Event Planning Kit

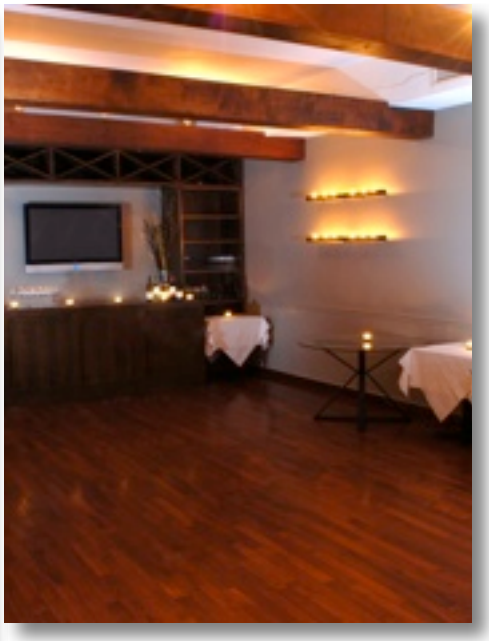


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A Unique Space For Every Event





Two of Sonoma's Premier Event Spaces

Above, the 2nd floor private dining room, perfect for lively cocktail parties, wine tastings, dinners, lunches and more. At left, Sonoma's Avenue Lounge, the ideal space for cocktail parties, fundraisers, birthdays and personal celebrations. With its open floor plan, its also ideal for media events, book signings, and PR events.

Sonoma: Premier Private Event Space at the Heart of Capitol Hill

Sonoma is one of the city's premier private event locations, and frequently hosts political, corporate, and media events, fundraisers for members of Congress and Presidential candidates, and private dinners for cabinet members.

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

Our menu features wood-grilled meats and seafood, as well as smaller plates - including a recognized collection of local artisanal cheeses - all of which marry perfectly with the 40-plus wines Sonoma serves by the glass.

Intimate Dinners and Cocktails

On Sonoma's second floor, you'll find an expansive private lounge which overlooks the Library of Congress and Pennsylvania Avenue. Guests can hold private and semi-private events in one of three spaces: the Private Dining Room, the Pennsylvania Avenue Lounge, or the Fireplace lounge.

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.

Elaborate Large Scale Events

Sonoma frequently plays host to political fundraisers, philanthropic groups, and individuals seeking premium event space with the convenience of food and beverage supplied on site by one of Washington's most highly regarded neighborhood restaurants. With room for up to 275 guests for a cocktail reception, we'll tailor our space to event the largest plans.

Unique and Custom Events

Looking for a truly creative option? Sonoma has an expert wine staff and professional chefs at your disposal, and we would look forward to creating a private wine or sprit tasting, or a one-time private Chef's tasting menu just for your party.

Event Spaces

SONOMA EVENT SPACE DESCRIPTIONS

The Pennsylvania Avenue Lounge

The Avenue Lounge features an intimate bar and open floor plan, furnished with contemporary sofas and cozy club chairs, and is perfect for larger private receptions, fundraisers, cocktail parties, media events, and private lunches. It is an airy, elegant space, and has capacity for 25 guests at a seated event and 125 standing, with a ceiling height of 9-16 feet. Ambient noise level is low to moderate, as the Lounge is on the restaurant's second floor, away from the dining room, and contains its own bar and music controls. It is our recommended space for larger cocktails, fundraisers, media events, standing parties with music, meeting, or presentation space.

The Private Dining Room

The Private Dining Room is our most intimate and secluded private event space, away from both the main dining room and the Avenue Lounge. The room has capacity for 40 guests at a seated event, and up to 75 standing, with a ceiling height of 12 feet, highlighted by skylights that bring in plentiful natural light during the day. Ambient noise level is low to moderate, as the Private Dining Room contains its own bar and music controls. It is our recommended space for intimate events, celebratory seated dinners, business lunches, presentations and private meetings, and the perfect room for controlled-access fundraisers and media events.

