

Experience the Excellence of Private Dining at the Alexis Hotel and Library Bistro

Excellent Quality... The Alexis Hotel offers full catering services with the culinary flair of the Library Bistro's Executive Chef, Tiffany Layco. Whenever possible, sustainable and organic products are used to create customized special event menus. The Library Bistro space is exclusive to private dining events each evening and available by reservation only. Additional event spaces are located inside the world renowned Alexis Hotel, recognized on the *Conde Naste Traveler Gold List* and *Travel + Leisure 500 Best Hotels in the World*. Whatever your calendar calls for, you are invited to taste and see for yourself the standard of excellence at the Library Bistro.

Excellent Service... The entire staff stands ready to serve, attending to every single detail in a proficient, expedient manner. Exploring menu options, creating room diagrams, coordinating outside services-no detail will be overlooked before, during or after your special event.

Excellent Value... The Library Bistro proudly stands behind its food and beverage quality. Guided by integrity, all expenses are discussed openly and honestly from the start. More importantly, your event will be customized to offer the most value for your dollar.



Details, details, details...

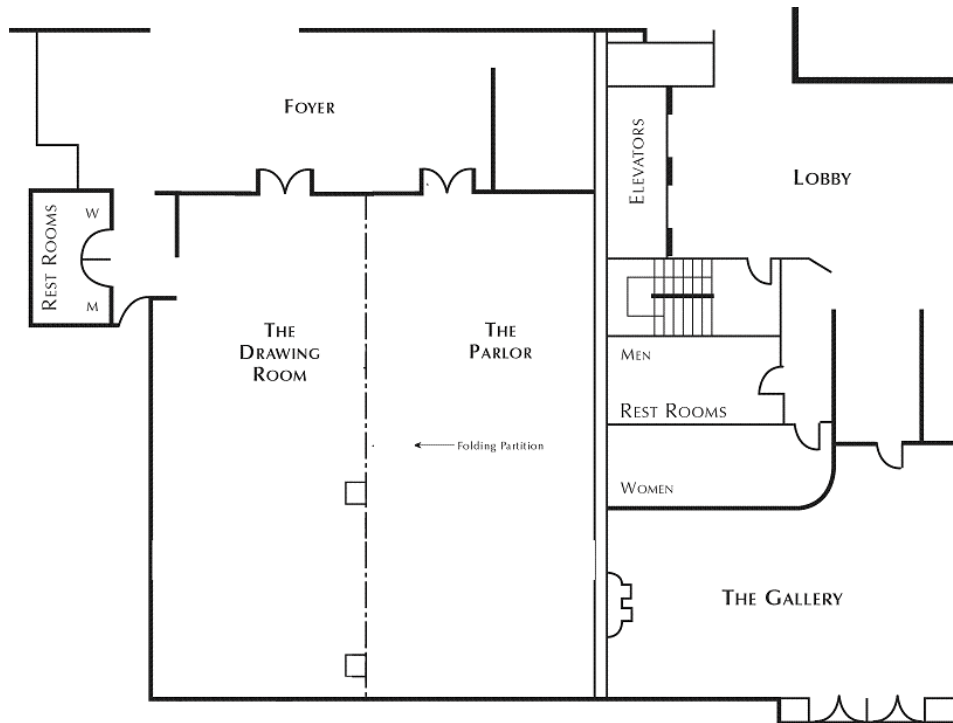
Room Set Up and Food & Beverage Minimums

The room set up includes the set up and cleaning of the room, white linens, china, glass, silverware, and all necessary service items. A food and beverage minimum requirement must be met to reserve any private space. The difference between the food and beverage minimum and the total food and beverage expenses will be assessed as a room rental if the food and beverage minimum is not met. Please share the details of your event with one of our catering professionals in order to determine what space is best for you.



Event Spaces

The Alexis Hotel offers a variety of world class spaces to best accommodate your event.



- **The Gallery Room** is named for its seasonal art exhibits and features a wood burning fireplace and French doors. The Gallery Room accommodates up to 32 guests for a sit-down meal, 40 guests for a reception and 40 guests theater style.



- **The Library Bistro** is open for breakfast and lunch daily and in the evenings is rented exclusively for private events. It is reminiscent of a 1940s and 1950s style restaurant with faux lizard skin high-back booths, 10-foot tall bookcases displaying hundreds of books by famous and infamous authors. The space makes for great formal dinners up to 90 guests and ultra stylish receptions for up to 150 guests.



- **The Grand Parlor** (the Parlor and Drawing Rooms combined) accommodates up to 100 guests for a sit-down meal, 120 guests for a reception and 100 guests theater style. The two rooms feature a “foyer” with fine artwork to greet guests.



- **The Parlor Room** is warm and rich, with high ceilings, artful chandeliers, and accommodates up to 50 guests for a sit-down meal, 55 guests for a reception and 60 guests theater style.



