



COTTONWOOD RESTAURANT

10142 Rue Hilltop, Truckee, CA 96161
530-587-5711

Email: privateparties@cottonwoodrestaurant.com Website: www.cottonwoodrestaurant.com

Welcome,

Thank you for your interest in booking your special event at Cottonwood Restaurant. Cottonwood is an ideal location for group dinners and celebrations because of its excellent food, outstanding service, and rustic elegance in a historic setting. Our menu offers delicious New American cuisine featuring an abundant variety of fresh seafood, quality meat and seasonal produce, whenever possible Cottonwood chooses local and sustainable ingredients. We feature a full bar and adventurous wine list, and are able to tailor beverage options to suit your group. We offer a wide range of choices should you wish to enhance your menu. Our experienced culinary team and wait staff are here to ensure you will have the most memorable event.

We organize custom events for groups as few as 12 to as many as 160. We provide large tables for parties of 12-24 and private banquets for groups of 25-40. The entire restaurant can accommodate 130 guests, 160 when the deck is available. We have ample parking available.

An initial payment, signed copy of our special event agreement and confirmation by our staff are required to hold your reservation. Further Cottonwood information is available on our website.

Please feel free to call or email us with questions or to reserve a date. We look forward to planning your event or party!

Sincerely,
Alicia McCann
Private Events Coordinator

Ben Deinken
Head Chef

Kathie Kearley-Green

Managing Owner

Parties of 12 to 24

Large Tables

For parties of 12 to 24, we will set one or two large tables. Other tables in the same dining room may be seated with restaurant guests (for fully private options please see the “Fireplace Room” section).

Menus as well as beverage options are customizable. Generally, minimums are not associated with this size group. We allow (2) 750-ml bottles of outside wine or champagne per party with corkage charge of \$25 per bottle. Wines we do not carry may be special ordered and will be priced at cost plus our regular restaurant mark-up.

All charges including food, beverage, fees, rentals and any services are subject to a 22% service charge plus applicable taxes. No outside food and beverages can be brought into Cottonwood.

Parties of 25 to 40

Private Fireplace Room

Thank you for your interest in our Private Dining Fireplace Room. This cozy room lends itself for business dinners, birthday and anniversary parties, rehearsal dinners or wedding receptions.

We can seat up to 40 guests or, if you would rather have a cocktail party, we can accommodate up to 60 guests. This room is semi-private and you will be the only guests seated in the room. However, the restrooms and kitchen are located nearby, so there is some outside traffic.

The room is booked on a food and beverage minimum charge basis. We allow (2) 750-ml bottles of outside wine or champagne per party with corkage charge of \$25 per bottle. Wines we do not carry may be special ordered and will be priced at cost plus our regular restaurant mark-up.

All charges including food, beverage, fees, rentals and any services are subject to a 22% service charge plus applicable taxes. No outside food and beverages can be brought into Cottonwood.

Lunch Events

Luncheons may be available Tuesdays through Saturdays between the hours of 11:00am to 3:00pm, and require a food and beverage minimum of \$2,000, not including service charge and applicable taxes. Luncheon menus are available.

Parties of 75-130 (160 with deck availability)

Whole Restaurant Buyouts

Thank you for your interest in booking Cottonwood Restaurant. The entire restaurant will be at your disposal for the evening. The event can be planned as you wish.

Cottonwood's equipment is included in your event pricing. However, there will be a charge for special requests and rental equipment. A buyout is available throughout the year except for holiday periods and July through Labor Day. Food and beverage minimum charges apply and fluctuate seasonally. This minimum covers pre-dinner appetizers, dinner and host bar until 10:00pm. Any food and beverage service requested after 10:00pm may require booking a "Late Night After Party" or additional fees. Restaurant closure fees also apply.

All charges including food, beverage, rentals & any services are subject to a 22% service charge plus applicable taxes. We allow (2) 750-ml bottles of outside wine or champagne per party with corkage charge of \$25 per bottle. Wines we do not carry may be special ordered and will be priced at cost plus our regular restaurant mark-up. No outside food and beverages can be brought into Cottonwood.

Food and Beverage Minimums

A minimum means the amount of dollars that must be spent on food and beverages for pre-dinner appetizers, dinner and host bar until 10pm. These minimums fluctuate seasonally. Restaurant closure fees, ceremony fees, setup fees, outside rentals, special services, service charge and applicable taxes do not apply toward the minimum. The restaurant does not allow food, beverage, merchandise, gift certificates or any other items to be removed from the premises as compensation towards minimums.