The Avenue Lounge Fireplace

The Avenue Lounge Fireplace is a unique, raised, intimate semi-private space located in the Pennsylvania Avenue Lounge featuring three panoramic windows overlooking the Library of Congress and some of Capitol Hill's oldest homes. The Fireplace Lounge offer comfortable lounge seating, with club chairs and sofas, and can accommodate up to 25 guests for a cocktail reception.

The Avenue Lounge and Private Dining Room

For larger parties or special events, we offer the unique ability to combine our two second floor event spaces, the Avenue Lounge and Private Dining Room into a single space with capacity for up to a 200 guest reception. For very large groups or special events, Sonoma Restaurant is also available for full buy-out and can hold up to 275 guests.

Food and Beverage Minimums

Event minimums vary by space and type of event - private/semi-private - and all minimums are based on a 2 hour event time. Please contact the event manager for date-specific pricing.

Avenue Lounge
Dinner/Cocktail: $3,000 minimum
Lunch: $480 minimum
Breakfast: $400 minimum

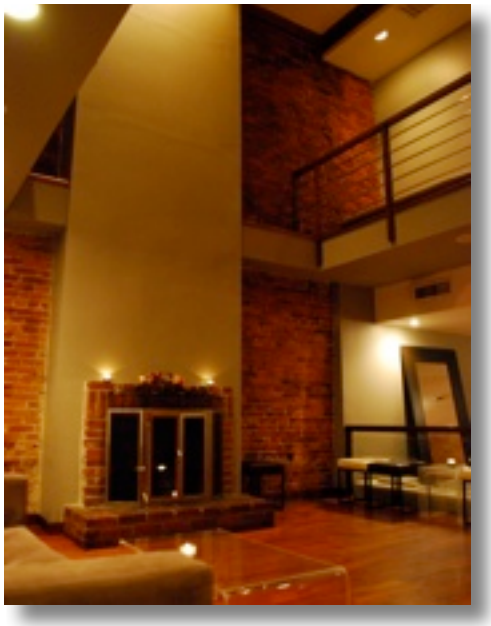
Private Dining Room
Dinner/Cocktail $1,500 minimum
Lunch: $480 minimum
Breakfast: $400 minimum

Semi-Private Fireplace
Cocktail: $500 minimum
(tuesday through saturday only)

Avenue Lounge plus Private Dining
Dinner/Cocktail: $4,500 minimum
Lunch: $960 minimum.

Sonoma Restaurant (Buy Out)
Dinner from $10,000 minimum
Lunch from $4,500 minimum.

All minimums exclude 23% service charge and 10% tax



Private Breakfasts

Breakfast Buffets

Continental Breakfast 20.00/person

Sweet Pastries
Fresh Fruit
Yogurt
Orange Juice

Beverages

Soft drinks
Iced Tea
Bottled Water
Coffee
Espresso
Tea

American Breakfast 25.00/person

Fresh Fruit
Yogurt
Orange Juice

Scrambled Eggs
Bacon
Sausages
Home-style potatoes

Beverages

Soft drinks
Iced Tea
Bottled Water
Coffee
Espresso
Tea

Please **add 5.00/person** to American Breakfast if you would like to include **Sweet Pastries**

Please **add 2.00/person** to either American Breakfast or Continental Breakfast if you would like to include **Granola**

Private Lunches and Dinners

Sonoma lunch and dinner menus are based on our highly seasonal menu
Please visit our website for our current menu

Starters	Entrees	Sides (available for buffet only)	Desserts
Soup of the day	Amish chicken	Rosemary potatoes	Chocolate brownies
Market lettuce salad	Sustainable fish	Grilled chard	Brown butter panna cotta
Vegetarian seasonal salad	Dry aged steak	Braised kale	Coffee crumb cake
Pork sausage and beans	Local pork		Lemon ricotta cheese cake
Meatballs and polenta	Vegetarian pasta of the day		
	Meat pasta of the day		

