



Historic Cathedral Hill - Dacotah Building - 374 Selby Avenue, St. Paul, MN 55102  
 651-224-5715 restaurant phone 651-224-7945 restaurant fax - www.wafrost.com  
 651-290-7135 Private Dining Coordinator Julia

Private Rooms:	<u>11:00am-4:00pm</u>	<u>5:00pm-Midnight</u>	<u>Maximum Capacity</u>
Sophie's & Fireside Rooms	\$75.00	\$150.00	56
Sophie's Room	\$50.00	\$100.00	40
The Fireside Room	\$25.00	\$50.00	16
The Patio Garden Bar	see pg.2	N/A	60
The Lower Level Lounge	see pg.2	see pg.2	60

### ROOM FEE

Payment of the rental fee is required for a private room at the time of booking.  
 The rental fee schedule is listed above: THIS FEE IS NOT REFUNDABLE.  
 The day rental hours are 11:00 a.m. to 4:00 p.m.  
 The evening rental hours are 5:00 p.m. to midnight.

### MINIMUM PURCHASE (Evenings Only)

Sophie's & Fireside Rooms - \$1500.00 minimum purchase of food and beverage  
 Sophie's Room - \$1000.00 minimum purchase of food and beverage  
 Fireside Room - \$500.00 minimum purchase of food and beverage  
 The Lower Level Lounge - \$1000.00 minimum purchase of food and beverage

### EVENT DETAILS and FINAL GUARANTEE

Any late detail changes, closer than three days to the event date must be made with the restaurants manager on duty by calling 651-224-5715.  
 THE FINAL GUARANTEE FOR TOTAL GUEST COUNT MUST BE MADE NO LATER THAN 3 DAYS PRIOR TO THE FUNCTION.  
 W.A.FROST WILL CHARGE (evenings only) FOR THE FINAL NUMBER RESERVED.

### MENU SELECTION and EVENT DETAILS

Confirmation of the menu selections must be made no later than 3 weeks prior to the event.  
 Any late detail changes, closer than three days to the event date must be made with the restaurants manager on duty by calling 651-224-5715.  
 Menu selections and price are subject to change without prior notice.  
 Contact our Event Coordinator or visit our website for the most current menus before making your final selection.  
 Select one item for the starter, dessert, and cheese course.  
 Select up to a maximum of three choices for the entree course. W.A. Frost will print a custom menu for you.

### SERVICE CHARGES

All food and beverages must be purchased through W.A. Frost and Company.  
 Bakery Purchased Wedding cakes are allowed \$1.00 per person fee  
 All private functions are subject to an 20% gratuity and sales tax.  
 Room set-up fee of \$50.00 may apply (see details on page 3)

### CANCELLATION POLICY

Any function cancelled within five business days of the scheduled date will be charged 50% of the rooms food & beverage minimum (see Minimum Purchase Above).  
 The charge will be billed to the credit card number on file and a receipt is available upon request.  
 Cancellation also results in the loss of the rental fee which was paid at the time of booking.



Historic Cathedral Hill - Dacotah Building - 374 Selby Avenue, St. Paul, MN 55102  
651-224-5715 restaurant phone 651-224-7945 restaurant fax - [www.wafrost.com](http://www.wafrost.com)  
651-290-7135 Private Dining Coordinator Julia

### THE PATIO GARDEN BAR OR THE LOWER LEVEL LOUNGE

Available for rent seven days a week  
Rental hours are from 11:00am to 3:00pm (attendees must be gone by 3)  
Space opens to the public at 3:30  
Maximum event size 60 people  
Rental fee is \$50.00 (non-refundable and necessary to book space)  
Reception Style Menu Only  
Standard Garden Bar or Lower Level Lounge Set-Up  
Standard Patio Music or Lower Level Lounge music  
Please note that the dining portion of the patio will be in use for lunch as well as the inside bar area  
In the event of rain, (for patio garden bar functions) the function will be moved to the lower level lounge

### THE LOWER LEVEL LOUNGE

Available for rent Sunday -Thursday from 4:00pm to Midnight  
Maximum event size 60 people  
Rental fee is \$150.00 (non-refundable and necessary to book space)  
Food and Beverage Minimum of \$1,000.00 is required  
Reception Style Menu Only  
Standard Lower Level Lounge Set-Up  
Standard Lounge Music (can be turned off)

### CONTACT INFORMATION

For information about our rooms, rates and menus visit our web site at [www.wafrost.com](http://www.wafrost.com).  
For further inquiries, contact:  
Julia Struve 651-290-7135 normal business hours  
email - [JStruve@universityclubofstpaul.com](mailto:JStruve@universityclubofstpaul.com)

### PAYMENT

One bill will be presented and must be paid in full at the conclusion of the function.  
Cash, check, Visa, MasterCard, Discover, American Express, or Diner's Club are accepted.

### EQUIPMENT RENTAL

Screen 5X5 with Audio/Visual Cart 35.00      Oak Podium Stand with Light 25.00

### DIRECTIONS

see our website [www.wafrost.com](http://www.wafrost.com) for detailed directions

#### Highway 94 going east (from Minneapolis):

- Exit at Marion Street, turn right (at Kellogg Street).
- One block to John Ireland Boulevard, turn right.
- Two blocks to Selby Avenue, turn right.
- Four blocks to the corner of Selby and Western Avenues.

#### Highway 94 going west:

- Exit at Marion Street, turn left.
- Two blocks to John Ireland Boulevard, turn right.
- Two blocks to Selby Avenue, turn right.
- Four blocks to the corner of Selby and Western Avenues.

#### Highway 35E going north:

- Exit at Kellogg Street, turn left.
- Two blocks to John Ireland Boulevard, turn left.
- Two blocks to Selby Avenue, turn right.
- Four blocks to the corner of Selby and Western Avenues.

