

2024 EVENT PLANNING KIT

223 Pennsylvania Ave SE Washington DC 20003 event cell / 202-679-2407 email / events@sonomadc.com www.sonomadc.com



SONOMA EVENT KIT CONTENTS

Private Events Overview 3
Event Spaces & Minimum Revenue Fees 4-7
Lunch & Dinner Menu 8
Appetizer Menu 9
Beverage Menus 10-11
Event Planning Sheet and Event Contract 12-13
Frequently Asked Questions 14

For date availability please contact our events manager directly:

Hilary Smith
Events Manager, Sonoma Restaurant
202-679-2407 I events@sonomadc.com

Private Events at Sonoma:

A unique location at the heart of Capitol Hill

Sonoma Restaurant is a premier private event venue on Capitol Hill

Sonoma is one of the city's premier private event locations, and frequently hosts political, corporate, and media events for members of Congress, in addition to hosting intimate neighborhood events for personal celebrations.

Sonoma offers a variety of food and beverage packages that make it the perfect location for birthday parties, intimate and exclusive wine dinners, cocktail parties, product launches, and community fundraisers.

Our private event menus feature our from-scratch kitchen, where we cook local and seasonal ingredients with global influences. You'll find classics like housemate meatballs and beef bourguignon alongside elaborate charcuterie boards, house cured salmon, and delicate desserts.

Intimate dinners or large receptions - our private rooms can fit any event

On Sonoma's second floor, you'll find an expansive private lounge which overlooks the Library of Congress and Pennsylvania Avenue. And towards the back of our second floor you'll find a secluded dining room suited well for quieter functions.

You can even combine these two rooms for a buyout of our entire second floor.

Whether you're planning an intimate dinner for a dozen friends or business associates, a contemporary, warm atmosphere for a reception, or need totally private space for a political fundraiser, Sonoma can accommodate your group.

With space for up to 275 guests for a cocktail reception, we'll tailor our spaces to fit even the largest gatherings.





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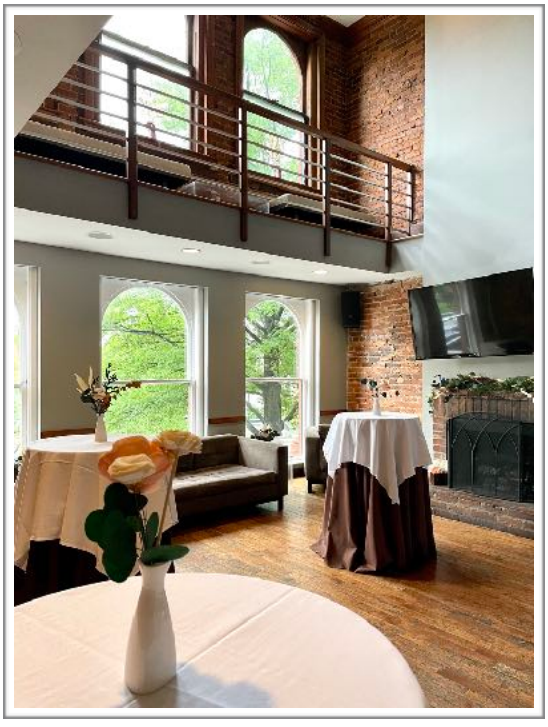
Event Spaces

Avenue Lounge

The second floor Avenue Lounge features an open floor plan, furnished with contemporary sofas and club chairs, and is perfect for larger private events for groups larger than 40. It is an airy, elegant space with a raised stage and two-story fireplace, and has capacity for 65 guests for a seated event or 100 standing, with a ceiling height of 9-20 feet. It is our recommended space for large cocktail receptions, fundraisers, media events, and seated luncheons or dinners for more than 40 guests.







<u>Avenue Lounge Capacities</u>: 65 seated lunch or dinner I 100 standing reception

<u>Avenue Lounge Minimum Revenue Fees</u>: for two hour event during given time window

DAYTIME: Mon - Fri, 11am-3pm
$750 food & beverage minimum

EVENING: Mon - Fri, 4-10pm; Sat all day
$2000 food & beverage minimum

Sonoma charges a 23% taxable house fee and 10% tax on top of all event sales and/or minimums

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Event Spaces

Private Dining Room

The second floor Private Dining Room is our most intimate and secluded private event space, located in the back of our second floor. The room has capacity for 40 guests at a seated event or up to 50 standing, with a ceiling height of 12 feet, highlighted by skylights that bring in plentiful natural light during the day. It is our recommended space for business lunches, quiet dinners, small standing receptions, presentations and private meetings for groups of 40 or less.