Plated Options

(maximum 20 guests for dinners and 15 guests for lunches)

Sonoma Plated Selection 50.00/person
choose 1 starter, choice of 2 entrées, choose 1 dessert (sides are dependent on choice of entrée)

Executive Plated Selection 55.00/person
choice of 2 starters, choice of 2 entrées, choice of 2 desserts (sides are dependent on choice of entrée)

Buffet Options

Sonoma Buffet Selection 45.00/person
choose 1 starter, choose 2 entrées, choose 1 side, choose 1 dessert

Executive Buffet Selection 50.00/person
choose 2 starters, choose 2 entrées, choice of 2 sides, choice of 2 desserts

Extras

Bread Service 2.00/person

Chef's Antipasto Selection 10.00/person

Artisanal Cheese Course 10.00/person

Artisanal Cured Meats Course 10.00/person

House Made Charcuterie Course 10.00/person

If you have a special request, please let our event manager know and we will do our very best to honor it

Please be aware that plated lunches and dinners do take more time to serve than buffet lunches and dinners
Starters will not be pre-set unless organized in advance with Sonoma's event manager

Beverage Packages

The Sonoma wine list is seasonal and changes frequently. Please visit our website for our current menus.

Soft Drink Selection

8.00/person for 2 hours

Includes all soft drinks

Beer and Wine Selection

25.00/person for 2 hours

As above plus:
Terre 2008, Grillo, Sicily
Cardiff 2009, Chardonnay, California
Terre 2007, Negroamaro, Sicily
Cardiff 2009, Cabernet Sauvignon, California
Amstel Light
Yuengling

House Open Bar Selection

30.00/person for 2 hours

As above plus:
Skyy Vodka, Flor de Cana Rum, Virginia Gentleman Bourbon, Sauza Gold Tequila, New Amsterdam Gin, Cinzano Dry Vermouth, Cinzano Sweet Vermouth, Famous Grouse Whisky, Triple Sec

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Premium Open Bar Selection

35.00/person for 2 hours

As above plus:
Grey Goose Vodka, Bacardi, Makers Mark, Milagro Silver, Tanqueray Gin

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Add Prosecco to any of the above packages
6.00/person for 2 hours

Add Californian Sparkling Wine to any of the above packages
8.00/person for 2 hours

Cocktail Receptions

Canapés

Sonoma Package 22.00/person *(10 pieces - choose a selection of 5 canapés)*
Executive Package 32.00/person *(15 pieces - choose a selection of 6 canapés)*
Deluxe Package 41.00/person *(20 pieces - choose a selection of 7 canapés)*

Meat	Vegetables	Fish	Sweet
Franks in a blanket *beef in puff pastry*	Mini margherita pizzas *mozzarella and tomato*	Salted cod fritters l*emon aioli*	Mini brownies
Chicken skewers *basil pesto*	Mini blanca pizzas *fonduta and chives*	Shrimp cocktail *smoky dipping sauce*	Assorted truffles
Steak skewers *vin cotto*	Bruscetta *seasonal toppings*	Mini crab cakes *lemon espelette aioli*	Mini coffee crumb cakes
Pork and beef meatballs *tomato basil sauce*	Apple and brie *on crostini*	Tuna crudo *espelette oil and chive*s	Assorted biscotti
Beef tartare *capers, olives, shallots*	Vegetable skewers *vin cotto*		House made fudge
Pork paté *on toasted brioche*			
Assorted devilled eggs *bacon, anchovie, capers*			
Risotto fritters *sausage, bacon, truffle*			

Please be advised that all our canapés, antipasto, platters and boards are stationed at canapé tables.

