

Jake's
CATERING at SENTINEL

Add 22% service to all goods and services.

614 S.W. 11th Ave. Portland, OR, 97205 | Phone: (503) 241-2125 | Fax: (503) 241-2114 | Info@jakescatering.com

Tray Passed Appetizers

Minimum Order of Three Dozen Per Selection | *Prices Per Dozen* | * Gluten Free

Crostini

Pierre Robert Cheese & Cherry Conserve

32.00

Ahi Tuna Tartare, Avocado Cream &
Mango Relish on a Wonton Crisp

38.00

Honeyed Goat Cheese, Sliced Red Grapes
& Toasted Hazelnuts

32.00

Whipped Goat Cheese & Citrus Marmalade

34.00



Skewers

Tomato, Mozzarella, and Basil Skewers
with Balsamic Reduction*

34.00

Grilled Beef Skewers, Green Onion,
and Soy Ginger Syrup

35.00

Shrimp Skewers, Ancho Chili,
and Pineapple Cumin Glaze

42.00

Antipasto Skewers:

Capicola, Salami,

Fresh Mozzarella & Grape Tomatoes

36.00

Asian Marinated Chicken Satay & Peanut Sauce

35.00

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Tray Passed Appetizers

Minimum Order of Three Dozen Per Selection | *Prices Per Dozen* | * Gluten Free

Chickpea Falafel, Lemon
and Cucumber Tzatziki
32.00

Spinach & Feta Cheese
Spanakopita
34.00

Andouille Sausage En Croute
with Creole Mustard
40.00

Chicken and Pinenut Salad
in Mini Phyllo Cups
34.00

Smoked Salmon Mousse
Served in a Mini Tart Shell
35.00

Dungeness Crab Cakes,
Chives, and Tarragon
Remoulade
42.00

Asian Style Seared Beef
Tenderloin with Cucumber
Slaw, Ginger Soy Glaze
Served on Shaved Daikon
Radish
37.00

Grilled Prosciutto, Quince
Paste, and Manchego Cheese
on Baguette
34.00

Crudit  Shot Glasses, with
Hummus & Green Goddess
Dressing
32.00

Dungeness Crab, Lime Juice,
and Mango Salsa on a
Cucumber Round*
36.00

Foraged Mushroom & Fontina
Risotto Croquettes
with Red Pepper Aioli
34.00

Stuffed Baby Mushrooms
Choice of Bacon, Cream
Cheese & Jalapeno, or
Dungeness Crab, Dill & Brie
36.00

Cornmeal Hush Puppies with
Whipped Honey Butter
34.00

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Welcome Reception Displays



Seafood Display

Chilled Jumbo Prawns

Selection of Northwest Oysters on a Half Shell
Cocktail Sauce, Mignonette Sauce, and Lemon
Wedges

28.95 Per Person

Brie en Croute Display

Choice of Stuffing: Fruit Compote or Plain
Sliced Baguette
Candied Walnuts

Seasonal Berries and Grapes

100.00 (Serves 25 People)

Selection of Imported & Domestic Cheeses

Seasonal Fruit

Deluxe Crackers

Seasonal Fruit Compote

Freshly Baked Baguette

Small 120.00 (Serves 20 People)

Medium 200.00 (Serves 40 People)

Large 300.00 (Serves 80 People)

Selection of Imported & Domestic Cured Meats and Cheese

House Pickled Vegetables

Marinated Olives

Fresh Mozzarella

Assortment of Sliced Breads & Crackers

Small 120.00 (Serves 20 People)

Medium 200.00 (Serves 40 People)

Large 300.00 (Serves 80 People)

Mediterranean Dips & Crudité Display

Traditional Hummus

Mixed Artisan Olives

Spinach Artichoke Dip

Seasonal Fresh Vegetables with Ranch Dressing

Grilled Pita Bread

Small 120.00 (serves 20 people)

Medium 220.00 (serves 40 people)