Private Dining Room Capacities: 40 seated lunch or dinner I 50 standing reception

Private Dining Room Minimum Revenue Fees: for two hour event during given time window

DAYTIME: Mon - Fri, 11am-3pm
$750 food & beverage minimum

EVENING: Mon - Fri, 4-10pm; Sat all day
$1000 food & beverage minimum

Sonoma charges a 23% taxable house fee and 10% tax on top of all event sales and/or minimums

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Event Spaces

Entire Second Floor

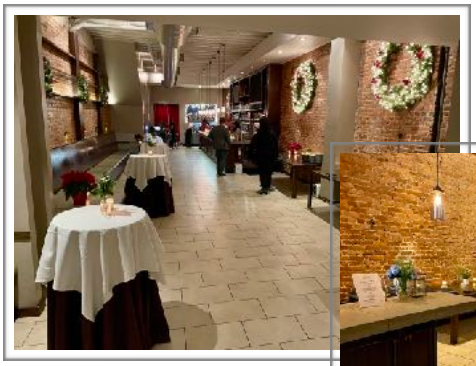
The two private rooms upstairs can be combined for a reservation of the Entire Second Floor, which can accommodate up to 100 guests for a seated buffet-style lunch or dinner, or 150 guests for a standing cocktail reception. We offer many styles of room set ups, including all standing, combination standing with lounge seating, or fully seated. This space is ideal for a large speaking panel or standing reception, or smaller events wishing to combine a standing cocktail reception with separate seated dinner.






First Floor Main Dining Room

The First Floor Main Dining Room is Sonoma's only ADA accessible private space, and can be reserved on select dates and times subject to the owner's discretion. The Main Dining Room can host up to 60 guests for a seated lunch or dinner, or up to 125 for a standing reception. This space is popular for holiday receptions - ask the event manager for more info and photos featuring holiday decorations.




Full Restaurant Buyout

The entire restaurant at Sonoma (first, second, and third floors) can also be rented for large daytime events, and is ideal for large events for 150-275 guests with full privacy. The three separate rooms can be set up in a variety of event styles (fully seated for up to 150 guests, standing for up to 275 guests, and combinations of both). Ask our event manager for date-specific availability and pricing for a full restaurant buyout.

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Minimum Revenue Fees

Private Room Food and Beverage Minimums

Minimum revenue fees are based on a 2 hour time period within the given window
For longer events, please ask event manager for prorated pricing

Avenue Lounge

DAYTIME: Mon-Fri, 11am-3pm
$750 food & beverage minimum

EVENING: Mon-Fri, 4-10pm;
Sat all day 11am-10pm
$2000 food & beverage minimum

Entire Second Floor

(Avenue Lounge + Private Dining Room)

DAYTIME: Mon-Fri, 11am-3pm
$1500 minimum

EVENING: Mon-Fri, 4-10pm;
Sat all day 11am-10pm
$3000 food & beverage minimum

Private Dining Room

DAYTIME: Mon-Fri, 11am-3pm
$750 food & beverage minimum

EVENING: Mon-Fri, 4-10pm;
Sat all day 11am-10pm
$1000 food & beverage minimum

First Floor Main Dining Room

or

Full Restaurant Buyout

Available on select dates only,
ask event manager for availability
and date-specific pricing

Sonoma charges a 23% house fee (includes gratuity) and 10% tax* on top of all event sales
***10% DC sales tax can be removed with proof of federal or DC tax exemption certificate**

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Lunch & Dinner Menu

Buffet Lunch & Dinner Dishes

Starters:
Market Salad (vegan, gf) - mixed greens, cucumbers, tomatoes, balsamic vinaigrette
Seasonal Salad - chef's selection seasonal veggies over greens or grains (may contain cheese)
Creamy Tomato Soup (gf) - san marzano tomatoes, basil, heavy cream