Please ask our event manager about surcharges for passed items

Antipasto

10.00/person
choose 3:
olives, mushrooms, greens, carrots, potatoes or onions

Platters and Boards

Deluxe Cheese Board (3 artisanal cheeses with accompaniments)
up to 20 guests 250.00 up to 50 guests 600.00 up to 100 guests 1000.00

Deluxe Cured Meats Board (3 house cured meats with accompaniments)
up to 20 guests 250.00 up to 50 guests 600.00 up to 100 guests 1000.00

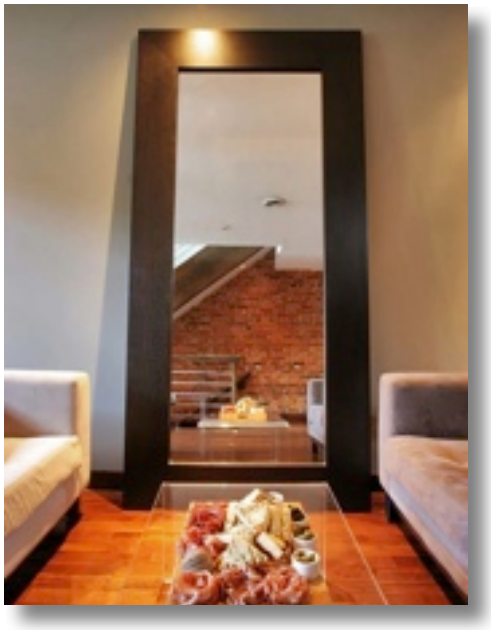
Deluxe Charcuterie Board (3 house made pates, terrines and mousses with accompaniments)
up to 20 guests 250.00 up to 50 guests - 600.00 up to 100 guests 1000.00

Pork and Beef Meatballs, Polenta, Pine Nuts and Tomato Sauce (served hot)
up to 20 guests 160.00 up to 50 guests - 400.00 up to 100 guests 800.00

White Beans and Sausage (served hot)
up to 20 guests 160.00 up to 50 guests 400.00 up to 100 guests 800.00

Unique Private Events

Tastings & Classes



A fun and novel way to educate yourself and your guests on food and wine.

Professional Wine Tasting
40.00/person (*20 guest maximum*)
4 2.5 oz tastes of wine and 1 glass of your favorite.
Choose from Italian, American, Whites, Reds or Combination
With your very own wine expert to lead you and your guests through the tasting

Chef's Artisanal Cheese Tasting
40.00/person (*20 guest maximum*)
Assortment of 6 cheeses served with accompaniments
With your very own cheese expert to lead you and your guests through the tasting

Chef's Artisanal and House Made Charcuterie Tasting
40.00/person (*20 guest maximum*)
Assortment of 6 cured meats, patés, rillettes and mousses served with accompaniments
With your very own charcuterie expert to lead you and your guests through the tasting

Cheese and Wine Taster Package
35.00/person (*20 guest minimum*)
3 Wines and 3 Cheeses for 2 Hours
With a cheese and wine information sheet to take home with you
Let us know if you have any preferences for your wine selections

Looking for accommodation for your guests? Capitol Hill Suites can offer a special neighborhood rate for all guests attending events at Sonoma Restaurant and Wine Bar.

Ask our event planner for more details.

Event Planning Sheet

EVENT SPACE	SEATING	NOTES/REQUESTS*	
Private Dining Room Semi-Private Fireplace Avenue Lounge (includes Semi-Private Fireplace) Second Floor - Avenue Lounge & Private Dining Room Sonoma Restaurant	•Seated •Standing •Combination •Other •Special Request	•Music Preference •Microphone and Speaker •Flat Screen TV •DVD Player •Electrical Outlet (s) Access	
EVENT TYPE	**# GUESTS**	**PRICE**	**TOTAL**
Breakfast Please Specify type of breakfasts and any extras:		$	$
Lunch Please specify plated or buffet with choices for each course:		$	$
Dinner Please specify plated or buffet with choices for each course:		$	$
Cocktail Beverages Please specify beverage package or custom with choices:		$	$
Cocktail - Food Please specify canapé package, antipasto, boards and platters with selections below:		$	$
Additional Costs			
Subtotal			
DC SalesTax		10.00%	$
Service Charge		23.00%	$
Total			$

