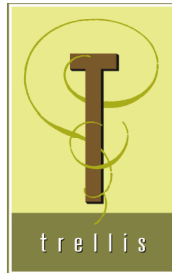


# THE HEATHMAN HOTEL

KIRKLAND, WASHINGTON



## Private Dining Wedding Information and Services

Unveil your celebration at the Heathman Hotel, located in the heart of Kirkland's vibrant downtown. We take great pride in the services that we provide you and your guests.

### Wedding Packages

The Heathman Hotel offers all-embracing wedding packages, whether you envision a time-honored or non-traditional event. Your wedding package includes: beautifully appointed tabletops, china, flatware, glassware, and dance floor. In addition, the wedding couple will enjoy a complimentary Classic guestroom the night of their wedding.

### Food and Beverage Policies

Led by Chef Brian Scheehser, our innovative and artistic culinary team will prepare a spectacular collection of savory hors d'oeuvres, an elegant sit-down meal, or custom menu to suit your wedding's theme. All food is provided by Trellis Restaurant, which features herbs and vegetables grown in Chef Brian Scheehser's three acre garden and harvested daily. Trellis purchases from Artisan foragers, farmers, and ranchers whenever possible, seeking to offer a farm-to-table dining experience.

All food served, with the exception of the wedding cake, must be provided by Trellis Restaurant. No outside food is allowed in the private dining rooms.

Split entrees, limited to three (3), may be offered for your event.. Special requests can be made for religious or dietary restrictions, but need to be pre-ordered. Buffet service for less than the minimum amount required will be charged an additional fee.

### Cake Cutting Fee

A cake cutting fee of \$1.75 per person will apply for cake cutting and service.

### Beverage Service

The Heathman Hotel offers a sophisticated and distinctive selection of fine wines, specialty cocktails, premium liquors and beers for your celebration. You may also choose from a variety of non-alcoholic beverages. All beverages served are charged on a per consumption basis and are provided by The Heathman Hotel. Please see Private Dining Beverage menu for details and complete pricing. No outside beverages are permitted in the Private Dining Rooms.

### Deposit and Final Payment

To reserve a date for your event, a signed contract, and a non-refundable deposit of \$2,500 is due by the date indicated on your contract, along with a completed credit card authorization form. The credit card authorization form will be held on file for any additional balance at the conclusion of the event. The non-refundable deposit will be applied to your final private dining bill and will turn the tentative hold on your event space definite. Until the deposit is received, the event is considered tentative and is automatically cancelled should the date on your contract pass without confirmation from you.

Payment schedule as follows:

- Non-refundable deposit due upon signing of contract
- 50% of estimated total of food and beverage due 180 days prior to event
- 75% of estimated total of food and beverage due 90 days prior to event
- Final estimated total of food and beverage due 14 days prior to event

A refund will be sent to you promptly should there be any overpayment. Should you need to cancel your event, a cancellation fee will apply.

### **Guarantees**

The Heathman Hotel Kirkland requires that final attendance for your event be definitely specified and communicated to the Hotel by 10:00am (4) four business days prior to the event. If exact counts are not provided by the due date, the estimated guarantee will be considered the guarantee not subject to reduction and charges will be billed accordingly. The Hotel will be prepared to serve 5% over the guaranteed number. If guest count is more than 5% over guaranteed count the day of event, an additional charge of \$10.00 per additional guest to apply. For pre-set menu items, the client will be charged for the actual number of items pre-set.

### **Service Charge and Labor Fees**

A taxable 20% service charge will be applied to all food and beverage purchased. In addition, a Washington State sales tax of 9.5% will be applied to all food and beverage purchases and a 9.0% tax will be applied to all other purchases. Subject to change.

### **Set Up**

We offer two (2) hours of set up time prior to all reception\*. It will be your responsibility to advise your contracted providers such as florists, DJ's, bands, and cake providers of the time that is allowed for set up. It is also your responsibility to direct your providers as to the location of where the items they are providing are to be placed. Please advise your contracted providers to call your Private Dining Manager prior to the actual event day should they have any questions or concerns.

\*If additional set-up time is required, please consult your Private Dining Manager, as additional charges may apply.

### **Ceremony Fee**

Additional ceremony fee may apply. Please contact your Private Dining Manager for details.

### **Deliveries**

All deliveries to the Hotel are to be dropped off at our loading dock, conveniently located at the North end of the lower level of the Hotel. No deliveries are permitted through our main lobby entrance. Guest Room deliveries for amenities or materials are assessed a room charge.

### **Decorations**

Place cards and favors may be delivered to your Private Dining Manager prior to your event at an agreed upon time. Our staff will be happy to assist in the placement of these items provided they are "table ready" and no additional assembly is required. If you plan to use place cards, they must be grouped according to table number or in alphabetical order. Nothing may be attached to the walls of the private dining room. In consideration of our beautifully appointed décor, glitter and confetti are not allowed throughout the hotel.

At the conclusion of your event, all decorations and personal items must immediately be removed. Our staff will be happy to gather small items you have brought and place them with your gifts for you to take. The Heathman Hotel and its staff will not be responsible for any items left behind.

### **Music**

We allow a disc jockey or live music (up to a five-person ensemble) until 12:00am within the private dining rooms. In consideration of other Hotel guests, all music volumes will be controlled and monitored at the discretion of the Hotel management.

### **Guest Rooms**

Guestrooms may be arranged for your guests. For more information, please contact your Private Dining Manager.

### **Parking**

Guest Parking is available for a fee.



**Spa**

Let our experienced staff pamper you and your wedding party with a unique range of body treatments that will leave you refreshed and purified.

**The Heathman Hotel epitomizes the blend of service, art, and amenities dedicated to one exceptional event: yours. We look forward to being selected as the venue for your very special day, and welcoming you and your guests in a manner of true hospitality.**

*The Heathman Hotel ~ Where Service is Still an Art*