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## GENERAL INFORMATION & POLICIES

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### RESERVATIONS AND HOLDS

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To book a reservation, please call 800-267-6793 and ask to speak to an event representative. A deposit is required to confirm your reservation (see Event Agreement Form). A hold may be placed on a room tentatively for seven days. After the seven day period, the winery will assume that you no longer want to reserve the room and will remove the hold.

### ROOM RENTAL & PRICING

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Menu pricing depends on the menu chosen, format and other event specifics. There is no room rental fee.

- Our menu pricing is an all inclusive rate. The minimums must be met at the per person menu rate.
- Service Charge (20%) and Washington Sales Tax (10%) will be added to the menu price.
- The winery will provide you with 1 hour free of charge, prior to guest arrival time, for event setup. If additional time is needed there will be a charge of \$100 per hour/\$50 per half hour for access to the venue, subject to availability.

### DÉCOR

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The following décor items are included in the menu price:

- Floral arrangements
- Decorative Napkins
- Ivory Linen
- Decorative Underlay
- Votive Candles
- Printed menus for served lunches & dinners
- Tables (60" rounds / limited 8ft longs), chairs, china & flatware for standard events. Specialty rental arrangements and/or referrals are also available.

### PARKING

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Chateau Ste. Michelle provides complimentary on-site parking. Please ask your event representative for a site map if needed.

### FOOD & WINE SERVICE

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Chateau Ste. Michelle provides full on-site catering service. Our policy states that any remaining food and beverage items cannot be removed from the premises. This applies to all food including entrées for guaranteed guests unable to attend. Chateau Ste. Michelle is licensed to serve only alcoholic beverages produced by the winery. The Washington State Liquor and Cannabis Board regulates the service and sale of alcoholic beverages. As a licensee, the winery is responsible for the administration of these regulations; therefore other outside alcoholic beverages may not be served or brought onto the winery property. All attendees must be 21 years of age or older, proper identification required.

### FOOD ALLERGIES

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In the event that any of the guests in your group has food allergies, you shall inform us of the names of such persons and the nature of their allergies, in order that we can take the necessary precautions when preparing their food. Allergens and dietary restrictions are due 5 business days out from the event along with final attendance count.

### GUARANTEES

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The confirmed attendance, including entrée orders & food allergy requests, for all functions must be specified 5 business days in advance. This number will be considered a guaranteed guest count not subject to reduction, even if fewer guests attend the function. If the guarantee is not given to the winery on the due date, the expected number(s) indicated on the Event Agreement Form will become the guarantee. If offering a choice of two entrées we will need the guaranteed entrée counts 5 business days prior to the event, and the entrée must be indicated on place cards provided by you and set by you at each guest's seat. This means RSVP's will need to be obtained by you with the guests name along with their specific entrée selection.

### PAYMENT & CANCELLATIONS

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The final balance of each event must be received no later than 3 days prior to the event date. Events canceled less than 60 days prior to event are subject to cancellation fees (see Event Agreement Form). The prevailing party in any legal action to enforce this agreement shall be entitled to recover its reasonable attorneys' fees and costs. Client shall also be liable to Chateau Ste. Michelle for all reasonable collection fees and costs incurred by Chateau Ste. Michelle, whether through a collection agency or an attorney.

### FACILITY ROOM ASSIGNMENT

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Facility room assignments are made in accordance with the anticipated attendance, length of time and set-up requirements for your event. Chateau Ste. Michelle reserves the right to assign another room for a function in the event the room originally designated for such function shall become unavailable or inappropriate in the winery's opinion.

### LOST AND FOUND

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Chateau Ste. Michelle will not assume any responsibility for damages to or loss of any merchandise or articles left in the winery prior to, during or following any event. Security phone number: 206-979-4804



## CATERING MINIMUMS

### EVENT TIME FRAMES:

**AFTERNOON:** 11am – 3pm or 12pm – 4pm | **EVENING:** Manor House - 5:30pm – 10:30pm  
 (all venues except Blend Room & Visitors Center) Banquet Room - 6:00pm – 10:30pm  
 Theater - 6:00pm – 10:30pm  
 Blend Room - 6:00pm – 10:30pm  
 Visitors Center - 6:00pm – 10:30pm

### MANOR HOUSE

*Up to 48 Guests Seated, Up to 60 Guests Standing Reception*

DAY OF THE WEEK	JANUARY THRU NOVEMBER		DECEMBER	
	AFTERNOON	EVENING	AFTERNOON	EVENING
Sunday – Saturday	\$2,000	\$2,800	–	–
Sunday – Thursday	–	–	\$2,000	\$2,800
Friday & Saturday	–	–	\$2,000	<b>\$3,200</b>

### BANQUET ROOM

*49 - 200 Guests*

DAY OF THE WEEK	JANUARY THRU NOVEMBER		DECEMBER	
	AFTERNOON	EVENING	AFTERNOON	EVENING
Sunday– Saturday	\$2,600	\$4,800	–	–
Sunday – Thursday	–	–	\$2,600	\$4,800
Friday & Saturday	–	–	\$2,600	<b>120+ guests</b>

### VISITORS CENTER

*50 - 350 Guests, Space combined with Banquet Room for groups 150+*

DAY OF THE WEEK	JANUARY THRU NOVEMBER		DECEMBER	
		EVENING		EVENING
Sunday– Saturday		\$4,800		–
Sunday – Thursday		–		\$4,800
Friday & Saturday		–		<b>120+ guests</b>

### THEATER

*Up to 75 Guests*

DAY OF THE WEEK	Monday – Sunday	AFTERNOON/EVENING
		\$2,000

### BLEND ROOM

*Up to 16 Guests*

DAY OF THE WEEK	Monday – Sunday	EVENING
		\$2,300