as well as the size of linens for each table and napkin fold.

If you have multiple rental deliveries please provide your Sales Manager a copy of your contracts, and be sure that your vendors know what room and floor to deliver to.

Dance Floor Fee:

We can rent a dance floor on your behalf for \$600. There are (4) sizes available in standard solid wood.

12x12 16x16 20x20 24x24

PARKING

Recommended Parking:

Smart Park on 10th & Morrison is located only one block away and provides ideal parking for guests. Street Parking and additional lots can be found downtown area.

Valet Parking:

Sentinel Provides **limited** valet parking on the 11th Street entrance. Guests Paying for their own event valet are charged \$15 per car not including gratuity, based upon availability.

Hosted Valet numbers must be confirmed (5) business days in advance and are charged based on the number ordered at \$35 plus 22% gratuity. Limited to (3) cars per event.

ADDITIONAL

Bride & Grooms Changing Rooms:

**Based on availability, ask your Sales Manager for pricing*

Bar Set-Up Fee is \$125 per Bar, includes Bartender. We suggest (1) Bar per 100 guests.

Carver & Chef Attendant is \$115 per station. We suggest (1) Station per 100 guests.

Tasting Fee: \$150 **See Food for Details*

Corkage Fees: **See Beverage for Details*

Food & Beverage Minimum Fee:

If not met the balance will be applied plus 22% gratuity