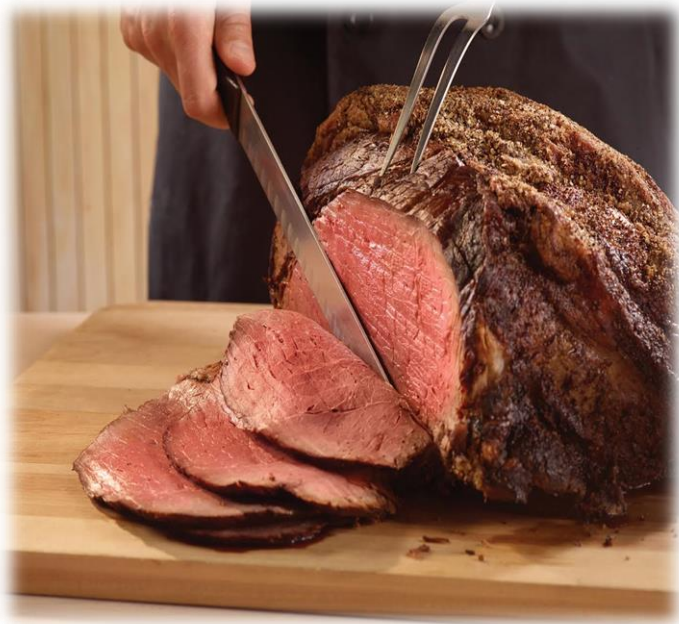
Large 400.00 (serves 80 people)

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Carving Board Station

All Stations Requires One Chef Attendant per 100 People at 100.00 per Attendant | *Minimum 30 People*
* Gluten Free



Roasted Pork Loin*

Topped with Bourbon Brown Sugar Glaze

11.00 per person

Roasted Turkey Breast

Served with Cranberry Chutney and Classic Turkey Gravy

9.00 per person

Cascade Natural Roasted Beef Strip Loin*

Served with Bordelaise

11.00 per person

Classic Prime Rib

Served with Horseradish Cream and Beef Au Jus

13.50 per person

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Reception Stations

Prices Per Person | * Gluten Free

Burger Joint

Includes Shredded Lettuce, Tomatoes, Sliced Red Onion,
Dill Pickles, Ketchup, Yellow Mustard, Mayo,
and Barbeque Sauce

(Select Two Slider Selections)

Prime Beef Burger

Pulled Chicken

Chickpea Burger

12.50

Al Dente Pasta Bar

Served with Garlic Baguette

Sunday Gravy Rigatoni with Grated Parmesan

Cavatappi Pasta with Grilled Vegetables, Roasted
Mushrooms, Tomato Basil Sauce & Parmesan

Cheese Tortellini served with Basil Alfredo Sauce

11.95

Jake's Mac n' Cheese Bar

Three Cheese Mac n' Cheese Topped with

Buttered Bread Crumbs

Served with Customized Toppings

Roasted Tomatoes

Crumbled Bacon

Caramelized Onions

Tillamook Cheddar

Spicy Andouille Sausage

Roasted Green Chilies

Broccoli Florets

10.95

Variety of West Coast Toast

Served on Grilled Artisan Bread topped with:

Caramelized Onions, Bleu Cheese, and Roasted Pears

Local Mushrooms, Zucchini, and Parmesan

Fresh Mozzarella, Cherry Tomato Relish
& Chiffonade of Basil

9.95

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Dinner Buffets

Includes House Brewed Coffee, Decaf, and Tea

Minimum 35 People | One Carver per 100 People at 100.00 per Carver | *Gluten Free | *Prices per Person*

Rose City Buffet

Roasted Beet Salad, Frisee, Rogue River Bleu Cheese, and Hazelnuts tossed in Champagne Vinaigrette

Local Greens and Farmer's Seasonal Vegetables*

Bleu Cheese Dressing and House Vinaigrette*

Classic Chicken Saltimbocca with Mushroom Marsala Sauce & Fried Sage

Seared Salmon Served on a Melted Leek Fondue, Garnished with Fresh Herbs & Spring Vegetables *

Carved Flank Steak with Brandied Five Peppercorn Demi-Glace

Garlic Mashed Potatoes and Seasonal Vegetables
Ciabatta Rolls

46.00

Northwest Picnic

Mixed Greens* with Ranch Dressing and Red Wine Vinaigrette*

Grilled Asparagus and Roasted Peppers*

Buttermilk Fried Chicken Breast

BBQ Brisket served with Whiskey Barbeque Sauce*

Tillamook Cheddar Macaroni-n-Cheese

Green Beans with Smoked Bacon*

Jalapeno Cornbread Muffins

Fresh Fruit Salad topped with Basil*

38.00

Jake's Classic Dinner Buffet

Grilled Asparagus Salad with Shaved Parmesan, Garlic Croutons & Caesar Dressing

Classic Mixed Green Salad with Candied Walnuts, Blue Cheese, Poached Pears & White Balsamic Dressing

