



Renton Pavilion
EVENT CENTER

&
Rain City Catering
 "Home of Seattle Mariners' Chefs"
 www.raincitycatering.com

PO.BOX 4098
 RENTON WA.98057
 Phone:425.277.8408
 Fax:425.277.8873

Basic Sample
Wedding Proposal
300 Guest on a Saturday
Staffed for 6pm to 10pm

<i>Set Up Requirements</i>	
<i>Time Table and Event Details</i>	<i>Time</i>
<i>Center Available For Set-Up</i>	<i>Hours TBD</i>
<i>Guests To Arrive</i>	<i>TBD</i>
<i>Bars & Beverage Stations Open</i>	<i>TBD</i>
<i>Tray Passed Appetizers</i>	<i>TBD</i>
<i>Buffet Opens</i>	<i>TBD</i>
<i>Cake Cutting</i>	<i>TBD</i>
<i>Champagne Toast</i>	<i>TBD</i>
<i>Event to End</i>	<i>TBD</i>
<i>Notes</i>	

Food Service			
<i>Menu</i>	<i>Price</i>	<i>Qty.</i>	<i>Total</i>
<u>Tray Passed Appetizers</u>			
<i>Fresh Mozzarella, Roma Tomatoes and Basil Croustini</i>			
<i>Garlic Rosemary Chicken Skewers</i>			
<i>Brushed w/ Lemon Thyme Aioli Sauce</i>			
<u>Buffet</u> <i>package A menu</i>			
<i>Warm Rolls w/ Butter Spread</i>			
<i>Traditional Caesar Salad w/ Homemade Dressing</i>			
<i>Fresh Steamed Seasonal Vegetables</i>			
<i>Homemade Five cheese Macaroni and Cheese</i>			
<i>Grilled Flank Steak</i>			
<i>Served w/ Sauteed Mushroom Peppercorn Sauce</i>	\$25.50	300	\$7,650.00
<u>Beverages</u>			
<i>Coffee, Tea, Water & Soda</i>	\$2.50	300	\$750.00
<i>Food Service Subtotal</i>			<i>\$8,400.00</i>
<i>Notes</i>			
<i>Menu Prices Include:</i>			
<i>Chaffers, Platters, Bread Baskets, Serving Utensils, China Plates, Dinner Forks, Dinner Knives and Water Glasses.</i>			

Facility Rental Charges			
	<i>Rate</i>	<i>Qty.</i>	<i>Total</i>
<i>Facility Rental</i>	\$1,750.00	1	\$1,750.00
<i>Facility Rental Subtotal</i>			<i>\$1,750.00</i>
<i>Notes</i>			
<i>Facility Rental Includes:</i>			
<i>All Tables and Chairs, 100 parking passes(4-6hr), wi-fi and Black Service Linens (buffet, bar and beverage stations)</i>			

Labor	
<i>Labor hours are estimated to include the set-up of the event, the event itself and breakdown with recovery. Also includes Cake Cutting & Champagne.</i>	\$1,670.00
<i>Labor Subtotal</i>	<i>\$1,670.00</i>

<i>Rental Items & Special Notes</i>			
<i>Description</i>	<i>Rate</i>	<i>Qty.</i>	<i>Total</i>
<i>Linens for Round Dining Tables (120")</i>			
<i>Black, White or Ivory</i>	<i>\$10.00</i>	<i>38</i>	<i>\$380.00</i>
<i>Colored</i>	<i>\$17.00</i>	<i>0</i>	<i>\$0.00</i>
<i>Linens for Rectangle Tables (2 per table)</i>			
<i>Black, White or Ivory</i>	<i>\$8.00</i>	<i>18</i>	<i>\$144.00</i>
<i>Colored</i>	<i>\$12.50</i>	<i>0</i>	<i>\$0.00</i>
<i>Napkins</i>			
<i>Black, White or Ivory</i>	<i>\$1.00</i>	<i>300</i>	<i>\$300.00</i>
<i>Colored</i>	<i>\$1.25</i>	<i>0</i>	<i>\$0.00</i>
<i>Dance Floor</i>			<i>\$100.00</i>
<i>Delivery Charges</i>			<i>\$50.00</i>
<i>Rental Items Subtotal</i>			<i>\$974.00</i>

