

## ● ● ● | Set Up

### **Included in Wedding Package:**

Use of our spaces for your wedding reception and ceremony  
Includes the following amenities:

Banquet Captain

Banquet Servers

Tables

Banquet Chairs

Dishware, Glassware, Silverware

Choice of table linen: black, white, ivory, red, green, burgundy and royal

Choice of napkin: choice of (11) stock house colors  
Rehearsal booked based on events

Tray pass of ordered items

### **Ceremony Fee Includes:**

8x8' Riser, Banquet Chairs, Tables: Gift, Guest Book, Unity, Set Up, Clean Up and Tear down for all items provided for Jake's Catering

While Jake's Catering does not offer day of coordination we have many recommendations for professional coordinators

### **Set Up Timeline:**

Your set up time is dependant on the Jake's Catering event schedule and will be confirmed with you sales manager two weeks before the event date.

All Non-Jake's Catering items must be removed at conclusion of event by client or vendors unless specifically scheduled with Sales Manager.

If left over wedding cake remains it will be placed in the 2nd floor walk-in refrigerator for pick up next day, and the sales storage room on the 3rd floor will hold any left over items.

### **Décor Limitations:**

No open flame is allowed, all candles must be placed in glass votives or vases that rise above the flame

Glitter and Confetti are not permitted in banquet spaces

## ● ● ● | Deadlines

### **Contract & Deposit Due:**

14 days after documents have been sent

### **Tasting Menu Selections Due:**

14 days prior to scheduled tasting date

### **Menu and Event Details Due:**

One month prior to wedding date

### **Guaranteed Final Headcount & Entrée Split Due:**

(3) Business days prior to event date by 12 Noon

### **Final Payment Due:**

(3) Business days prior to event date by 3:00 PM

## ● ● ● | Additional Fees

### **Ceremony Fee:**

\*See Set Up for Details

### **Bride & Grooms Changing Rooms**

### **Bar Fee:**

\$75 per Bar, includes Bartender, (1) Bar suggested per 100 guests

### **Carver & Chef Attendant:**

\$85 per station, (1) Station suggested per 150 guests

### **Dance Floor Fee:**

\$150 for Small, \$300 for Large

### **Tasting Fee:**

\$125 \*See Food for Details

### **Corkage Fees:**

\*See Beverage for Details

### **Food & Beverage Minimum Fee:**

**If not met the balance will be applied plus 20% gratuity**



## Wedding Guide

614 SW 11th Avenue  
Portland, Oregon 97205

Stephanie Hubbell: 503.241.2140  
Kate Lupinacci: 503.219.8210  
Fax: 503.241.2114  
E-mails: shubbell@jakescatering.com  
klupinacci@jakescatering.com



## Food

### **Jake's Catering are the Exclusive Caterers:**

No outside food may be brought in, with the exception of Wedding Cake from a certified bakery.

### **Menu Selections:**

Choice of food items must be confirmed no later than (2) weeks prior to the event. Your Catering Manager will provide a specific due date to ensure all menus are complete in time.

### **Plated Entrees:**

A maximum of (3) entrees may be selected, two protein and one vegetarian. Price defers to the highest priced entrée. Each guest's entrée choice must be designated by a coded place card provided by the host contact.

### **Buffets:**

A minimum of 25 guests is required for all buffets. A minimum buffet charge of \$5.00 per person will be added if guest count is below 25.

### **Tastings:**

\$125 tasting fee is applied to tasting

Tasting Includes: (4) Hors d'Oeuvre, (2) Salads, (3) Entrees (two proteins, one vegetarian)

Please note that most buffet items can not be tasted in individual portions during a tasting. Platter served items and late night snacks can not be tasted as well.

Tastings must be scheduled by your sales manager, and tasting menu must be confirmed (2) weeks before tasting date.

We recommend that a tasting be scheduled 2 to 3 months prior to your wedding date.

Tastings are held between 1 and 3pm on Wednesday and Thursday afternoons and typically last 60 to 90 minutes.

### **Special Dietary Needs:**

Jake's Catering is happy to accommodate special dietary needs. Please provide specific dietary needs with final guarantee (3) business days before the event. Jake's Catering



## Food

### **Guaranteed Attendance and Entrée Counts:**

Your final guaranteed attendance figure and specific entrée counts including vegetarian and special dietary needs are due before 12 noon (3) business days prior to your event with final payment.

### **Wedding Cake:**

Jake's Catering does not provide wedding cakes. You may bring in a wedding cake from a certified bakery at no additional charge. Jake's Catering will cut and serve your wedding cake included as a part of your wedding package. You may select to use Jake's Catering cutting utensils or bring in your own at no additional charge.



## Beverage

### **Bar Fee Includes:**

\$75 bar fee per bar includes the portable bar set up and bartender through out the event. We recommend one bar per 100 guests.

### **Corkage Fee:**

Wine - \$18 per 750 ml bottle

Pony Keg - \$150 each

Half Barrel - \$300 each

No liquor or Non-Alcoholic beverages are permitted to be brought into the Facility by the client or its attendees

### **Specialty Liquor:**

All Hosted and No Host Bars are stocked with premium liquors listed on our menu

Please see attached document or ask sales manager for pricing for requested liquor upgrades

All upgrades are for a Hosted Bar only, no cash bar



## Parking

### **Valet Parking:**

Sentinel Provides limited valet parking on the 11th Street entrance

Guests Paying for their own event valet are charged \$15 per car not including gratuity

Hosted Valet numbers must be confirmed (5) business days in advance and are charged based on the number ordered at \$25 each

### **Additional Parking:**

Smart Park on 10th & Morrison is located only one block away and provides ideal parking for guests

Street Parking and additional lots can be found down town



## Set Up

### **Tables:**

Available Tables include the following:

60" Rounds (6-10 guests)

Limited 72" Rounds (11-12 guests)

48" and 30" Rounds in Cocktail and Bistro Heights

### **Linen:**

All Jake's linens are 85x85"

Available Linen Colors:

Ivory, White, Black, Red, Royal Blue, Burgundy and Forest Green

Available Napkin Colors:

Ivory, White, Black, Red, Royal Burgundy, Gold, Chocolate, Yellow, Navy and Purple

### **Coordination:**

We want your day to be flawless! You can count on me to ensure the space is set perfectly, the food is outstanding and the service is impeccable. While we do not coordinate ceremo-