

SONOMA

restaurant and wine bar

2016 EVENT PLANNING KIT



CONTENTS

Sonoma Private Events: A Unique Location at the Heart of Capitol Hill.....3
Sonoma Event Space Descriptions and Capacities4-5
Breakfast and Brunch Event Menus6
Lunch and Dinner Event Menus7
Beverage Packages8
Cocktail Reception Dining9-10
Tastings and Gifts.....11
Event Planning Sheet and Event Contract.....12-13
Frequently Asked Questions14

A Unique Space For Every Event



Sonoma: Premier Private Event Space at the Heart of Capitol Hill

Sonoma is one of the city's premier private event locations, and frequently hosts political, corporate, and media events, fundraisers for members of Congress and Presidential candidates, and private dinners for cabinet members.

Sonoma also offers a variety of packages that make it the perfect location for birthday parties, intimate and exclusive wine dinners, cocktail parties, product launches, and community fundraisers. Our menu features wood-grilled meats and seafood, as well as smaller plates - including a recognized collection of local artisanal cheeses - all of

which marry perfectly with the 40-plus wines Sonoma serves by the glass.

Intimate Dinners and Cocktails

On Sonoma's second floor, you'll find an expansive private lounge which overlooks the Library of Congress and Pennsylvania Avenue. Guests can hold private events in one of three spaces: the Private Dining Room, the Pennsylvania Avenue Lounge, or a semi-private event in the Fireplace lounge (located in the Pennsylvania Avenue Lounge).

Whether you're planning an intimate dinner for a dozen friends or business associates, a contemporary, warm atmosphere for a reception, or need totally

private space for a political fundraiser, Sonoma can accommodate your group. With room for up to 300 guests for a cocktail reception, we'll tailor our space to event the largest plans.

Unique and Custom Events

Looking for a truly creative option? Sonoma has an expert wine staff and professional chefs at your disposal, and we would look forward to creating a private wine or sprit tasting, or a one-time private Chef's tasting menu just for your party.

Event Space Descriptions

The Pennsylvania Avenue Lounge

The Avenue Lounge features an intimate bar and open floor plan, furnished with contemporary sofas and cozy club chairs, and is perfect for larger private receptions, fundraisers, cocktail parties, media events, and private lunches. It is an airy, elegant space, and has capacity for 25 guests at a seated event and 120 standing, with a ceiling height of 9-16 feet. Ambient noise level is low to moderate, as the Lounge is on the restaurant's second floor, away from the dining room, and contains its own bar and music controls. It is our recommended space for larger cocktails, fundraisers, media events, standing parties with music, meeting, or presentation space.



The Private Dining Room

The Private Dining Room is our most intimate and secluded private event space, away from both the main dining room and the Avenue Lounge. The room has capacity for 40 guests at a seated event, and up to 50 standing, with a ceiling height of 12 feet, highlighted by skylights that bring in plentiful natural light during the day. Ambient noise level is low to moderate, as the Private Dining Room contains its own bar and music controls. It is our recommended space for intimate events, celebratory seated dinners, business lunches, presentations and private meetings, and the perfect room for controlled-access fundraisers and media events.

Event Space Descriptions (cont.)

The Avenue Lounge Fireplace

The Avenue Lounge Fireplace is a unique, raised, intimate semi-private space located in the Pennsylvania Avenue Lounge featuring three panoramic windows overlooking the Library of Congress and some of Capitol Hill's oldest homes. The Fireplace Lounge offer comfortable lounge seating, with club chairs and sofas, and can accommodate up to 25 guests for a cocktail reception.

The Fireplace can only be reserved up to two weeks in advance of the date of the event



Buy Out / Full Restaurant

Sonoma has the unique ability to combine our two second floor event spaces into a single space with capacity for up to a 200 guest reception. Our first floor main dining room is also available for larger seated events for up to 60 guests. For very large groups, Sonoma Restaurant is also available for full first and second floor buy outs and can hold up to 300 guests for a cocktail reception.

Food and Beverage Minimums

Event minimums are based on a 2 hour event time.