Butter Breadcrumb Alaskan Cod with Tomato Basil Relish
Grilled Chicken Breast with Chicken Jus & Fresh Spring Vegetables

Braised Beef Short Ribs with Oyster Mushrooms, Roasted Tomatoes, Caramelized Pearl Onions & Beef Demi-Glace
Roasted Garlic Mashed Potatoes

Green Beans with Caramelized Onions & Oven Roasted Tomatoes

49.00

Upgraded Salad Bar

Tossed Greens, Quinoa, Hard-Boiled Egg, Matchstick Carrots, Peas, Olives, Marinated Mushrooms, Artichoke Hearts, Parmesan Cheese, Chickpeas,

Sunflower Seeds & Candied Walnuts

6.00 per person

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Family Style Starters

*Gluten Free | *Prices per Person*

Selection of Imported & Domestic Cheeses

Beechers White Cheddar, Derby Sage,
Abbey St Mer, & Local Gouda

Seasonal Fruit

Deluxe Crackers

Seasonal Fruit Compote

Freshly Baked Baguette

8.95 per person

Mediterranean Dips

Traditional Hummus

Mixed Artisan Olives

Spinach Artichoke Dip

Seasonal Fresh Vegetables with Ranch Dressing

Grilled Pita Bread

6.95 per person



Cured Meats & Cheese Plate

Genoa Salami, Capicola, Sopresatta, Mortadella

Fontina & Fresh Mozzarella

House Pickled Vegetables

Marinated Olives

Assortment of Sliced Breads & Crackers

8.95 per person

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Dinner Salads

We Source Our Produce From Local Farms | * Gluten Free

Quinoa Salad

Baby Spinach, Radicchio & Dino Kale, Served with Crumbled Feta & Sherry Vinaigrette

Northwest Local Grown Greens

With Red Wine Poached Pear, Bleu Cheese, Pomegranate Molasses & Candied Walnuts with a White Balsamic Vinaigrette

Caprese Salad

Tomatoes, Fresh Mozzarella, Basil, Balsamic Reduction & Herb Crostini with White Balsamic Dressing

Classic Caesar Salad

Fresh Romaine, Shaved Parmesan & Garlic Croutons with Caesar Dressing

Radicchio & Dino Kale Salad

Feta Cheese, Dried Cranberry, Candied Pecans & White Balsamic Dressing



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Dinner Entrées

Includes a Starter Salad from Previous Page, Artisan Bread & Butter, Hot Tea & Coffee | *Prices Per Person*

*Gluten Free

Mushroom Duxelle Stuffed Chicken

Panko Crusted Boneless Chicken Breast Stuffed with Mushroom Duxelle, Served with Creamy Farro Risotto & Rosemary Sage Cream Sauce

36.45

Grilled Chicken Roulade

Chicken Breast stuffed with Boursin Cheese, Candied Walnuts & Red Peppers. Served with Garlic Mashed Potatoes, Seasonal Vegetables & Rosemary Sage Cream Sauce

38.45

Roasted Carlton Farms Chop

With Seasonal Fruit Chutney served with Garlic Mashed Potatoes, Seasonal Vegetables topped with Apple Ginger Demi-Glace

36.95

Jake's Classic Stuffed Salmon*

Stuffed with Brie Cheese, Dill, Dungeness Crab, and Oregon Bay Shrimp, Served with Garlic Mashed Potatoes & Seasonal Vegetables, Topped with Citrus Cream Sauce

43.95

Upgrade to Wild Alaskan Salmon for 48.95

Wild Alaskan Sockeye Salmon

Bourbon Maple Glaze, Seasonal Vegetables & Roasted Garlic Mashed Potatoes

46.95

Braised Beef Short Ribs

Topped with Caramelized Shallots & Slow Roasted Tomatoes served with Garlic Mashed Potatoes, Seasonal Vegetables topped with Oyster Mushrooms, Roasted Tomatoes, Caramelized Pearl Onions & Beef Demi-Glace

46.45

Natural Ranch Beef Filet

Served with Parmesan Mashed Potatoes and Seasonal Vegetables topped with Red Wine Bordelaise Sauce

