



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 Scheduler Julia
651-224-5715 Private Dining Planner Talon

Private Rooms:	<u>11:00am-4:00pm</u>	<u>5:00pm-Midnight</u>	<u>Maximum Capacity</u>
Sophie's & Fireside Rooms	\$125.00	\$250.00	56
Sophie's Room	\$75.00	\$150.00	40
The Fireside Room	\$50.00	\$100.00	16
The Patio Garden Bar	see pg.2	N/A	60
The Lower Level Lounge	see pg.2	see pg.2	60

****A Single Acoustic Guitar or Harp Player is Allowed****

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

Sophie's & Fireside Rooms - \$1500.00 Evenings and \$750.00 Daytime
Sophie's Room - \$1000.00 Evenings and \$500.00 Daytime
Fireside Room - \$500.00 Evenings and \$250.00 Daytime
The Lower Level Lounge - \$1500.00 Evenings and \$750.00 Daytime

EVENT DETAILS and FINAL GUARANTEE

Any late detail changes, closer that 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 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 that 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 Planner 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
Corkage Fee is \$10.00 Per 750 ml of Wine
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 5 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.

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 3:00

Maximum event size 60 people

Rental fee is \$125.00 (non-refundable and necessary to book space)

\$750.00 Food & Beverage Minimum Applies, Reception Style Menu Only

Standard Garden Bar or Lower Level Lounge Set-Up (we do not move furniture)

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 which is only accessible by stairs.

THE LOWER LEVEL LOUNGE

Available for rent Sunday -Wednesday from 4:00pm to Midnight

Maximum event size 60 people

Rental fee is \$250.00 (non-refundable and necessary to book space)

Food and Beverage Minimum of \$1,500.00 is required

Reception Style Menu Only

Standard Lower Level Lounge Set-Up (we do not move furniture)

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.

For further inquiries, and initial bookings contact:

Julia Struve 651-290-7135 normal business hours

or email - JStruve@universityclubofstpaul.com

For Events Booked contact Talon Zasada 651-224-5715 (Tues-Sat)

or email - Talon@WaFrost.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 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 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 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 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.

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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

Single 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

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, pasta (selections may vary) \$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. Please note we only allow a single acoustic guitar or harp player, no groups, bands, amplifiers or speakers.

We Look Forward To Working With You