<i>Beverage Service</i>				
<i>Beverages Served from Bar</i>	<i>Price</i>	<i>Unit</i>	<i>Qty.</i>	<i>Total</i>
<i>Wine (Non-Hosted)</i>				
<i>Columbia Crest Two Vines Chardonnay</i>	<i>\$5.00</i>	<i>Glass</i>		
<i>Sycomelane Cabernet Sauvignon</i>				
<i>Red Diamond Merlot</i>				
<i>Chateau Ste. Michelle Riesling</i>				
<i>Beers (Non-Hosted)</i>				
<i>Domestic</i>	<i>\$4.00</i>	<i>Bottle</i>		
<i>Import</i>	<i>\$4.50</i>	<i>Bottle</i>		
<i>Cocktails (Non-Hosted)</i>				
<i>Absolute Vodka, Tanqueray Gin,</i>	<i>\$6.00</i>	<i>Drink</i>		
<i>Bacardi Light Rum, Cutty Sark Scotch</i>				
<i>Jack Daniels Bourbon, Jose Cuervo Tequila</i>				
<i>Martini's (Non-Hosted)</i>				
<i>Lemon Drop, Cosmopolitan,</i>	<i>\$7.00</i>	<i>Drink</i>		
<i>Scratch Margarita Martini and</i>				
<i>Dirty Gin or Vodka Martini's</i>				
<i>Toast (Hosted)</i>				
<i>Champagne Brand TBD</i>	<i>\$20.00</i>	<i>Bottle</i>	<i>32</i>	<i>\$640.00</i>
<i>Martinelli's</i>	<i>\$8.00</i>	<i>Bottle</i>	<i>7</i>	<i>\$56.00</i>
<i>Beverage Charges</i>				<i>\$696.00</i>

Event Summary

Catering	\$8,400.00
Beverages	\$696.00
Event Center Rental Fee	\$1,750.00
Rentals and Other	\$974.00
Service Staff	\$1,670.00
Sales Tax of 9.5%	\$1,437.09
Event Subtotal	\$14,927.09
Food Service Gratuity	\$1,637.28

Estimated Event Total **\$16,564.37**

Deposit Amount:

Deposit Due:

\$1,000.00

Event Balance:

\$16,564.37

Balance Due Date:

2 Weeks Prior

PLEASE MAKE CHECKS PAYABLE TO RAIN CITY CATERING

Menu Confirmation

Please note that all food menus remain flexible and may be changed if needed.

Prices and menu content may be guaranteed 30 days prior to your event, however

ALL MENUS MUST BE CONFIRMED TWO WEEKS IN ADVANCE OF YOUR EVENT.

Guarantee Numbers

A GUARANTEED GUEST COUNT MUST BE CALLED INTO OUR OFFICE TWO WEEKS PRIOR TO YOUR EVENT. This number will be final and is not subject to reduction or refund.

Final billing will be based on this guarantee, or the actual number of guests, whichever is greater.

In the event that a guarantee is not received, final billing will be based on the original reservation guest count or the actual number of guests, whichever is greater. If your group exceeds the guarantee, we will make every effort to accommodate the increase in attendance.

Deposits and Cancellation Policy

A deposit of \$1000.00 is due to secure your event date.

This deposit is not refundable if cancellation is made less than 120 days prior to the actual event.

FULL PAYMENT IS DUE TWO WEEKS PRIOR TO YOUR EVENT DATE.

If numbers decrease when final guarantee is called into our office, we will refund the difference.

Reservations made less than 60 days prior to the event date require a non-refundable deposit of **50% of the estimated event cost**. In the event that the event is cancelled less than 90 days prior, **50% of the estimated cost will remain due**. In the event that the event is cancelled less than 60 days prior, **the entire estimated balance will remain due.**

Please sign here and return the enclosed copy to verify your group arrangements and your agreement to comply with Rain City Catering Policies. The arrangements on this document supersede all previous arrangements.

Signed: _____

Authorized Representative

Please Print Name Here: _____

Date: _____