56.95

Pancetta Wrapped Beef Filet & Crab Stuffed Salmon

Served with Potatoes Au Gratin and Seasonally Inspired Vegetables topped with Bordelaise and Citrus Cream Sauce

60.95

Upgrade to Wild Alaskan Salmon for 65.95

Upgrade Any Entrée to an Oscar for an Additional \$12.50 per person

Dungeness Crab, Tender Asparagus & Classic Hollandaise Sauce, Served Tableside

When offering more than one entrée for a meal function, all meals will be charged at the higher meal price. No more than two entrée selections may be made. The guaranteed entrée count is due three business days prior to the function, with exact entrée counts for each entrée selected.

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Vegetarian Plated Entrées

Includes Choice of Salad from Page 16, Rolls and Butter, House Brewed Coffee and Tea | * Gluten Free



Vegetarian Mango Curry

Seared Tofu, Mixed Vegetable Medley,
Toasted Cashews & White Rice

31.95

Mushroom Stroganoff Ravioli

Caramelized Onions, Roasted Mushrooms, Fresh Herbs
& Marsala Cream Sauce

31.95

Red & White Quinoa Pilaf* (Vegan)

With Seared Tofu, Garbanzo Beans, Roasted Root Vegetables,
Lemon, and Balsamic Onions

**Served in an Acorn Squash with Butternut Squash Puree (Fall/Winter)*

**Served in a Grilled Pepper with a Roasted Red Pepper Coulis
(Spring/Summer)*

31.95

Vegetable Cassoulet

Northern White Beans & Stewed San Marzano Tomatoes,
Lacinato Kale, Toasted Cashew & Buttered Bread Crumbs. Topped
with Grilled Vegetable Skewer

31.95

Northwest Risotto*

With Wild Mushrooms, Broccolini, Asparagus, and Fontina Cheese.

**Served in an Acorn Squash with Butternut Squash Puree (Fall/Winter)*

**Served in a Grilled Pepper with a Roasted Red Pepper Coulis
(Spring/Summer)*

31.95

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Late Night Bites

25 Person Minimum | *Prices Per Person* | * Gluten Free

Poutine Station served with Fries

Peppercorn Gravy
Cheese Curds
Pickled Onions
Warm Cheese Sauce
Pulled Pork
Sweet Peppers & Pickled Jalapeños
Scallions
6.95

Chicken Wings

Spicy Honey Chipotle Glaze*
Buffalo Sauce with Bleu Cheese Dressing
6.95 for one selection
8.95 for both

Tillamook Mac n' Cheese

Cavatappi Pasta tossed in House Made
Tillamook Cheese Sauce
Served with Slowed Roasted Pulled BBQ Pork
and Topped with Buttered Bread Crumbs
5.95

Build Your Own Nacho Bar

Chili Con Queso
Mexican Tinga Chicken
Pickled Onions & Pickled Jalapeños
Black Olives
Cilantro
Tomato
Black Beans
House-made Guacamole
Sour Cream
House-made Salsa
6.95



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Snack Attack

25 Person Minimum | * Gluten Free

Tater Tot Station

Select Two:

Classic

BBQ Spiced

Italian

Served with Ketchup, Mustard,
Sriracha Mayo & Ranch Dressing

7.50 per person

Hangover Helper

Choice of 3:

Jalapeño Poppers

Deep Fried Cheese Curds

Mini Corn Dogs

Egg Rolls

Pot Stickers

Tater Tots

Served with a Variety of Dipping Sauces

10.95 per person

Snack Bowls

(serves 10-12 people)

Mixed Nuts* (bulk)

32.00 per pound

Mini Pretzels (bulk)

15.00 per pound

Tortilla Chips with Salsa

21.00 per bowl

Fresh Popcorn

Available in Traditional, Cajun or Truffle

8.00 per bowl

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Desserts

Our Desserts are Made in House by our Pastry Chef | *Prices Per Person* | * Gluten Free