Closure Fees

The Entire Restaurant can accommodate 130 guests, 160 when the deck is available. A one-time, non-refundable fee is assessed in addition to our normal charges to reserve and close the entire restaurant or the main dining room only. Food and beverage minimums shall be determined for restaurant or room closures specific to the date. See our "Wedding Packet" for wedding information and pricing.

Late Night Bar Bookings

10:00pm – 12:00am

Yes! We would love to accommodate your "After Party." After-Parties require a \$1,000 minimum for food and beverage, exclusive of service charge and applicable taxes. Late Night Menus can be customized for your event. All charges including food, beverage, fees, rentals and any services are subject to a 22% service charge plus applicable taxes. No outside food and beverages can be brought into Cottonwood.



COTTONWOOD EVENTS AGREEMENT

This Agreement is entered between (Guest) and Cottonwood Restaurant (Restaurant) for a Special Event to be catered by Restaurant on its premises.

Event Date:

Room:

Estimated # Attendees:

Guest access time for set-up:

Departure time:

By departure time, Facility to be vacated of all decorations, equipment or furniture, if any which Guest has brought to Facility. Our business hours for food service Sunday to Thursday are 5:00 to 9:00pm and Friday and Saturday 5:00 to 9:30pm. Our bar is available 4:30 to 11:00pm. Extended hours are available with an additional fee.

Menu Preference (check one):

Sierra Dinner Cottonwood Dinner Custom Dinner

Lunch #1 Lunch #2 Custom Lunch

Dinner Buffet #1 Dinner Buffet #2 Appetizers Other Custom

Beverage Preference (check one): Host No Host Other _____ describe

Contact: One person must be specified as the contact person for your group. This may be the Group Organizer, or a person designated by the Group Organizer. Our staff will contact the Group Organizer directly with questions or concerns. The contact person is responsible for the group and payment. The contact person is responsible for all menu and bar decisions to be finalized with an estimated guest count 30 days before the event.

Menus: Groups of 15 or more will be required to select a group menu. Our chef would be delighted to tailor a menu to your needs-prices may vary. Menus and entrees in this packet change from time to time and attempts are made to update accordingly. If an item is no longer available you will be notified. Meal counts are requested prior to the day of the event.

Guarantee: Restaurant will remain open to the public, unless you have contracted for a full restaurant buyout. Thirty (30) days prior to your event an estimated guest count is required. **No later than 7 days before the Event (10 days for certain customized menus and buyouts), Guest shall notify Cottonwood of the Final Guest Count (Guarantee) and any requested menu changes.** This Guarantee cannot be decreased for any reason. Our chef will prepare for 5% more attendees than your guarantee. Should the count of attendees exceed this 5% the restaurant has the right to revise the event order/contract as necessary to accommodate the guests.

You will be charged for the Guarantee or the actual count, whichever is greater. Cottonwood requires minimums for reserving certain spaces and menu choices: if these minimums are not met, Restaurant reserves the right to change certain details of your event or move your function to a more appropriate space.

Payment: We require an initial payment, signed copy of our special event agreement and email confirmation by Restaurant's event coordinator to hold your reservation for groups of 15 or more. There is a \$500 non-refundable payment (to be paid with cash or check) for groups up to 35 estimated attendees or \$2,500 estimated event costs. Prepayments will be credited to your bill on the day of the event. For groups with more than 35 estimated attendees, estimated event costs in excess of \$2,500 or December holiday season events, payment terms will be determined case by case at the time of booking, which may include a higher initial payment, a 2nd payment 30 days prior to event and payment of the estimate at the time the guarantee is due. All event charges shall be paid by Group Organizer only; Restaurant cannot collect charges from individual guests. Final payment is at the conclusion of your event and can be paid with Cash, Visa, MC, Discover, and American Express.

Service Charge & Taxes: All food, beverage, fees, rentals and any services provided or contracted for by Restaurant are subject to 22% service charge and applicable taxes. Service charge is distributed to staff and to cover related payroll taxes. Taxes are added to all charges including all fees, room rental and service charges, as required by the California State Board of Equalization.

Food and Beverages: All food and alcohol, including wine, must be purchased through Cottonwood and food prepared in our kitchen, with the exception of wedding cake/dessert. Liquor, beer and wine cannot be removed from the premises. If you desire to bring an outside cake a \$4 per person charge will apply. Please note menu items and prices are subject to seasonal change. Food menu prices may change up to 30 days prior to your event. Beverage prices are subject to change at any time without notice. Children 10 and under attending events serving buffets will be charged one half of the per person buffet price. Prepared buffet food may not be taken from the premises.