Entrées:
Roasted Chicken (gf) - roasted bone-in chicken legs and wings, reduced chicken jus
Grilled Steak (gf) (+$8 per person) - grilled flank steak, beef demi glace sauce
Beef Bourguignon (gf) - braised beef short ribs, red wine, beef demi glace, gourmet mushrooms
Pan Seared Branzino (gf)- boneless, crispy skin branzino filet, chimichurri sauce
Vegetarian Pasta - rigatoni with seasonal vegetables, creamy tomato sauce
Meat Pasta - rigatoni with ground beef bolognese sauce, tomato, parmesan cheese
Ratatouille Risotto (vegan, gf) - bomba rice, tomato, zucchini, eggplant, bell pepper, vegan-friendly stock

Sides:
Roasted Potatoes (vegan, gf) - olive oil, garlic, rosemary and thyme
Seasonal Vegetables (vegan, gf) - seasonal selection mixed roasted vegetables, olive oil, fresh herbs
Jasmine Rice Pilaf (gf) - toasted jasmine rice, butter, onion, carrot, bay leaf, vegetable stock

Desserts:
Oreo Cheese Cake - creamy vanilla cheese cake, oreo cookie tart crust, berry sauce
Chocolate Mousse (gf) - airy milk chocolate mousse, seasonal jam, white chocolate ganache
Apple Upside Down Cake - vanilla pound cake, caramel apple topping, white chocolate ganache
Sticky Toffee Pudding- spiced ginger and cinnamon cake, white chocolate ganache
Fresh Fruit Bowl (vegan, gf) - seasonal sliced fresh fruits

Sonoma Buffet Menu - $50 per person (lunch or dinner)
choose 1 starter, 2 entrées, 1 side, and 1 dessert

Sonoma Plated Menu - $60 per person (dinner only)
choose 1 starter, 2 entrées, and 1 dessert

Plated meals offered for dinner only and for a maximum of 20 guests
Our Chef will choose plated entrée sides and sauces, which vary seasonally

Lunch & Dinner Extras

Additional Starter, Side or Dessert	$6 per person
Additional Entrée	$15 per person
Artisanal Bread Baskets	$5 per person
Plated Cheese Course (dinner only)	$12 per person
Plated Cured Meats Course (dinner only)	$12 per person

Sonoma lunch and dinner menu prices include bottomless non-alcoholic beverages

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Appetizer Menu

Custom sizes available from 20-200 guests in increments of 10, ask manager for pricing
Portion size is 2 pieces per person, excluding sliders, fruit skewers, and choc mousse I gf = gluten free

Vegetarian

Deluxe Cheese Board Two Artisanal Cheeses with Housemade Crackers and Fruit Jam
$160 *for 20 guests* / **$400** *for 50 guests*

Mini Margherita Pizzas with Fresh Basil
$100 *for 20 guests* / **$250** *for 50 guests*

Mini Pesto Puff Pastries with Genovese Spinach Pesto, Sundried Tomatoes, Parmesan
$100 *for 20 guests* / **$250** *for 50 guests*

Vegan

Roasted Vegetable Antipasto Platter (gf)
$120 *for 20 guests* / **$300** *for 50 guests*

Stuffed Mushrooms with Vegan Ratatouille Filling (gf)
$100 *for 20 guests* / **$250** *for 50 guests*

Split Pea Fritters with Cilantro Salsa (gf)
$80 *for 20 guests* / **$200** *for 50 guests*

Grilled Vegetable Skewers with Zucchini, Eggplant, Bell Pepper (gf)
$80 *for 20 guests* / **$200** *for 50 guests*

Fresh Fruit - CHOOSE ONE: Platter or Skewers (gf)
$100 *for 20 guests* / **$250** *for 50 guests*

Dessert

Mini Cream Puffs - CHOOSE ONE: Vanilla or Chocolate
Mini Choux Pastry with Flavored Cream Filling
$100 *for 20 guests* / **$250** *for 50 guests*

Mini Puff Pastry Fruit Tarts with White Chocolate Ganache Filling and Fresh Fruit Topping
$100 *for 20 guests* / **$250** *for 50 guests*

Mini Oreo Cheesecake Bites with Berry Sauce
$100 *for 20 guests* / **$250** *for 50 guests*