Lemon Meringue Tart

with Huckleberry Sauce

7.95

Classic N.Y. Style Cheesecake

with Fresh Strawberries & Chantilly Cream

7.95

Jake's Signature Chocolate Truffle Cake*

With Melba Sauce & Chantilly Cream

8.50

Butterscotch Pudding*

Caramel Sauce & Chantilly Cream

7.95

Chocolate Espresso Mousse

Chocolate Streusel, Mocha & Caramel Sauce

7.95

Assorted Petite Desserts

Chef Choice Assorted Miniature Desserts

7.45

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Family Style Desserts

Our Desserts are Made in House by our Pastry Chef | *Prices are Per Person* | *Gluten Free

Family Style Desserts

Served Family Style | Prices Per Person

Cookies, Brownies and Lemon Bars

6.95

House Made Chocolate Truffles*

5.00 per Two Truffles

Chocolate-Dipped Strawberry with White Chocolate*

6.00 per Two Strawberries

Hot Chocolate Bar

Toasted Marshmallows, Graham Cracker, Toasted Pound
Cake, Chantilly Cream & Chocolate Curls

8.25

(Minimum 25 People)

Upgrade to Alcoholic Hot Chocolate Station **15.95**

Viennese Sweet Table

Display of French Pastries, Truffles and
Chocolate-Dipped Strawberries*, Fruit Tartlets, Opera
Cake, Cheesecake Squares and Éclairs

13.95

(Minimum 25 People)



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Beverage Prices

A Bar Set-Up Fee of 125.00 Applies Per Bar

Beverages

Coffee by the Gallon **50.00 Per Gallon**

Iced Tea **40.00 Per Gallon**

Lemonade **40.00 Per Gallon**

Sparkling Fruit Punch **40.00 Per Gallon**

Individual Fruit Juices **3.75 Each**

Mineral Waters **3.50 Each**

Lemonade **3.50 Per Person**

Iced Tea **3.50 Per Person**

Soft Drinks **3.50 Each**

Assorted Energy Drinks and Gatorades **4.00 Each**

All-Day Coffee Refresh **7.45 Per Person**

Hosted Premium Bar

Cocktail **8.50 Each**

Martini **12.75 Each**

Cordials **9.00 – 14.00 Each**

Domestic Beers **5.50 Each**

Micro-Brewed Beers **6.00 Each**

House Wine **7.00 Per Glass** or **33.00 Per Bottle**

Bottle Wine Prices Based on Varietals Selected

Soft Drinks **3.80 Each**

Mineral Waters **3.50 Each**

No Host Premium Bar

Cocktail **10.50 Each**

Martini **15.75 Each**

Cordials **10.50 - 17.00 Each**

Domestic Beers **6.75 Each**

Micro-Brewed Beers **7.50 Each**

House Wine **8.50 Per Glass** or **40.00 Per Bottle**

Bottle Wine Prices Based on Varietals Selected

Soft Drinks **4.25 Each**

Mineral Waters **4.25 Each**

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Wine List

Wine Prices Subject to Change Based on Market Fluctuations



Champagne

Wycliff Brut, California

Light and refreshing citrus aromas with a nuance of spice

33.00

Domaine Ste. Michelle Brut, Washington

Bright, delicate flavors compliment a wide array of seafood dishes

36.00

Argyle, Oregon

Multilayered flavors of D'anjou pear and lemon meringue pie

55.00

Veuve Clicquot, France

Well-developed blend from a famed producer

99.00

Dom Perignon, France

Legendary Champagne from the house of MOET & CHANDON

315.00

Chardonnay

Salmon Creek, California

Aromas of apples, with a clean finish

33.00

Columbia Crest Two Vines, Washington

Aromas of fresh spiced peaches and honeysuckle. Lively fruit flavors

32.00

Chateau Ste. Michelle, Washington

Apples and pears with a rich fullness.

42.00

Foris, Oregon

Tropical flavors balanced with a lightly butter toasted finish.

41.00

Clos Du Bois, California

Layered aromas of red and green apple, pear, vanilla bean, blossoms and lemon meringue

45.00

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Other Whites

Nobilo Sauvignon Blanc, New Zealand

Fresh, crisp and clean with zesty flavors of passion fruit and pineapple with subtle hints of nettle

