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# Private Event Venue

## Roosevelt

4130 Roosevelt Way NE  
Capacity: up to 55 seated, 100 standing

Our Portage Bay Café in the University District is a great venue for large receptions or small to medium sized sit down dinners. Enjoy a pre-dinner cocktail hour on our sunny patio, or, in the winter, in our adjacent Paddle Room. This fun, casual and intimate venue has free parking available in the adjacent lot.

The venue rental includes:

- Set up and take down of the space
- Chairs, tables, plates, silverware, glassware and white linens (including up to 8 cocktail tables)
- Votives and candles
- Sound system with streaming music
- Coat rack and hangers
- Table number holders
- Cleaning
- Insurance
- Disabled access
- Up to 6.5 hours of event time

We do allow outside vendors, with prior approval (such as DJ, Florist, Photographers).

There is no food and beverage minimum for our space, but we are the exclusive caterer at our venues. A typical dinner event ranges from \$90-\$135 per person, total cost.

The venue is available for private events seven days a week starting between 5:30pm and 7:00pm, depending on the details of your event.

Venue rental of the main room Monday-Thursday is \$800; Friday-Sunday is \$1000, which includes use of the patio in the summer or the Paddle Room in the winter.

Need more space? add the Paddle Room in the summer for \$500. Need even more space? Add the Lopez Room for an additional \$500.

Ask us about details and costs of having your ceremony at our venue as well



Photo Kip Beelman Photography



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# Private Event Venue

## South Lake Union

391 Terry Avenue North  
Capacity: up to 100 seated, 150 standing

The largest of our three venues, our South Lake Union cafe is perfect for large or small groups. This modern-yet-casual venue also has an additional private space which can act as a bridal changing room if needed. When creating this space, we hired lighting designers specifically to create a warm, glowing evening atmosphere.

Located in the vibrant South Lake Union neighborhood, your guests will appreciate easy access from I-5, downtown and the Streetcar line. You will appreciate the rave reviews you hear about the food and service.

Free parking is available on the street after 6pm, or park in the underground parking garage, open until midnight, for a minimal cost.

The venue rental includes:

- Set up and take down of the space
- Chairs, tables, plates, silverware, glassware and white linens (including up to 8 cocktail tables)
- Votives and candles
- Sound system with streaming music or an MP3 connection for your device
- Wireless microphone
- Coat rack and hangers
- Table number holders
- Cleaning
- Insurance
- Disabled access
- Access to our outdoor patio
- Up to 6.5 hours of event time

We do allow outside vendors, with prior approval (such as DJ, Florist, Photographers).

There is no food and beverage minimum for our space, but we are the exclusive caterer at our venues. A typical dinner event ranges from \$90-\$135 per person total cost.

The venue is available for private events seven days a week starting between 5:30pm and 7:00pm, depending on the details of your event.

Venue rental Monday-Thursday is \$950; Friday-Sunday is \$1200

Ask us about details and costs of having your wedding ceremony at our venue as well!



Photo Sparkfly Photography

2821 NW Market Street  
Capacity: up to 45 seated, 60 standing

For smaller groups, our Ballard café is the perfect venue. Just east of the Locks, it's location makes it a unique choice for events of any kind. With two and a half story windows, it is light and airy, casual, modern and intimate. This venue also has an adjacent free parking lot for your guests.

The venue rental includes:

- Set up and take down of the space
- Chairs, tables, plates, silverware, glassware and white linens
- Votives and candles
- Sound system with streaming music or an MP3 connection for your device
- Coat rack and hangers
- Table number holders
- Use of up to 8 cocktail tables if desired
- Cleaning
- Insurance
- Disabled access
- Up to 6.5 hours of event time,

We do allow outside vendors, with prior approval (such as DJ, Florist, Photographers).

There is no food and beverage minimum for our space, but we are the exclusive caterer at our venues. A typical dinner event ranges from \$90-\$135 per person, total cost.

The venue is available for private events seven days a week starting between 5:00pm and 7:00pm, depending on the details of your event.

Venue rental Monday-Thursday is \$400; Friday-Sunday is \$600



Photo Kip Beelman Photography



portage bay

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# Wedding Ceremonies in our Venues

**Here are some things you need to know about having your wedding ceremony at one of our venues:**

We would love for you to have your wedding ceremony in addition to your reception at one of our venues! Our South Lake Union and Roosevelt venues are great spaces for ceremonies. Our Ballard location is great for receptions, but is not suitable for ceremonies – in the summer, look into having your ceremony at the Ballard Locks just down the street!

Your ceremony can start as early as 6:30pm and vendors can access the spaces as early as 4:00pm for set up. You may choose to rent pipe and drape to create a background for your ceremony, but it is not necessary. We can coordinate this rental if you desire. It is usually best to plan a social hour between your ceremony and reception to allow us to move the chairs to the dining space and to give your guests something to do while you bask in your new marriage.

Ceremonies are an additional \$250 due to the increased staff and logistics involved in transitioning from your ceremony to your reception, and you must have an event coordinator on site the day of your event. You may hire your own or contract through us for that service. We will also ask you to complete our Wedding Details Form including vendor contact information and a timeline of the event one week before your wedding.

*Additional details for our South Lake Union venue:*

- Wedding ceremonies with more than 70 guests require all guests to be seated at their dining tables for the ceremony.
- Ceremonies with less than 40 guests can have half the room set up for the ceremony with rows of chairs and the other half of the room set up with dining tables.
- You may have access to half of the Executive Dining Room as a bridal room starting at 5pm. Let us know if you would like to use this space.

*Additional details for our Roosevelt venue:*

- In addition to the Main Dining Room, you will have access to the patio (in the summer) or Paddle Room (in the winter). These are both great options for your ceremony. If you want to utilize both these extra spaces for your event, additional rental charges apply.