

# SORRENTO HOTEL SEATTLE

## Event Guidelines

### Food & Beverage

The Sorrento hotel must provide all food and beverages for your event. Leftover food may not be taken home due to health code regulations.

### Menus

Our banquet menus offer a wide variety of items to select from and we can even customize your meal upon your request. We offer buffet, plated and reception style meal service, whichever one compliments your event the best. We are happy to accommodate most special dietary and religious request with notice prior to 3 days in advance of event. When selecting a menu for a sit down meal, the Sorrento Hotel catering service allows for one starter, your choice of one or two entrées and one dessert may be chosen for your function. When selecting two entrée choices, the higher price of the two entrées will be charged. The exact number of each entrée will be due three business days prior to your event. To ensure your event will flow smoothly, the client agrees to provide color-coded place cards, which indicate each guest's selection and place them on the banquet tables. Menu prices and selection are subject to change.

### Deposits & Payment

The booking fee for each event is specified on your event contract. Payment of the total estimated bill for social events is due two weeks prior to the scheduled event date. All banquet functions must have a valid credit card number on file. Sorrento Hotel will only bill corporate clients that have established a direct bill account with our Accounting department. If you are interested in setting up a direct bill account please request an application form; this must be submitted no later than three weeks prior to the date of your scheduled event.

### Service Charge & Taxes

The food, beverage, AV and set up fees are subject to a 21% service charge and Washington state sales tax. These prices are subject to change but may be confirmed three months prior to your event.

### Labor Charges

Additional labor charges may be applied for no host bar, small groups under 15 and additional services requested.

### Guest Rooms

The Sorrento Hotel offers 76 luxury guestrooms including 34 Deluxe accommodations and 43 Suites. Guestrooms can be arranged based on availability through our Catering department. All functions with music ending after 7:00pm must rent rooms that will be affected by noise at a discounted rate. We would love to have your guests stay with us. Please discuss guestrooms with your Catering representative to further assist you.

## **Parking**

The Sorrento hotel has valet parking service only. You may host parking charges for your guests or they may pay on their own. If it is a catered event, the parking rate is discounted and can be confirmed at the time of booking. Discounted parking rates for catered events do not apply to overnight hotel parking fees.

## **Shipped Materials**

Due to a limited amount of storage space, the catering department must approve all shipped materials prior to arrival. Please have all shipped materials addressed to the Sorrento Hotel Catering Department/Name of Catering Representative, Date of event and Room assigned to event. Sorrento Hotel cannot accept deliveries more than three days before your event. Shipping from the hotel can be arranged through the front desk.

## **Set Up & Decorations**

You may have access to the room two hours prior to your event; however, the final set time for hotel staff is one hour prior to the event start time. We ask that you work with and around our staff so that we can accommodate your needs and complete set up for your event. Please enhance and personalize the beauty of our space with florals, displays, gift bags, etc. Please note that glitter or confetti is prohibited. Flip charts may be hung on walls with masking tape. No nails, thumbtacks or anything that can damage the surface of our function space can be used. Décor must be removed immediately after event. If damage occurs in any function rooms, a damage fee may be assessed. Please consult your Catering Sales professional on décor guidance.

## **Audio Visual**

Sorrento Hotel works with AVMS to provide a complete line of audio-visual equipment to ensure a productive meeting or event. The Sorrento Hotel will provide projector screens in house. Please contact the catering office and we will be happy to assist with your arrangements.

## **Music**

DJ's or live music (up to a five person ensemble) is allowed until midnight in our banquet rooms. In consideration of hotel guests, all music will be controlled at the discretion of hotel management. The piano in the Penthouse is available for use but it is stationary and can't be moved. Rental pianos are available, please ask your catering representative for assistance.

## **Small Meetings & Events**

- The Madison and Ravello Rooms are located on the main floor of the hotel and are ideal for small events from 8 to 20 guests. Both rooms have the choice of preset banquet menus or ordering off the Hunt Club dining room menu and wine list. A la carte dining off the Hunt Club menu is available for up to 12 guests. In order to serve you most effectively, parties of 13 or more will be offered a customized limited menu with a three course meal featuring a choice of three items. The hotel will be happy to present your guests with customized menus at the table during your event. A service charge of \$100 will be applied to events 15 people and under.