#### Highway 35E going south:

- Take Hwy 94 West for just a quarter mile.
- Exit at Marion Street, turn left.
- Two blocks to John Ireland Boulevard, turn right.
- Two blocks to Selby Avenue, turn right.
- Four blocks to the corner of Selby and Western Avenues.



Historic Cathedral Hill - Dacotah Building - 374 Selby Avenue, St. Paul, MN 55102  
651-224-5715 restaurant phone 651-224-7945 restaurant fax - www.wafrost.com  
651-290-7135 Private Dining Coordinator Julia

## ROOM SET-UP INFORMATION

W.A. Frost provides white linen table cloths and napkins as well as an oil lamp. Our staff will be happy to set out arranged flower vases, candles, balloons & place cards at no additional fee. It is best to discuss with the banquet manager any special arrangements. Items can be delivered the day of the event after 11:00 am. Be sure to attach a delivery note with the name of the private room as well as the name of the person who booked the space with W.A. Frost. Centerpieces that require on site arrangement, room decorating, cake set-up or decorating will be charged a \$50.00 set-up fee. Please remember we do book our private rooms for both lunch and dinner events. The set up for your function will take place approximately two hours prior to your arrival, or maybe only thirty minutes, thus the final decorations will be set up by our staff during this time. If you plan on having someone come in to decorate for you, please confirm with the banquet manager as to the time they may arrive. Chair covers, audio/visual equipment (excluding projection screen) must be set-up by the rental company.

Each private room depending on the number of guests has its own ideal set-up.

The banquet manager will determine the set-up of the room according to the number in the party, the occasion and any other details discussed while booking. Wedding ceremonies in The Fireside Room are typically held in front of the fireplace. Ceremonies in Sophie's room are usually in the northeast corner by the windows. Appetizer, cake, name tag, and gift table arrangement are ultimately determined by the number of guests, again each of these have their ideal spot in all of our private rooms.

Please be assured the room will be arranged for maximum comfort and flow.

The information we need from you is the final number attending, if you have assigned seating and or if you need any table set with a specific number of place settings, for example a "Head Table". If you have assigned seating the name cards and seating chart should be dropped off with the restaurant manager the day before the event.

## TABLE DIMENSIONS

### Sophie's Room

Rounds - 66" x 66" Seats 10 Maximum of 4 Tables Seats 40

Rounds - 60" x 60" Seats 8 Maximum of 5 Tables Seats 40

Conference Square - 8ft x 6ft Seats 14

Double Conference Square - 16ft x 6ft Seats 22

Long Rectangle - Up to 24ft x 3ft Seats 26

### Fireside Room

Long Rectangle - 16ft x 3ft Seats 16

Singe Rectangle - 8ft x 3ft Seats 10

Conference Square - 8ft x 6ft Seats 14

Conference Square Plus - 10ft x 6ft Seats 16

T-Shaped - 8ft x 3ft & 8ft x 3ft Seats 15

### Sophie's & Fireside Rooms

Rounds - 66" x 66" Seats 10 Maximum of 4 Tables = 40

add : Rounds - 60" x 60" Seats 8 Maximum of 2 Tables = 56

Head Table - maximum head table of 8 set in Sophie's Room along North windows



Historic Cathedral Hill - Dacotah Building - 374 Selby Avenue, St. Paul, MN 55102  
651-224-5715 restaurant phone 651-224-7945 restaurant fax - www.wafrost.com

## EVENT PLANNING GUIDE

Thank you for booking your event with us, please review the information below  
and make final decisions a minimum of three weeks prior to your event.  
Event details can be handled by e-mailed, by phone or done in person by appointment.

1. Determine the time of arrival
2. Determine the number of guests (We need a final number 72 hours prior)  
\*Evening events will be charged for the final number of guests\*
3. Will there be assigned seating?  
If yes, you need to provide the placecards and a copy of the seating chart so the room  
can be set properly  
If no, we will set the room accordingly.
4. Will there be an audio/visual presentation?  
We offer a rental screen for \$35, but do not have a/v electronic equipment.  
Do all guests need to see screen during dinner?  
If yes, then the maximum capacity of the rooms decrease by about one-third.
5. The Food: The Fireside Room may order off the dining room menu.  
Appetizers - Choose what you like and we will help with the quantities  
First Course - Choose one for the entire group  
Entree's - Choose up to three (we will print a menu for the event)  
Cheese Course - Individually plated, an elegant touch with rave reviews  
Dessert Course - Choose one for the entire group, or offer a three item dessert table  
Chef's Tasting Menu - Planning should begin a minimum of four weeks prior to date  
Children's Menu - miniburger, grilled cheese, wings, pizza \$6.50
6. The Beverages:  
\*We do not set up bars, our servers will cocktail the event\*  
\*We assume non-alcoholic beverages will be on the hosts bill unless told otherwise\*  
  
There are many options in choosing how to pay for alcoholic beverages, for example:  
  
Host Bar - anything and everything we offer  
Host Bar Selected Wine - chosen wine and any cocktail or beer  
Host Bar Selected Wine & Rail Pours - chosen wine, our premium standard spirits & beer  
Host Bar Selected Wine & Beer - chosen wine and beer only, no cocktails  
Sparkling Toast - add to any of the packages (offer on arrival, after "I do", or with dinner)  
Cash Bar - cash for all alcohol

Futhermore, we can offer one of the above options through the cocktail hour, through the  
dessert course, through any course, you can provide drink tickets, you can offer wine  
with dinner only, or you can set a dollar limit for alcohol. The decission is up to you.

For more information regarding room set-up, flowers, candles, cakes, etc. please be sure to  
read over page 3 of the private events packet.

We Look Forward To Working With You