



Historic Cathedral Hill – Est. 1975

374 Selby Avenue, Saint Paul MN 55102 - 651.224.5715 www.wafrost.com

Private Dining Coordinator – Julia Struve | privatedining@wafrost.com

Private Rooms:	<u>11:00am-3:00pm</u>	<u>5:00pm-11:00PM</u>	<u>Maximum Capacity</u>
Sophie's & Fireside Rooms	\$250.00	\$500.00 (\$600 Fri and Sat)	60
Sophie's Room	\$150.00	\$300.00 (\$400 Fri and Sat)	40
The Fireside Room	\$100.00	\$200.00	20
The Patio Garden Bar *(11-3)	\$350.00	N/A	60
The Lower Level Lounge	\$350.00	\$400.00 (Sun-Thurs Only)	60

- Please check with the private dining coordinator for COVID capacities

LIVE MUSIC

A Single Acoustic Guitar or Harp Player is allowed
Amplified music and microphones are not allowed

ROOM FEE

A credit on file is required to make a reservation. The rental fee will be run the evening of the event, along with food and beverage charges, and is non-refundable. **In the event of cancelation, room fee will be charged on the card on file.**

MINIMUM PURCHASE

Sophie's & Fireside Rooms- \$2000.00 Evenings and \$1000.00 Daytime
Sophie's Room- \$1500.00 Evenings and \$750.00 Daytime
Fireside Room - \$500.00 Evenings and \$250.00 Daytime
The Lower Level Lounge - \$1000.00 Evenings and \$750.00 Daytime

EVENT DETAILS and FINAL GUARANTEE

THE FINAL GUARANTEE FOR TOTAL GUEST COUNT MUST BE CONFIRMED NO LATER THAN 10 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. Menu selections and prices are subject to change without prior notice. For groups over 12, a limited menu is required. The client selects one first course, three entrees, two desserts that their guests can order from at the table.

FEES AND ADDITIONAL CHARGES

- All food and beverages must be purchased through W.A. Frost and Company (exceptions noted below)
- Bakery Purchased Wedding, Birthday or other specialty cakes are allowed with a \$2.00 per person service fee
- Our corkage fee is \$20.00 Per 750 ml of bottle of wine opened.
- All private functions are subject to a 17% hospitality fee and sales tax.
- Restaurant Promotions are not valid for private events.
- Room set-up fee of \$50.00 may apply (see details on page 3)
- You can hook up to our sound system- no additional fee

CANCELLATION POLICY

Any function cancelled within 5 business days of the scheduled date will be charged 50% of the room 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 LOUNGE/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 3:00)**. Space opens to the public at 3:00. The maximum event size is 60 people. The rental fee is \$350.00 (non-refundable) and a \$750.00 food & beverage minimum applies. 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.

CONTACT INFORMATION

For information about our rooms, rates and menus visit our web site at www.wafrost.com.

For inquiries contact Julia | PrivateDining@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 5 x 5 with Audio Visual Cart \$35.00

Screen and Projector \$150.00

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.

ROOM SET-UP INFORMATION

W.A. Frost provides white linen tablecloths and napkins, as well as candles. 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 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. If you plan on having someone come in to decorate for you, please confirm with the manager as to the time they may arrive.

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

TABLE DIMENSIONS

Apply if COVID restrictions are not in place. Ask your event coordinator for COVID capacity limits

Sophie's Room

Rounds - 66"x 66" Seats 10 Maximum of 4 Tables Seats 40 Rounds – 72" Seats 10 Maximum of 4 Tables

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- Seats up to 20

The Fireside Room can seat up to 24 for a ceremony.

Sophie's & Fireside Rooms

4 72" rounds, seat up to 10 in Sophie's Room, 2 60" rounds seat up to 8 in Fireside Room or one large rectangle in Fireside Room for 20

** For groups over 40 renting both Sophie's and Fireside, there is not room for a pre-dinner social hour.