



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 made with seasonal ingredients. We feature a full bar and adventurous wine list, and are able to tailor beverage options to suit your group. We also offer a wide range of appetizer choices should you wish to enhance your menu. Our experienced kitchen 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 150. We provide large tables for parties of 12-24 and private banquets for groups of 25-40. Our entire restaurant is available for parties of up to 150 people.

Attached you will find sample menus and our special event agreement. We require a deposit and signed copy of our special event agreement to hold your reservation. Further information about the restaurant may be obtained on our website at www.cottonwoodrestaurant.com.

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

Sincerely,
Alicia McCann
Private Events Coordinator

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. Please see attached sample menus for reference.

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, liquor, beer or non-alcoholic 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 minimum charge basis. A minimum means the amount of dollars that must be spent on beverages and food, not including service charge and 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.

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Dinner Events

For dinner events held Sunday through Tuesday, our minimum will be less than on Wednesday and Thursday, and Friday and Saturday will be the highest minimum. These minimum charges are based on our seasonal business volumes that fluctuate during the year.

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.

Parties of 75-150
Whole Restaurant Buyouts

Thank you for your interest in booking Cottonwood Restaurant. The entire restaurant will be at your disposal for the evening. Cottonwood's equipment is included in your event pricing. However, there will be a charge for special requests. A buyout is available throughout the year except for holiday periods and July through early September. The Restaurant is booked based on a minimum charge that fluctuates seasonally. A minimum means the amount of dollars that must be spent on beverages and food, not including service charge and applicable taxes. Food and beverages are subject to a 20% service charge plus applicable taxes. The event can be planned as you wish.

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.

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Late Night Bar Bookings

10:00pm – 12:00am

Yes! We would love to accommodate your "After Party." After-Parties require a \$1,000 minimum, exclusive of service charge and applicable taxes.

Late Night Menus can be customized for your event. All "After Party" sales are subject to 20% service charge and 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.

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COTTONWOOD SPECIAL EVENT 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.

Menu Preference: __Hilltop __Sierra ___Cottonwood __Family Style __Cocktail (check one)

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. If the Group Organizer designates a separate contact person, the Group Organizer is still ultimately responsible for his/her group.

Menus: Groups of 15 or more will be required to select a group menu. Attached are sample menus. Please note these options each require a group minimum. Our chef would be delighted to tailor a menu to your specific needs-prices may vary.

Guarantee and Seating: Restaurant will remain open to the public, unless you have contracted for a full restaurant buyout. **No later than 7 days before the Event (10 days for certain customized menus), Guest shall notify Cottonwood of the Final Guest Count (Guarantee) and any requested menu changes.** This Guarantee cannot be decreased for any reason.

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. **You will be charged for the guarantee or the actual count, whichever is greater.**

Payment: We require a deposit and signed copy of our special event agreement to hold your reservation for groups of 15 or more. This is a \$500 non-refundable deposit (to be paid with cash or check) for groups up to 35 estimated attendees and \$2,500 estimated event costs and 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 on a case by case at the time of booking. This may include a higher deposit and payment of the estimate at the time the guarantee is due. All event charges

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shall be paid by Group Organizer only; Restaurant cannot collect fees from individual guests. Final payment is at the conclusion of your event and can be paid with Cash, Visa, MC, Discover, and American Express.

Food and Beverages: All food (with the exclusion of specialty cakes), beverages, liquor, beer and wine must be purchased from Restaurant only. Liquor, beer and wine cannot be removed from the premises. If you have a special event cake you would like us to serve, the cash fee is \$3.00 per person. Menu items and prices 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 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: A 5% fee will be added if your group seats more than ½ hour past the agreed upon time.

Entertainment Signage & Decorations: All entertainment, signage and decorations must be approved in advance by Restaurant's event coordinator. Guest shall not enter into any contract for entertainment at their event without Cottonwood's prior approval. 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, all deposits paid may be applied to a future date agreed upon by Cottonwood and Guest, not to exceed one year from the original date. Or all deposits may be returned upon termination of this contract by the Guest.

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

HILLTOP DINNER

\$49 per person – prices may vary

Items may be limited by seasonal availability

To Begin

Chopped Cottonwood Caesar

Main Course

Choice of:

Grilled Tri Tip

mushroom demi-glace, pomme puree and roasted asparagus

Pan Seared Red Snapper “Vera Cruz”

jasmine rice and steamed broccolini

Grilled Chicken Breast

chipotle cream sauce, linguine and cheddar cheese

Roasted Butternut Squash Polenta

fresh spinach, almonds and honey lemon drizzle

Seasonal Vegetarian Options Available

Something Sweet

Salted Caramel Mousse

chantilly crème

Menu includes bread, soda, locally roasted coffee and organic tea

This is a sample menu only.

