



COTTONWOOD RESTAURANT

10142 Rue Hilltop, Truckee, CA 96161

530-587-5711

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

May 12, 2017

Welcome,

Thank you for your interest in Cottonwood as a host site for your event. It would be a pleasure to host you and your associates, family and friends for this event. I have attached a proposal that reflects my understanding of your needs. Please call or email me with any question you may have.

Cottonwood's fixed price menus allow you to satisfy all of your guests, as you are able to offer each one a choice of four entrees on the night of your gathering. A salad and dessert, fresh house-made bread, coffee, tea, and sodas are all included in the prices. We offer a three tiered solution in an effort to appeal to most any budget. Other options are available, as are a wide range of appetizer choices should you wish to enhance your menu.

Cottonwood features a full bar and adventurous wine list, and we are able to tailor beverage options to suit your palate and budget.

Feel free to contact me at any time if a question arises or to make me aware of any changes to your party. Further information about the restaurant may be obtained on our website at www.cottonwoodrestaurant.com . Our email address is info@cottonwoodrestaurant.com .

We look forward to hosting your event.

Tim Hill
Restaurant Manager

General Policies

Event Date: _____ Estimated # Attendees: _____

Menus: Groups of 20 or more may be required to select a group menu. Attached are our group fixed price menu options. Please note that these options each require a group minimum. Our chef would be delighted to tailor a menu to your specific needs-prices may vary.

Contact: It is required that one person be specified as the contact person for the group. This may be the Group Organizer, or a person designated by the Group Organizer. This contact person should understand that our staff will contact them directly with any questions or concerns that may come up during the event. If the Group Organizer designates a separate contact person, the Group Organizer is still ultimately responsible for his/her group.

Food and Beverages: All food (with the exclusion of cakes), beverages, liquor, beer and wine must be purchased from Cottonwood only. The restaurant does not allow food and beverage to be removed from the premises. In addition, if you have a special event cake or dessert you would like us to serve, the cost is \$3.00 per person. This dessert charge can be waived when a three course menu is selected that includes dessert and the Cottonwood dessert is omitted in favor of the outside dessert. This dessert substitution must be confirmed prior to the final guarantee and in writing. Menu items and prices may change twice a year, generally June and December. Final pricing is set within 90 days of your event.

Alcoholic beverages will be charged on a consumption basis, either hosted, or no-host. Our wine list changes periodically, but we have provided you our current list. We are sometimes able to special order wines that we do not carry as long as you commit to the purchase of the number of cases that you have us order. Prices will be set 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 fee plus service charge and tax (\$20 per 750 ml bottle or smaller). We allow 2 bottles only per party or group. We are happy to discuss your wine preferences with you!

All persons consuming liquor on the premises must be of legal age, as mandated by state law. Cottonwood reserves the right to refuse service of alcoholic beverages to any member of the group's party at any time during the event.

Time of Event: Cocktails in Bar/Lounge: TBD Seating for Dinner: TBD **A 5% fee will be added if your group seats more than ½ hour past the agreed upon time.**

Guarantee and Seating: Seating will be in the dining room or fireplace room. The restaurant will remain open to the public. **A final guaranteed number of guests are required 7 days in advance of the event.** The number is the minimum the final bill will be based on. This means the Group Organizer is financially responsible for the guaranteed number of guests, even if they do not attend. The number may not be reduced within those 7 days. Cottonwood requires minimums for reserving certain spaces and for certain menu choices: if these minimums are not met, Cottonwood reserves the right to change certain details of your event or move your function to a more appropriate space. **You will be charged for the guarantee or the actual count, whichever is greater.**

Signs & Decorations: Minimal approved signage is permitted. No birdseed, confetti, glitter or rice is permitted on the Cottonwood property. Group may use string or tape to affix decorations. Tacks or nails are not allowed.

Payment Terms: All events are subject to one master bill. For groups of 20 people or more a \$500 non-refundable deposit will be required to secure a date and space for the event. Cash or check is requested for this initial deposit. Please remember this is a non-refundable deposit and will be credited to your bill on the day of your event. Final payment is at the conclusion of your event and can be paid with Cash, Visa, MC, Discover, and American Express. For groups with estimated event costs in excess of \$2,000 and events during the December holiday season payment terms will be determined on a case by case at the time of booking.

Performance: In the event the restaurant cannot perform according to the contract signed due to circumstances beyond its control or other acts of God, all deposits paid may be applied to a future date agreed upon by the restaurant & client, not to exceed one year of the original date. Or all deposits may be returned upon termination of this contract by the client.

All food, beverage, fees & any services provided or contracted by the restaurant are subject to 20% service charge. Taxes will be added to all charges, including service charge, as required by the California State Board of Equalization.

Menu Option 1

Group Organizer will choose one salad and one dessert for the group in advance. Individuals will choose entrees on the night of the event. We do NOT need the entree choices from you in advance.