Alcoholic beverages will be charged on a consumption basis, either hosted, or no-host. Our wine list changes periodically, but we will provide you our current list. We can special order many wines we do not carry and these will be priced at cost plus our regular restaurant mark-up. Upon prior restaurant approval, if you have a special bottle of wine or champagne, you are welcome to bring it with the payment of our corkage of \$25 per bottle plus service charge and applicable taxes. **We allow only two 750-ml bottles of outside wine or champagne per party or group.** We are happy to discuss your wine preferences with you!

Time of Event: Groups who arrive more than 15 minutes late and therefore affect timing and service may be charged an extra \$10 per person.

Proposal of Approximate Costs: When planning your event, our office staff can prepare a proposal of estimated cost at your request. This will be sent when your food and beverage decisions are made. This proposal is an estimate only and may differ from the final bill depending on the final number and menu changes. It is merely a guideline and provided solely for planning purposes. Please note prices are subject to seasonal change.

All food, beverage, fees, rentals & any services provided or contracted by the restaurant are subject to 22% service charge.

Taxes will be added to all charges, including service charge, as required by the California State Board of Equalization. December 29, 2019

Entertainment, Signage & Decorations: All entertainment, including musicians and DJs, signage and decorations must be approved in advance by Restaurant's event coordinator. Major decorations and set-up vendors require a certificate of insurance be provided to Restaurant. No outside music after 8pm and dance music must be inside. No items may be attached to any wall, floor, window or ceiling. Confetti, birdseed or rice of any kind is not permitted.

Performance: In the event Restaurant cannot perform according to the contract signed due to circumstances beyond its control or other acts of God, either (1) all prior payments paid may be applied to a future date agreed upon by Cottonwood and Guest, not to exceed one year from the original date, or (2) all prior payments will be returned upon termination of this contract by the Guest. If Guest terminates this Agreement for any other reason, Guest agrees that such termination will constitute a breach of this Agreement, that it would be impractical or extremely difficult for Restaurant to determine the amount of its damages, and that the Restaurant shall retain all payments made by Guest as liquidated damages.

Cottonwood does not assume responsibility for any personal property or equipment brought by Guest or Guest's invitees to Cottonwood. Guest agrees to pay for any and all damages to Cottonwood's premises, property or equipment resulting from the Special Event. Guest shall pay for breakage of any wine glasses in excess of 5% of the glasses used.

All persons consuming liquor on the premises must be of legal age, as mandated by state law. Cottonwood reserves the right to refuse service to and/or remove any person from Cottonwood's property who appears intoxicated or is disruptive.

Please sign below representing you have read this Agreement, and fully understand and agree to its terms and conditions.

Executed By:

Organizer Name:

Organizer Signature: _____ Date ___/___/___

Phone Email Group Name (to print on menu)

Cottonwood Restaurant & Bar
10142 Rue Hilltop
Truckee, CA 96161



Cottonwood Events - Rates & Additional Charges

(Do not apply toward food and beverage minimums)

*(See our Wedding Packet for separate wedding information and pricing.
Contact our private events coordinator at PrivateParties@CottonwoodRestaurant.)*

Other Charges & Fees

Closure Fee: A one-time non-refundable fee of \$2,000 is assessed in addition to our normal charges to reserve and close the entire restaurant, and \$500 to \$1,000 to close the main dining room only. Food and beverage minimums shall be determined for restaurant or room closures specific to the date.

Setup Fees:

15 to 24 guests (large tables)	\$50
25 to 40 guests Fireplace Room (60 cocktail party only)	\$100
41-160 guests buyout entire restaurant or main dining room	\$3/person

Additional setup fees may apply for custom arrangements and floor plans.

Bartender Fee:

Extended hours outside normal business hours
For no host bar, only if \$500 in bar revenue is not met
\$50 per hour (one bartender per 50 guests required)

Linen: Cottonwood's standard linen napkins included in our services; tablecloths and other linens are a special request requiring rental services.

Cake fee only: A \$4/person fee is charged for those who supply their dessert.

Outside Rentals: All rental items including rental linens and A/V equipment will be assessed at actual cost plus a 22% service charge and tax.

Food and Beverage Minimums: A minimum means the amount of dollars that must be spent on food and beverage for pre-dinner appetizers, dinner and host bar until 10pm. These minimums fluctuate seasonally. Closure fees, ceremony fees, setup fees, outside rentals, special services, service charge and applicable taxes do not apply toward the minimum. The restaurant does not allow food, beverage, merchandise, gift certificates or any other items to be removed from the premises as compensation towards minimums.

All events include the onsite supervision provided by our private event coordinator &/or management staff. For special requests or services not provided outside service providers should be retained.