Chocolate Mousse Cups with White Chocolate Ganache (gf)
$120 *for 20 guests* / **$300** *for 50 guests*

Meat

Deluxe Cured Meats Board Two Cured Meats with Grilled Bread and Whole Grain Mustard
$160 *for 20 guests* / **$400** *for 50 guests*

Pork and Beef Meatballs with Marinara Sauce, Parmesan
$120 *for 20 guests* / **$300** *for 50 guests*

Buttermilk Fried Chicken with Sweet Chili Sauce (gf)
$100 *for 20 guests* / **$250** *for 50 guests*

Grilled Chicken Skewers with Teriyaki Sauce (gf)
$100 *for 20 guests* / **$250** *for 50 guests*

Grilled Steak Skewers with Steak Sauce (gf)
$120 *for 20 guests* / **$300** *for 50 guests*

Pulled Beef Sliders with Blue Cheese, Aioli
$120 *for 20 guests* / **$300** *for 50 guests*

Fried Chicken Sliders with Kimchi Aioli
$120 *for 20 guests* / **$300** *for 50 guests*

Mini Crab Cakes with Curry Aioli
$100 *for 20 guests* / **$250** *for 50 guests*

Mini Pepperoni Pizzas
$100 *for 20 guests* / **$250** *for 50 guests*

Assorted Deviled Eggs Fresh Chives and Bacon (gf)
$100 *for 20 guests* / **$250** *for 50 guests*

Seafood

Cured Salmon Platter Thinly Sliced Salmon with Crackers, Capers, Lemon and Whipped Raifort Cream
$180 *for 20 guests* / **$450** *for 50 guests*

Crab Cake Sliders with Cabbage Slaw, Remoulade
$140 *for 20 guests* / **$350** *for 50 guests*

Buttermilk Fried Shrimp with Old Bay Cream Sauce (gf)
$100 *for 20 guests* / **$250** *for 50 guests*

Mini Crab Cakes with Curry Aioli
$120 *for 20 guests* / **$300** *for 50 guests*

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Beverage Menu

Bottomless Beverage Packages

Start with one of our wine packages and then select any add-on items;
Wine packages include non-alcoholic beverages and soft drinks;
2 hour package prices will be prorated for longer events

Sonoma Wine Package

$20/person for 2 hours

99 Vines Chardonnay California NV, **99 Vines Pinot Grigio** California NV,
Havenscourt Pinot Noir California NV, **Havenscourt Cabernet Sauvignon** California NV

Executive Wine Package

$29/person for 2 hours

Cambridge Road Animus Blanc New Zealand 2019, **Broadbent Vinho Verde** Portugal NV,
Impero Montepulciano Italy 2022, **La Grande Moulin Merlot/Cabernet** France 2019

Deluxe Wine Package

$39/person for 2 hours

Ten Sisters Sauvignon Blanc New Zealand 2023, **McNab Chardonnay** California 2022,
Que Guapo Malbec Argentina 2021, **Slingshot Cabernet Sauvignon** California 2021

Beverage Package Add-ons

House Sparkling Wine .....+ $5 per person
Italian Prosecco .....+ $10 per person
House Beer.....+ $10 per person
Craft Beer .....+ $15 per person
House Liquor .....+ $15 per person
Premium Liquor .....+ $25 per person

Bottomless Package prices are listed for 2 hours & will increase incrementally for additional hours

We also offer hosted bars on consumption - see menu on next page,
which lists all drink labels offered in the beer and liquor price tiers

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Beverage Menu

On Consumption Beverage Menu

Wine Price Tiers ($ priced per bottle) – For a hosted on consumption bar:

1. Choose a preferred wine price tier and Sonoma will choose 4 labels from that tier, or
2. Choose specific labels from different tiers, can select up to 6 labels maximum

Sonoma House Wines

99 Vines pinot grigio, California, non-vintage $32
99 Vines chardonnay, California, non-vintage $32
Havenscourt pinot noir, California, non-vintage $32
Havenscourt cabernet sauvignon, California , non-vintage $32