Event Contract

Estimate and Deposit Information

Name of Event Organizer: _____ Name of Event: _____

Organizer Email Address: _____ Organizer Phone: _____

Event Date and Time: _____ Event Space: _____

Event Guest Count: _____ Event Type: _____

Estimated Event Price: _____ (before 10% DC Sales Tax & 23% Service Fees)

Credit Card Type/Number: _____ Expiration Date: _____

Authorized Signature: _____

Sonoma Events Policies

- Reservations are not final until a confirmation, in writing or email, has been sent from Sonoma Restaurant.
- Events cancelled or moved less than 21 days prior to the event date will forfeit 15% of the event estimate.
- Events cancelled or moved less than 14 days prior to the event date will be charged 50% of the event estimate.
- Events cancelled or moved less than 7 days prior to the event date will be charged the full event estimate.
- "No shows" will be charged the full event estimate plus the service charge and tax.
- All cancellations or date changes must be received by email or fax at least 21 days before the confirmed event date to avoid cancellation fees.
- Any changes to an event must be made in writing
- A final guest count is needed no later than 72 hours before the event. Any decreases in guest count will be subject to the guest count given prior to the 72 hour cut off point
- Increases in guest count for dinners, lunches and breakfasts within 24 hours will be subject to an extra $15 charge per person.
- State tax of 10%, plus a 23% service charge will be applied to all private events.
- All event minimums plus tax and service charge must be met on one bill and settled with no more than 2 types of payment (e.g. 2 credit cards or 1 credit card and 1 check etc)
- Service charge include supplies for event preparation and breakdown, staff compensation, materials, credit card processing fees, equipment, and other costs associated with providing space for your event.
- Sonoma is not responsible for any items delivered to or stored on site. Any items left overnight at Sonoma are left at owner's own risk.
- For Cocktail Reception, a tip jar will be placed at the bar, please check the box if you would prefer that no tip jar is present: ☐

I understand and agree to the above policies.

_____ _____

Authorized Signature **Date**

Please fax to 202 318 4795 or email to events@sonomadc.com

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 lean towards fine dinning 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 "space" or "room" fee, regardless of whether your private event is for 25 or 100+ guests.
- Our per-head price reflects 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 or party planning charges. Instead, we charge a straight 23% service fee that covers staff requirements that go into the preparation, setting up, serving, and cleaning of your event.
- The food, wine, and spirits available to your party are the same as those offered to our regular guests. We do not substitute inferior products for our events, but offer you the same high quality, hand-selected ingredients, spirits, beers and wines you see on the rest of our menu.

Q: How do I reserve space?
A: You can confirm the availability of a date by emailing events@sonomadc.com. If the date is available, space is considered reserved once a signed contract has been faxed back to 202-318-4795 and you have received a confirmation email.

Q: After I faxed back my contract I was told that space was no longer available, what happened?
A: Due to the large number of requests for private space, we honor a first come first serve policy.

Q: I need valet parking, can you offer that to me?
A: At this time Sonoma does not offer Valet parking.

Q: How long will my event last?
A: There is a 2 hour minimum for cocktail receptions, additional hours may be arranged.

Q: Can I buy the entire downstairs in addition to the second floor spaces?
A: Yes, you can buyout the whole restaurant. Please ask our event manager for details on buyout minimums.

Q: All of these rules seem really strict and unbending, do you ever make exceptions?
A: Sure, on a case-by-case basis.

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 may be interested in.

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. Unfortunately, there are no elevators, ramps, or other features that make the second floor space easily reached by those in wheelchairs or with difficulty climbing stairs.