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SIERRA DINNER

\$55 per person - prices may vary

Items may be limited by seasonal availability

To Begin

Spring Greens
pomegranate, pear, Point Reyes blue cheese and
Sparrow Lane balsamic vinaigrette

Main Course

Choice of:

Grilled New York Steak

red wine demi-glace, whipped Yukon gold potatoes
and steamed blue lake beans

Pan Seared Mahi-Mahi

red curry broth, jasmine rice and vegetable stir fry

Lemon Herb Braised Chicken

roasted fingerling potatoes and sautéed rainbow chard

Seasonal Vegetarian Options Available

Something Sweet

Angel Food Cake
fresh fruit, crème anglaise and caramel sauce

Menu includes bread, soda, locally roasted coffee and organic tea

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COTTONWOOD DINNER

\$70/\$75 per person - prices may vary

Items may be limited by seasonal availability

To Begin

Heirloom Tomato or Beet Salad
burrata cheese, pine nut golden balsamic basil vinaigrette

Main Course

Choice of:

Grilled Filet Mignon of Beef

Point Reyes whipped blue cheese, parsnip and pear puree, roasted asparagus

Pan Seared Halibut

jasmine rice and watermelon, feta, basil salad

Pork Porterhouse

Pear coulis, blue cheese and sweet potato gratin
and wilted Bloomsdale spinach

Asparagus Mushroom Risotto

baby spinach, Pecorino cheese and toasted almonds

Seasonal Vegetarian Option Available

Something Sweet

Chocolate Mousse
chocolate whipped cream, Oreo cookie crust and fresh berries

Menu includes bread, soda, locally roasted coffee and organic tea

This is a sample menu only.

Our Chef would be delighted to tailor a menu to your specific needs - prices may vary.

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

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COCKTAIL MENU

(Passed Appetizers)

(\$5.50 per Piece)

(Minimum 20 pieces per item ordered)

Subject to seasonal availability

- Porchetta Crostini with Jalapeno Creamed Cheese and Pear
- Hamachi Serrano, Crisp Wonton, Soy Gastrique
- Corn Flake Fried Chicken With Honey Drizzle
- Endive Spears with Whipped Point Reyes Blue Cheese and Balsamic Glaze
- Crab Cakes with Cajun Remoulade
- Creamed Mushroom Tartlet With Truffle Oil and Basil
- Prosciutto Wrapped Asparagus on Parmesan Crisp
- Halibut Ceviche Tostadas with Avocado Coulis
- Grilled Chicken Satay Skewers with Peanut Sauce
- Bacon Wrapped Blue Cheese Stuffed Dates
- Castelvetro Olive Tapenade Bruschetta with Baby Spinach and Sundried Tomato
- Creamed Chard Stuffed Cremini Caps with Pecorino
- Prosciutto Wrapped Peaches with Golden Balsamic Reduction
- Mini Heirloom Caprese Salad Skewers with Basil Balsamic Vinaigrette
- Duck Confit and Mushroom Duxelle Tartlet with Thyme
- Cherve Mousse Endive Spears with Grape and Pine Nut
- Italian Meatballs with Heirloom Tomato Sauce, Basil, and Pecorino
- Corn Chowder Shooters with Bacon Dust
- Poached Shrimp Cocktail with Horseradish Cocktail Sauce
- English Pear and Ricotta Bruschetta with Mint and Maldon Sea Salt
- Grilled Beef Skewers with Sambal Demi-Glace
- Lemon Arancini with Caramelized Lemon Cream
- Seared White Corn Polenta with Romesco, Cherry Tomato and Almonds
- Grilled Lamb Bruschetta with Mint and Almond Pesto
- Pork Belly Bruschetta with Port Fig Jam and Feta
- BBQ Pork and Corn Bread Bruschetta with Apple Slaw
- Cheese platters can be tailored for your specific needs - prices vary.

***Dessert is available at an additional cost**

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FAMILY STYLE MENU
-SEATED-

This menu will be tailored for you – prices will vary

Items may be limited by seasonal availability

**Cocktails and
Passed Appetizers**

To Begin

(Plated Service)

Spring Greens

pomegranate, pear, Point Reyes blue cheese and
Sparrow Lane balsamic vinaigrette

Main Course

(Shared Family Style)

Grilled Chicken Breast

chipotle cream sauce and linguine

&

Pan Seared Mahi Mahi

&

Sliced Beef Flank Steak or Sliced New York Steak

Pomme puree and seasonal vegetable

Seasonal Vegetarian Option Available

Something Sweet

(Shared Family Style)

Meyer Lemon Bars

chantilly cream

Menu includes bread, soda, locally roasted coffee and organic tea

Our Chef will tailor a menu to your specific needs - prices will vary.

This is a sample menu only.

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