Executive Wines

Bosman chenin blanc, South Africa, 2023 ..... $44
Broadbent vinho verde, Portugal, non-vintage $44
Cambridge Road animus blanc, New Zealand, 2019 ..... $44
Zestos garnacha rosé, Spain, 2023 ..... $44
Impero Collection montepulciano, Italy, 2022 ..... $48
La Grande Moulin merlot/cabernet, France, 2019 ..... $48

Deluxe Wines

McNab chardonnay, California, 2023 ..... $56
Ten Sisters sauvignon blanc, New Zealand, 2023 ..... $60
Les Sarrins grenache rosé, France, 2022 ..... $56
Jezebel pinot noir, Oregon, 2022 ..... $60
Que Guapo malbec/syrah, Argentina, 2021 ..... $52
Slingshot cabernet sauvignon, California, 2021 ..... $64
Il Baccanale cabernet sauvignon/sangiovese, Italy, 2017 ..... $60

Sparkling Wines

Cricova sparkling brut, Moldova, non-vintage $32
Montelliana prosecco, Italy, non-vintage $48
Francois Montand blanc de blanc, France, non-vintage $60

Beer and Liquor Price Tiers ($ priced per drink):

House Beer - Seasonal Draught ($11), Miller Lite ($9), Lagunitas IPA ($10)
or
Craft Beer - Seasonal Draught ($11), DC Brau Public Pale Ale ($12, local), Atlas Bullpen Pilsner ($12, local)

House Liquor ($10-12) - Rubinoff vodka, Rubinoff gin, Old Mexico tequila blanco, Ron Roberto Superior rum, Cabin Still bourbon, Dewar's blended scotch
or
Premium Liquor ($12-$18) - Grey Goose vodka, Belvedere vodka, Titos vodka, Bacardi rum, Mount Gay spiced rum, Tanqueray gin, Bombay Sapphire gin, Hendrick's gin, Milagro silver tequila, Casamigos silver tequila, Maker's Mark whisky, Bulleit bourbon, Bulleit rye whiskey, Knob Creek bourbon, Knob Creek rye whiskey, Woodford Reserve bourbon, Jack Daniel's whiskey, Johnny Walker black scotch

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Event Planning Sheet

EVENT SPACE	SEATING	NOTES/REQUESTS*	
Private Dining Room Avenue Lounge Entire Second Floor (Avenue Lounge + Private Dining Room) Full Restaurant Buy Out First Floor Main Dining Room	•Seated •Standing •Combination •Special Request	•Microphone (Avenue Lounge only) •Flat Screen TV •Music Preference (radio genre/host playlist) •Other requests (early set up, decorations, byo dessert, live music)	
MENU CHOICES	**# GUESTS**	**PRICE**	**TOTAL**
Lunch Menu (Buffet only) Please specify buffet choices for each course and any extras:		$	$
Dinner Menu (specify Buffet or Plated) Please specify choices for each course and any extras:		$	$
Reception Appetizer Menu Please specify appetizer platters or boards and size:		$	$
Beverage Menu Please specify beverage package or consumption bar with selections:		$	$
Miscellaneous Costs (describe)			$
Subtotal			$
House Fee (taxable)		23.00%	$
DC Sales Tax (need tax exemption certificate to remove)		10.00%	$
Total			$

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Event Contract

Event Host Name: _____ Event Sign Wording: _____

Host Email Address: _____ Host Phone: _____

Event Date and Time: _____ Event Space: _____

Estimated Guest Count: _____ Event Type: _____

Minimum Revenue Fee: _____ (before 23% House Fee and 10% DC Sales Tax)