Please contact us for date-specific pricing for a full restaurant buyout or for a main dining room buyout.

Avenue Lounge	Semi-Private Fireplace	Private Dining Room
<i>Dinner/Cocktail:</i> \$3,000 minimum	<i>Cocktail:</i> \$500 minimum	<i>Dinner/Cocktail:</i> \$1,500 minimum
<i>Lunch:</i> \$500 minimum	(monday to friday evening only)	<i>Lunch:</i> \$500 minimum
<i>Breakfast:</i> \$400 minimum	<i>This space can only be reserved up to two weeks prior to the event date</i>	<i>Breakfast:</i> \$400 minimum
<i>\$3,000 minimum for any two hour period saturday and sunday</i>		<i>\$1500 minimum for any two hour period saturday and sunday</i>

All minimums exclude a 22% house fee plus 10% tax

Private Breakfasts and Brunches

Breakfast and Brunch Buffets

Continental Breakfast 20.00/person

Muffins and Scones
Fresh Fruit
Greek Style Yogurt
Orange Juice

Beverages

Soft Drinks
Iced Tea
Bottled Water
Coffee
Tea

American Breakfast 25.00/person

Fresh Fruit
Greek Style Yogurt
Orange Juice

Scrambled Eggs
(with seasonal veggies **+3.00**)
Bacon
Sausages
Home Fries

Beverages

Soft Drinks
Iced Tea
Bottled Water
Coffee
Tea

Brunch 45.00/person
available Saturdays and Sundays only

Brioche French Toast
Eggs Benedict
Home Fries
Seasonal Vegetarian Salad
Yogurt Parfait

Beverages

Soft Drinks
Iced Tea
Bottled Water
Coffee
Tea

+5.00/person to American Breakfast or Brunch if you would like to include **Muffins and Scones**

+2.00/person to any Breakfast or Brunch if you would like to include **Granola**

+5.00/person to American Breakfast or Brunch if you would like to include **Vegetarian Frittata**

Please see pages 8 and 9 for more brunch style canapés and platters

Private Lunches and Dinners

Sonoma lunch and dinner menus are based on our highly seasonal menu

Starters	Entrées	Sides (available for buffet only)	Desserts
Soup of the Day	Amish Chicken	Potatoes	Chocolate Brownies
Market Salad	Sustainable Fish	Seasonal Greens	Panna Cotta
<i>add bacon +2.00</i>	Seasonal Beef	Polenta	Seasonal Fruit
<i>add shrimp +2.00</i>	Local Pork	Baby Carrots	Cheese Cake
<i>add chicken +2.00</i>	Vegetarian Pasta of the Day		
<i>add seasonal veggies +2.00</i>	Meat Pasta of the Day		
	Steak +5.00		

Plated Options

(available for dinner only and for a maximum of 20 guests)

Sonoma Plated Selection 50.00/person

choose 1 Starter, choice of 2 entrées, choose 1 dessert (sides are dependent on choice of entrée)

Extra Starter or Dessert option +5.00/person

Extra Entrée +10.00/person

Buffet Options

Sonoma Buffet Selection 45.00/person

choose 1 starter, choose 2 entrées, choose 1 side, choose 1 dessert

Extra Starter, Side or Dessert option +5.00/person

Extra Entrée option +10.00/person

Extras

Bread Service 2.00/person

Artisanal Cheese Course 10.00/person

Artisanal Cured Meats Course 10.00/person

Choice of House Made Charcuterie Course 15.00/person

If you have a special request, please let our event manager know and we will do our very best to honor it

Please be aware that plated lunches and dinners do take more time to serve than buffet lunches and dinners
Starters will not be pre-set unless organized in advance with Sonoma's event manager

Beverage Packages

Build your own Beverage Package

Start with one of our wine packages and then select the add-on items you would like to include in your custom package

All the wine, beer and liquor included in our beverage packages have been hand selected by our beverage director and cannot be substituted.

