



Historic Cathedral Hill – Est. 1975

374 Selby Avenue, Saint Paul MN 55102 - 651.224.5715 www.wafrost.com  
Private Event Planner – Talon Zasada direct 651.224.0525

<b>Private Rooms:</b>	<b><u>11:00am-4:00pm</u></b>	<b><u>5:00pm-Midnight</u></b>	<b><u>Maximum Capacity</u></b>
Sophie's & Fireside Rooms	\$125.00	\$400.00	56
Sophie's Room	\$75.00	\$250.00	40
The Fireside Room	\$50.00	\$150.00	16
The Patio Garden Bar	see pg.2	N/A	60
The Lower Level Lounge	see pg.2	see pg.2	50

**LIVE MUSIC**

A Single Acoustic Guitar or Harp Player is allowed  
Amplified music and microphones are not 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 4:00p.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 than 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 than three days to the event date must be made with the restaurants manager on duty by calling 651 -224-57 15. 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 and cheese course, if you wish. Select up to a maximum of three choices for the entree course and dessert 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, Birthday or other specialty cakes are allowed with a \$2.00 per person handling fee. Our corkage fee is \$20.00 Per 750 ml of bottle of wine opened. All private functions are subject to a 20% gratuity 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)

### **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) 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](http://www.wafrost.com).  
For inquiries contact: Talon Zasada 651-224-0525 (Tues-Sat) or email [Talon@WaFrost.com](mailto: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 5 x 5 with Audio Visual Cart 35.00

### **DIRECTIONS**

See our website [www.wafrost.com](http://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 table cloths 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 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-mail, 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)

3. Will there be assigned seating? If yes, you need to provide the place cards 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 half.

5. The Food: The Fireside Room may order off the dining room menu the evening of the event. Sophies Room or both rooms must select from our Private Event 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 up to two (we will print it on the menu)

Chef's Tasting Menu - Planning should begin a minimum of four weeks prior to date

Children's Menu - mini burger, grilled cheese, wings (selections may vary)

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 - selected wine and any cocktail or beer

Host Bar Selected Wine & Rail Pours - selected wine, our premium standard spirits & beer

Host Bar Selected Wine & Beer - selected 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.

Furthermore, 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 choice 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!***