40.00

Sokol Blosser Evolution, Oregon

Lush, off-dry and somewhat tropical wine with a crisp finish

48.00

Pinot Gris & Pinot Grigio

Principato Pinot Grigio, Italy

A light, refreshing wine with the lovely floral and white peach aromas

33.00

Jovino, Oregon

Perfect balance of ripe fruit and crisp cleansing acidity

32.00

Acrobat, Oregon

The palate abounds with honeydew, white grapefruit, pear, apple, floral & spice

39.00

Erath Vineyards, Oregon

Delicious pear and melon, rich, with a crisp finish

40.00

King Estate, Oregon

Honeysuckle and orange peel with a creamy rich finish

49.00

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Merlot

Columbia Crest Grand Estate, Washington
Complex, fruit-forward wine with hints of spice, blackberry and cocoa aromatics
36.00

Chateau Ste. Michelle, Washington
Ripe berry fruit aromas and jammy flavors. Full-bodied style, with a round, supple finish
56.00

Pinot Noir

Principato, Italy
Bouquet of black cherry and dark berry fruit
43.00

Underwood Cellars, Oregon
Smoke, spices, sweet raspberry intertwined with cinnamon
38.00

Hinman Vineyards, Oregon
Elegant with a delicately silky body; this wine blooms bright cherry & oak flavors
43.00

Kings Ridge, Oregon
Bright cherry fruit with touches of cinnamon and spice
45.00

Foris, Oregon
Bright red fruits with a subtle hint of oak
43.00

Erath, Oregon
A silky mouthful of cherry and pomegranate are woven together
54.00

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Cabernet Sauvignon

Salmon Creek, California

Black fruits with a hint of spice

33.00

14 Hands, Washington

Dark blackberries with a rich full mid-palate

42.00

Robert Mondavi 'Private Selections' California

Aromas of red fruit, followed by vibrant berry. Silky, firm tannins, excellent structure

40.00

Genesis, Washington

Silky richness and great depth with blackberry, blueberry and strawberry flavors

50.00

Clos Du Bois, California

Deep, berry flavors. A peppery character and a subtle overlay of oak

46.00



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Catering Guidelines

Below are answers to frequently asked questions. We are ready to work together to create a successful and memorable event.

Catering Exclusivity

Jake's Catering is the exclusive caterer for all events held at the Sentinel Hotel.
No outside food or beverage may be brought into the hotel banquet rooms.

Deposits

Deposits are required in order to confirm an event. The amount of the deposit required will be outlined in the catering agreement.

Payment in Advance

Payment in full for estimated charges including the 22% service charge must be made three business days prior to event. A 10% overcharge for any add-ons incurred will be taken at time of payment. If payment is not received, Jake's Catering reserves the right to cancel the function and retain the entire deposit. In the occurrence a balance remains due at the conclusion of the event, the credit card on file will be used to settle the balance. If a credit is due, a prompt refund will be issued to the original method of payment.

Guarantee

The guaranteed number of attendees is required by 12:00 p.m. three business days prior to the date of the event. Once received, this number is not subject to reduction. Final billing will be based on the guarantee or the actual number of Persons served, whichever is greater. In the event the guarantee is not received, final billing will be based on the initial estimate or the actual number of Persons served, whichever is greater.

Menu Selection

Due to market fluctuations, prices cannot be confirmed until six months prior to your event. Menu items are subject to change based upon availability. When a buffet is selected, the client agrees to guarantee payment for a minimum of 25 Persons. A 22% service charge is added to all food and beverage.

Meeting and Banquet Rooms

Function rooms may not be occupied longer than the stated hours on the Banquet Event Order without prior approval from the Catering Sales Office. Jake's Catering reserves the right to change function rooms according to meeting requirements and final guarantees.

Changes in Banquet Room Set-Up

A labor fee of \$250.00 will be assessed when a change is made the day of the event to a room that is set and differs from what was agreed to on the signed Banquet Event Order.

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Person-Provided Items

Jake's Catering is not responsible for storage, transfer or assembly of Person's items, decorations or centerpieces. Persons will need to make prior arrangements for set-up and transfer of decorations, centerpieces and floral arrangements, etc.

Alcoholic Beverages

Oregon Liquor Control Commission (OLCC) regulations require we provide a bartender to dispense all alcoholic beverages. All OLCC rules and regulations will be followed to include: asking for proper identification and not serving a visibly intoxicated Person. No alcoholic beverages will be permitted to be brought into or removed from the premises by patrons or their Persons.