Sonoma Wine Selection*

20.00/person for 2 hours

Soft Drinks plus 2014 Foxbrook Pinot Grigio California, 2014 Foxbrook Chardonnay California, 2014 Foxbrook Merlot California, 2014 Foxbrook Cabernet Sauvignon California

Executive Wine Selection*

29.00/person for 2 hours

Soft Drinks plus 2012 Willow Crest Reisling Washington, 2013 La Galope Sauvignon Blanc France, 2013 Carmel Road Pinot Noir California, 2014 Finca Sopenia 'Alto Sur' Malbec Argentina

Deluxe Wine Selection*

39.00/person for 2 hours

Soft Drinks plus 2014 Honig Sauvignon Blanc California, 2013 Brandborg Pinot Gris Oregon, 2013 Underwood Pinot Noir Oregon, 2011 Bodega Triton 'Entre Suelos' Tempranillo Spain

Brunch Beverage Selection

30.00/person for 2 hours

Soft Drinks plus mimosas and bloody marys

Beverage Package Add-ons

House Sparkling Wine.....	+8.00/person for 2 hours
Prosecco	+12.00/person for 2 hours
House Beer	+7.00/person for 2 hours
Craft Beer	+12.00/person for 2 hours
Rail Liquor.....	+8.00/person for 2 hours
Premium Liquor.....	+12.00/person for 2 hours

*All items listed are subject to change depending availability

Cocktail Receptions

Canapés

Choose Four Package 20.00/person

Choose Five Package 25.00/person

Choose Six Package 30.00/person

Choose Seven Package 35.00/person

(Portion sizes - 1 slider per person, 2 pieces of all other selections per person)

Meat	Vegetable	Fish	Sweet
Franks in a Blanket <i>beef in puff pastry</i>	Mini Margherita Pizzas <i>mozzarella and tomato</i>	**Shrimp Cocktail <i>smoky cocktail sauce</i>	Mini Brownies
Chicken Skewers <i>basil pesto dip</i>	Mini Pesto Pizzas <i>pine nuts, basil</i>	Mini Crab Cakes <i>old bay aioli</i>	**Assorted Truffles
Steak Skewers <i>vin cotto dip</i>	Bruschetta <i>seasonal toppings</i>	Tuna Tartare Crostini <i>chili oil and chives</i>	Glazed Fruit Skewers <i>vin cotto</i>
**Pork and Beef Meatballs <i>tomato basil sauce</i>	Vegetable Skewers <i>vin cotto (vegan)</i>	Shrimp skewers <i>vin cotto dip</i>	Chocolate Fruit Skewers <i>sambucca, dark chocolate</i>
Assorted Devilled Eggs <i>traditional, bacon, capers</i>	**Stuffed Tomatoes <i>goat cheese, basil</i>	Popcorn Shrimp	**Mini Ricotta Beignet
**Assorted Risotto Fritters <i>sausage, sage, truffle</i>	<i>Beet Salad Bites</i> <i>buttermilk blue cheese</i>		
<i>Melon Proscuitto Balls</i> <i>honeydew, canteloupe</i>	Stuffed Dates <i>gorgonzola cheese</i>		
Mini Beef Sliders <i>pickle, dijonnaise</i>	**Roasted Mushrooms <i>italian vinaigrette</i>		
Mini BBQ Pulled Pork Sliders <i>pickled onion</i>	Stuffed Mini Peppers <i>tapenade (vegan)</i>		
	**Quinoa Fritters <i>(vegan)</i>		
	Devilled Potatoes <i>with tofu (vegan)</i>		

Please be advised that all our canapés, platters and boards are stationed at canapé tables.