- **The Drawing Room** is warm and rich, with high ceilings, artful chandeliers, and accommodates up to 50 guests for a sit-down meal, 55 guests for a reception and 60 guests theater style.

Menus

A well-designed menu is the starting point for every great event and our sales team will guide you effortlessly through this creative process. Executive Chef Tiffany Lyco and her culinary team strive to develop menu items that highlight the freshest seasonal ingredients available in the Pacific Northwest. Please consider the enclosed menus as a starting point for your function. We are also pleased to customize any menu to meet your specific needs. No food or beverage may be brought into or removed from our facilities with the exception of wedding or specialty cakes.

Beverage Service

We are a fully licensed caterer offering a wide selection of premium wines, beer and liquor to complement your event. All beverages are charged on a per consumption basis. For more information see our beverage menu.

Menu Prices, Taxes and Service Charge

All food and beverage pricing is subject to a customary 21% service charge and Washington State Sales Tax. The menu prices and service charge do not reflect Washington State Sales Tax and are subject to change.

Confirming Details – Guarantees

To ensure our finest services we require all contracted details be finalized and an event contract signed a **minimum of ten (10) business days** prior to the event. Guarantees (number of guests expected) are required no later than **twelve noon three (3) business days** prior to the scheduled event to ensure proper staffing and food quantities. After the guest count has been received, you may not reduce the number. In the event the guest count increases, the Library Bistro will make every effort to accommodate the increase. If a guest count is not received three (3) days prior, the guarantee will

be the original estimated count as stated on the event contract. The final bill will reflect the last guarantee given or for the actual number served, whichever is greater.

**We are always glad to show our event spaces in person, please inquire with our sales team.
For a virtual tour of our event spaces, please visit www.alexishotel.com**

Deposits and Payment

A non-refundable deposit is required to confirm your reservation of the event space. This deposit will be credited towards the final balance due. A credit card guarantee is required and will be used on any balances remaining after the conclusion of the event.

<u>Room</u>	<u>Deposit</u>
Parlor, Drawing and Gallery Rooms	\$500
Library Bistro and Grand Parlor (Parlor and Drawing Rooms)	\$1,000

Audio Visual

Audio Visual Meeting Solutions, LLC (AVMS), in conjunction with the Library Bistro, provides a complete line of audiovisual equipment to meet your needs. Should there be any additional audiovisual requirements, our event planning team would be happy to assist you in making the necessary arrangements. All audio visual is subject to a 21% service charge and Washington State Sales Tax. Please ask your sales representative about specific audio visual pricing.

Parking

The Alexis Hotel offers valet parking for \$15.00 per vehicle for event attendees. Street parking is available on the adjacent city streets, under the Alaskan Way Viaduct and neighboring self-pay parking lots. Overnight parking is available for \$30.00 per vehicle.

Coat Check

Complimentary coat racks are provided. A coat check attendant can be arranged for \$25.00 per hour (four hour minimum). The Alexis Hotel and Library Bistro are not responsible for any lost or missing articles.

Recommended Services

Event Planning Consultants

Event Experience	206/878.2322	www.eventexperience.com
Fine Line Events	425/542.2849	info@threedreamsent.com
It's Eventful!	206/718-3940	www.itseventful.com

Floral Design

Bella Regosa	206/789.1134	www.bellarugosa.com
Buckets	206/405.3335	
Loves Me Flowers	206/229.2446	www.lovesmeflowers.com

Photographers

Redstone Pictures	206/999.0490	www.redstonepictures.com
Studio E Photography	425/746.0888	www.studioonline.net
Lobban Photography Inc.	253/565.1840	www.lobban.com

Linen and Event Rentals

Choice Linens and Chair Covers	206/728.7731	www.choicelinens.com
Pedersen's Rentals	206/749.5400	www.pedersens.com
Make A Scene	206/937-4900	www.makeascenerentals.com

Disc Jockeys

Impact Entertainment	425.712.9195	www.seattlediscjockey.com
Nite Lite Entertainment	253/640.3597	www.niteliteent.com
Wavelink Music	425/771.1167	www.wavelinkmusic.com

Bands

Jake Bergevin Music	425/258.6093	www.jakebergevinmusic.com
Dudley Manlove Quartet	206/898.6683	www.dudleymanlove.com
The Sterling Band	425/359.4911	www.musicbysterling.com
Smooth Groove	253/437.2099	www.smoothgroove.net

Musicians

Marie Booker (piano)	206/932.6023	mlrbooker@aol.com
George Emerson (piano)	206/353.7509	gte1@attbi.com
Susi Hussong (harpist)	206/783.9493	harp4u@worldnet.att.net
Windsong (classical ensemble)	253/941.2540	www.windsongtrio.com

Cakes

Celebrity Cake Studio	253/627-4773	www.celebritycakestudio.com
Crème de la Crème	206/241-0249	www.cakesbycremedelacreme.com

Macrina
Hollyhock Cakes

206/448-4089
206/375-5656

www.macrinabakery.com
www.hollyhockcakes.com