Split Entrée Menus

In order to provide the best quality and service possible, it is recommended that the same entrée be selected for all Persons. When offering more than one entrée for a meal function, all meals will be charged at the higher meal price. No more than two entrée selections may be made. The guaranteed entrée count is due three business days prior to the function, with exact entrée counts for each entrée selected. Each Person's entrée choice must be designated by a meal indicator card provided by the host. Split menus are not available to groups of 200 or more.

Packages Sent In/Out

All incoming packages must be labeled as listed below:

Attention: (Sales Manager's Name)
Group Name as Listed in our System
Jake's Catering
614 SW 11th Avenue, Third Floor
Portland, OR 97205

Deliver To: (Onsite Contact/Vendor Name)

Over four (4) packages received or sent will incur a \$6 fee per package to the event bill. Any Personal or event articles stored with Jake's Catering may arrive 72 hours prior to the event and must be removed one business day after the event. Each outbound package must have a completed shipping label including account number or credit card number.

Jake's Catering cannot call for UPS pickup.

To retrieve your package, please ask your Banquet Captain or Catering Sales Manager.

Parking

The following public parking lots are within walking distance to the Sentinel Hotel.

City Center Lot ~ SW Washington between 11th Avenue and 12th Avenue

City Center Lot ~ SW Alder between 10th Avenue and 11th Avenue

Smart Park Garage ~ SW 10th Avenue between Morrison and Yamhill

Add 22% service to all goods and services.

614 S.W. 11th Ave. Portland, OR, 97205 | Phone: (503) 241-2125 | Fax: (503) 241-2114 | Info@jakescatering.com

Catering Guidelines

Below are answers to frequently asked questions. We are ready to work together to create a successful and memorable event.

Audio Visual Equipment

An extensive selection of audio-visual equipment is available through THINK AV and booked by Jake's Catering Sales. There is a 22% service charge added to all audio visual equipment.

Telephone & Internet Services

Direct dial phone service is available in each banquet room. Limited wireless internet service for casual use is complimentary. Dedicated wireless and wired internet is available with advanced arrangements through THINK AV. Your Catering Manager will assist you with pricing and scheduling.

Deliveries

All deliveries are made through the service entrance located on Alder Street between 10th and 11th through the door marked "Jake's Grill & Jake's Catering". Upon entry, directly ahead will be a freight elevator with access to the banquet rooms. Deliveries are not accepted at the Sentinel Hotel front entrance on 11th Avenue. Call in advance for delivery hours. Catering Sales Managers need to be notified of incoming oversized items and large deliveries, as they require special arrangements.

Load In/Out Parking

All Deliveries/Load in are to be scheduled with a Jake's Catering Sales Manager prior to delivery. Commercial vehicles may use the loading zone on Alder Street. Private vehicles must park at metered parking spots or in one of the area's pay-to-park lots. There is a City Center Lot across the street from the service entrance. City of Portland parking laws apply to all vehicles. Service Entrance: Located in the middle of the block between 10th and 11th, it's a black door marked "Jake's Grill & Jake's Catering"

Loading In:

Carts can be borrowed based on availability. Call the Banquet Captain's mobile or the Catering Office and Jake's Catering staff will deliver one to the service entrance.

Banquet Captain's mobile number is 503.793.8163

Jake's Catering office number is 503.241.2125

2nd Floor

Fireside, Library, Lodge, Card and Billiard Room

3rd Floor

Jake's Catering Sales Office, Renaissance Room, Chamber Room and Grand Ballroom

4th Floor

Governor Ballroom and Green Room

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Meeting and Banquet Room Capacities

Banquet Seating Capabilities change when adding dance floor, buffet stations and bar(s)

Room	Size	Square Feet	Social Reception	Banquet Seating	Theater Seating	Classroom Seating	U-Shaped Seating	Conference Table
Governor Ballroom	78' x 83'	6474	900	500	600	300	N/A	N/A
Grand Ballroom	66' x 76'	5016	600	320	400	250	N/A	N/A
Chamber Room	20' x 27'	540	60	40	50	24	22	22
Renaissance Room	24' x 76'	1824	175	120	180	80	36	60
Fireside Room	19'x 18'	342	40	30	30	12	9	16
Library Room	41' x 41'	1681	150	100	150	80	30	40
Billiard Room	33' x 68'	2244	200	160	200	84	48	68
Card Room	22' x 41'	902	90	60	80	48	24	20
Lodge Room	17' x 22'	374	30	24	40	24	N/A	20

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