Sonoma does charge a \$150/two hours/server fee for passed items (with a two hour minimum)

****These items cannot be passed**

Cocktail Receptions

Platters and Boards

****Deluxe Cheese Board** (3 artisanal cheeses with accompaniments)
up to 20 guests 250.00 up to 50 guests 600.00 up to 100 guests 1000.00

****Deluxe Cured Meats Board** (3 house cured meats with accompaniments)
up to 20 guests 250.00 up to 50 guests 600.00 up to 100 guests 1000.00

****Deluxe Charcuterie Board** (3 house made pates, terrines and mousses with accompaniments)
up to 20 guests 250.00 up to 50 guests - 600.00 up to 100 guests 1000.00

****Deluxe Fruit Board** (seasonal fruits)
up to 20 guests 160.00 up to 50 guests 400.00 up to 100 guests 800.00

****Pork and Beef Meatballs, Tomato Sauce** (served warm)
up to 20 guests 160.00 up to 50 guests - 400.00 up to 100 guests 800.00

****Roast Porchetta, Garlic and Herb Pork Jus** (served warm)
up to 20 guests 300.00 up to 50 guests 700.00 up to 100 guests 1400.00

****Hardwood Roasted Salmon, Salsa Verde** (served warm)
up to 20 guests 200.00 up to 50 guests 500.00 up to 100 guests 1000.00

****Roasted Vegetable Platter, Balsamic Glazed** (served warm)
up to 20 guests 160.00 up to 50 guests 400.00 up to 100 guests 800.00

Please be advised that all our canapés, platters and boards are stationed at canapé tables.

Sonoma does charge a \$150/two hours/server fee for passed items (with a two hour minimum)

****These items cannot be passed**

Tastings and Gifts

Tastings

A fun and novel way to educate yourself and your guests on food and wine.

Professional Wine Tasting

40.00/person (20 guest maximum)
4 2.5 oz tastes of wine and 1 glass of your favorite.

Choose from Italian, American, Whites, Reds or Combination

With your very own wine expert to lead you and your guests through the tasting

Cheese and Wine Taster Package

35.00/person (20 guest minimum)
3 Wines and 3 Cheeses for 2 Hours
With a cheese and wine information sheet to take home with you
Let us know if you have any preferences for your wine selections

Gifts

The perfect gift for your guests
(exclusive to Sonoma Restaurant and Wine Bar)

Sonoma Gift Bag 5.00

jute and black wine bottle bags

Sonoma Candy Bar 6.00

house made dark chocolate candy bars
(custom flavors available)

Sonoma Wine Key 12.00

rosewood and stainless steel professional grade wine opener

Please be advised that Sonoma is not permitted by DC law to sell unopened bottles of wine



Event Planning Sheet

EVENT SPACE	SEATING	NOTES/REQUESTS*	
Private Dining Room Semi-Private Fireplace Avenue Lounge (includes Semi-Private Fireplace) Second Floor - Avenue Lounge & Private Dining Room Sonoma Restaurant	•Seated •Standing •Combination •Other •Special Request	•Music Preference (Ipod/Type of music etc) •Microphone (Avenue Lounge only) •Flat Screen TV	
EVENT TYPE	# GUESTS	PRICE	TOTAL
Breakfast or Brunch Please specify breakfast or brunch menu and any extras:		\$	\$
Lunch Please specify plated or buffet with choices for each course:		\$	\$
Dinner Please specify plated or buffet with choices for each course:		\$	\$
Cocktail Beverages Please specify beverage package or custom with choices:		\$	\$
Cocktail - Food Please specify canapé package, boards and platters with selections below:		\$	\$
Additional Costs			
Subtotal			
House Fee		22.00%	\$
Subtotal (Food, Beverages, Additional Costs and House Fee)			
DC Sales Tax		10.00%	\$
Total			\$

Event Contract

Name of Event Organizer: _____ Wording for Sign: _____

Organizer Email Address: _____ Organizer Phone: _____

Event Date and Time: _____ Event Space: _____

Event Guest Count: _____ Event Type: _____

Estimated Event Price: _____ (before 22% House Fee plus 10% DC Sales Tax)