Credit Card Number: _____ Expiration Date: _____ CVV: _____

Name on Card / Signature: _____

Sonoma Private Event Policies

- **Private event reservations are not final until a written confirmation has been sent from Sonoma Restaurant.**
- Events cancelled or moved less than 21 days prior to the event date will be charged 15% of the minimum revenue fee.
- Events cancelled or moved less than 14 days prior to the event date will be charged 50% of the minimum revenue fee.
- Events cancelled or moved less than 7 days prior to the event date will be charged the full minimum revenue fee.
- "No shows" or cancellations with less than 24 hours notice will be charged the full minimum revenue fee plus 23% house fee and 10% tax.
- **All cancellations or date changes must be received by email at least 21 days before the confirmed event date to avoid cancellation fees. All changes to an event must be made in writing and confirmed by the event manager.**
- A final guest count is needed no later than 48 hours before the event. Any decreases in guest count will be subject to the guest count given prior to the 48 hour cut off point.
- A 23% House Fee plus 10% DC sales tax will be applied to all private event sales. The 10% tax is added onto the food sales, beverage sales, house fee, and any other miscellaneous fees.
- The 23% House Fee covers staff compensation as well as other costs incurred from renting private space at our venue and is taxed. Any additional gratuity you wish to give the staff is completely at your discretion.
- Event hosts may arrive 30 minutes prior to event start time to set up. Longer load in times must be arranged with event manager in advance, and may require an additional staffing fee.
- Events exceeding their agreed upon time slot will be charged an additional staffing fee.
- All event minimums plus tax and service charge must be met on one bill and settled with no more than 4 types of payment on the date of your event. We do not accept invoices to be paid after the event date.
- Any items left after event at Sonoma are left at owner's own risk.

I understand and agree to the above policies.

_____ _____

Authorized Signature **Date**

Please email completed contracts to events@sonomadc.com. Contracts are accepted on a first come, first served basis, and reservations are not final until a confirmation is received in writing from Sonoma Restaurant

Frequently Asked Questions

Q: What kind of environment and service can I expect at Sonoma?
A: Sonoma is a casual, upscale bistro. Servers are attentive and well educated in the food and wine at Sonoma. Private events will experience fine dining service in a casual environment.

Q: How are your prices determined?
A: Sonoma's prices are highly competitive with other Capitol Hill and downtown Washington event spaces, and reflect the following considerations:

- Unlike many restaurants, Sonoma does not charge a "room" fee, regardless of whether your private event is for 10 or 100 guests.
- Our per-head prices reflect our extensive experience with how much food and beverage the average party is likely to consume during a 2-hour period, and we will Sonoma keep your guests glasses fully replenished until the end of the event.
- Sonoma does not include professional party planning charges or other hidden fees. Instead, we charge a flat 23% House Fee that covers staff compensation for food and beverage preparation, room set up, service, and cleaning after your event, plus covers other costs such as rented event materials, and event space maintenance.
- All of our food - from buffet lunches to reception appetizers - is sourced locally and made on site in our from-scratch kitchen, and beverages are sourced from the highest quality local and international purveyors. Our prices reflect the care and attention put into the source and preparation of every ingredient.

Q: How do I reserve space?
A: You can confirm the availability of a date by emailing the Sonoma events manager, Hilary Smith, at events@sonomadc.com. If the date is available, a private room can be reserved only after a signed contract has been returned and you have received a confirmation email from the events manager. Signed contracts are accepted on a first come, first served basis and we do not offer soft holds for date inquiries.

Q: Can I have live music for my event?
A: Yes, Sonoma can accommodate live music for a private event. You will need to hire the band, musician, or DJ on your own and coordinate any early load in or sound check needed in advance with Sonoma's event manager.

Q: Can I decorate for my event, and can I arrive early to set up?
A: Yes, you are welcome to bring and display any decorations, signage, giveaways, or branding materials for your event. Thirty minutes of free set up time is included with your room rental, but we also offer earlier load in times, as long as arrangements are made in advance with the event manager.

Q: How long will my event last?
A: Lunch reservations will last 1.5 hours, and dinner and cocktail reception reservations will last 2 hours, unless you request a longer event time. Ask manager for prorated minimum revenue fees for longer events.

Q: Can I buyout the first floor main dining room in addition to the second floor spaces?
A: Yes, you can buyout the whole restaurant. Please ask our event manager for buyout availability and minimums.

Q: Can I book the space without seeing it first?
A: Booking a space without seeing it is permitted, but we strongly advise visiting for a tour of the room you are interested in. We can also provide lots of photos of all event spaces if you are unable to visit in person.

Q: Is your private event space accessible for those with wheelchairs or disabilities?
A: Our building is over 100 years old and our private event spaces are on the second floor, as such, we regret that these spaces are accessible only by stairway and are not ADA accessible. Unfortunately, we have no elevators, ramps, or other features that make the second floor space easily reached by those in wheelchairs or with difficulty climbing stairs.

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