Starter

(Group Organizer select one in advance):

- Coastal greens/dry jack cheese/toasted sunflower seeds/with cumin, coriander & cilantro dressing
- Chopped Cottonwood Caesar

Entrees

Choice of:

Grilled CAB Teriyaki Tri Tip

garlic mashed potatoes, house vegetables, marsala demi-glace

Sautéed Shrimp Linguini

garlic white wine butter sauce, broccolini, Asiago cheese

Butternut Squash Enchiladas

ancho chili mole, cilantro & white cheddar cheese, sprinkled with toasted pumpkin seeds

Linguini with Grilled Chicken Breast

diced tomatoes, chipotle cream, Asiago cheese

Dessert

(Group Organizer select one in advance):

- Petite Fresh Berry Crisp with whipped cream or Petite Chocolate Brownie with whipped cream

Bread, butter, coffee, tea & fountain sodas are included at no extra charge

\$39 per guest

Alcoholic beverages are charged on a consumption basis, either hosted or no-host
Items may be limited by seasonal availability

Please sign below reflecting your choice of this menu, your starter and dessert choices and your understanding and agreement to the General Policies and terms outlined on the proposal.

Signature of Organizer

Group Name (to print on menu)

Date

Menu Option 2

Group Organizer will choose one salad and one dessert for the group in advance. Individuals will choose entrees on the night of the event. We do NOT need the entree choices from you in advance.

Starter

(Group Organizer select one in advance):

- Coastal greens/dry jack cheese/ toasted sunflower seeds/cumin, coriander & cilantro dressing
- Chopped Cottonwood Caesar
- Spring greens/balsamic caramelized onions/gorgonzola cheese/Bosc pears/honey Dijon vinaigrette

Entrees

Individual Choice of *(Group Organizer must check one preparation of each entrée in advance):*

- **Grilled Niman Ranch New York strip steak** with roasted red potatoes and house vegetables
Preparation choices:
 - Gorgonzola and Marsala demi-glace
 - Makers Mark peppercorn demi-glace
 - Herbed black truffle butter
- **Fresh Market Selection Seafood.** (may include wild or sustainably raised Salmon, Halibut, Sea Bass) with herbed rice and house vegetables. Preparation choices:
 - Beurre Rouge
 - White wine caper butter sauce
 - Olive and sundried tomato tapenade
- **Chicken.** Preparation choices:
 - Chicken Parmesan-style, with linguini and roasted vegetable marinara
 - Tossed with linguini in a chipotle chili cream
 - Florentine, stuffed with roasted pepper and spinach with a Dijon/white cheddar mornay
- **Vegetarian.** Preparation choices:
 - Butternut squash enchiladas/ ancho chili mole/cilantro/white cheddar cheese/toasted pumpkin seeds
 - Chef's seasonal vegetarian entrée

Dessert

(Group Organizer select one in advance):

- Petite Fresh Berry Crisp with whipped cream or Petite Chocolate Brownie with whipped cream

Bread, butter, coffee, tea & fountain sodas are included at no extra charge

\$48 per guest

Alcoholic beverages are charged on a consumption basis, either hosted or no-host
Items may be limited by seasonal availability

Please check one **preparation** for each entrée above, a salad and dessert, and sign below reflecting your understanding and agreement to this menu, the General Policies and the terms outlined on the proposal.

Signature of Organizer

Group Name (to print on menu)

Date

Menu Option 3

Group Organizer must choose one salad and one dessert for the group. Individuals will choose entrees on the night of the event. We do NOT need these menu choices from you in advance. We DO need preparation choices for the four entrée categories in advance.

Starter

(Group Organizer chooses one in advance):

- Organic iceberg wedge salad/cherry tomatoes/julienne carrots/bacon/gorgonzola dressing
- Coastal greens/dry jack cheese/toasted sunflower seeds/cumin, coriander & cilantro dressing
- Spring greens/balsamic caramelized onions/gorgonzola cheese/Bosc pear/honey Dijon vinaigrette
- Chopped Cottonwood Caesar

Entrees

Individual Choice of *(Group Organizer must check one preparation of each entrée in advance):*

- **Grilled Certified Angus Beef Filet Mignon** with roasted red potatoes and house vegetables.
Preparation choices:
 - Gorgonzola and Marsala demi-glace
 - Makers Mark peppercorn demi-glace
 - Herbed black truffle butter
- **Fresh Market Selection Seafood** (may include wild or sustainably raised Salmon, Halibut, or Sea Bass) with herbed rice and house vegetables. Preparation choices:
 - Beurre Rouge
 - White wine caper butter sauce
 - Olive and sundried tomato tapenade
- **Breast of Chicken or Roasted Half Chicken** Preparation choices:
 - Parmesan-style, with linguini and roasted vegetable marinara
 - Roasted herbed half chicken, gravy, rice, seasonal vegetable
 - Florentine, stuffed with roasted pepper and spinach with a Dijon and white cheddar Mornay sauce
- **Vegetarian** Preparation choices:
 - Butternut squash enchiladas with ancho chili mole, cilantro and white cheddar cheese, sprinkled with toasted pumpkin seeds
 - Chef's seasonal vegetarian entrée Vegetarian risotto with seasonal vegetables

Dessert

(Group Organizer select one in advance):

- Petite Fresh Berry Crisp with whipped cream or Petite Chocolate Brownie with whipped cream

Bread, butter, coffee, tea & fountain sodas are included at no extra charge

\$53 per guest

Alcoholic beverages are charged on a consumption basis, either hosted or no-host

Items may be limited by seasonal availability

Please check one **preparation** for each entrée above, your salad and dessert choices, and sign below reflecting your understanding and agreement to this menu, the General Policies and the terms outlined on the proposal.

Signature of Organizer

Group Name (to print on menu)

Date

All food, beverage, fees & any services provided or contracted by the restaurant are subject to 20% service charge. Taxes will be added to all charges, including service charge, as required by the California State Board of Equalization.