Credit Card Type/Number: _____ Expiration Date: _____

Authorized Signature: _____

Sonoma Events Policies

- Reservations are not final until a confirmation, in writing or email, has been sent from Sonoma Restaurant.
- Events cancelled or moved less than 21 days prior to the event date will forfeit 15% of the event estimate.
- Events cancelled or moved less than 14 days prior to the event date will be charged 50% of the event estimate.
- Events cancelled or moved less than 7 days prior to the event date will be charged the full event estimate.
- “No shows” or cancellations with less than 2 hours notice will be charged the full event estimate plus the service charge and tax.
- **All cancellations or date changes must be received by email at least 21 days before the confirmed event date to avoid cancellation fees - all changes to an event must be made in writing and confirmed by an event manager**
- A final guest count is needed no later than 72 hours before the event. Any decreases in guest count will be subject to the guest count given prior to the 72 hour cut off point
- Increases in guest count for dinners, lunches and breakfasts within 24 hours will be subject to an extra \$15 charge per person.
- A 22% House Fee plus 10% DC sales tax will be applied to all private event sales. The 10% tax is added onto the food, beverages, other fees and house fee.
- The House Fee includes supplies for event preparation and breakdown, staff compensation, materials, credit card processing fees, equipment, and other costs associated with providing space for your event and is taxed.
- Events exceeding their agreed upon time slot will be charged in increments of the agreed upon minimum. (for example: \$1500 minimum from 6pm to 8pm, if the event ends at 8.30pm, the minimum will increase to \$1875)
- All event minimums plus tax and service charge must be met on one bill and settled with no more than 2 types of payment (e.g. 2 credit cards or 1 credit card and 1 check etc)
- Any items left overnight at Sonoma are left at owner’s own risk.
- For Cocktail Reception, a tip jar will be placed at the bar, please check the box if you would prefer that no tip jar is present:

I understand and agree to the above policies.

Authorized Signature

Date

Frequently Asked Questions

Q: What kind of environment and service can I expect at Sonoma?

A: Sonoma is a casual, upscale bistro. Servers are attentive and well educated in the food and wine at Sonoma. Private events lean towards fine dining service in a casual environment.

Q: How are your prices determined?

A: Sonoma's prices are highly competitive with other Capitol Hill and Downtown Washington event spaces, and reflect the following considerations:

- Unlike many restaurants, Sonoma does not charge a "room" fee, regardless of whether your private event is for 25 or 100+ guests.
- Our per-head price reflects our extensive experience with how much food and beverage the average party is likely to consume during a 2-hour period, and we will Sonoma keep your guests glasses fully replenished until the end of the event.
- Sonoma does not include professional or party planning charges. Instead, we charge a straight 22% House Fee that covers staff requirements that go into the preparation, setting up, serving, and cleaning of your event.
- The food, wine, and spirits available to your party are the same as those offered to our regular guests. We do not substitute inferior products for our events, but offer you the same high quality, hand-selected ingredients, spirits, beers and wines you see on the rest of our menu.

Q: How do I reserve space?

A: You can confirm the availability of a date by emailing events@sonomadc.com. If the date is available, space is considered reserved once a signed contract has been faxed back to 202-318-4795 and you have received a confirmation email.

Q: After I faxed back my contract I was told that space was no longer available, what happened?

A: Due to the large number of requests for private space, we honor a first come first served policy.

Q: I need valet parking, can you offer that to me?

A: At this time Sonoma does not offer Valet parking.

Q: How long will my event last?

A: There is a 2 hour minimum for cocktail receptions, additional hours may be arranged.

Q: Can I buy the entire downstairs in addition to the second floor spaces?

A: Yes, you can buyout the whole restaurant. Please ask our event manager for details on buyout minimums.

Q: All of these rules seem really strict and unbending, do you ever make exceptions?

A: Sure, on a case-by-case basis.

Q: Can I book the space without seeing it first?

A: Booking a space without seeing it is permitted, but we **STRONGLY ADVISE** visiting for a tour of the room you may be interested in.

Q: Is your private event space accessible for those with wheelchairs or disabilities?

A: Our building is over 100 years old and our private event spaces are on the second floor, as such, we regret that these spaces are accessible only by stairway. Unfortunately, there are no elevators, ramps, or other features that make the second floor space easily reached by those in wheelchairs or with difficulty climbing stairs.