



Banquet Room Terms

Centrally located, Shawn O'Donnell's Banquet Room is the perfect location for your event! We can accommodate up to 86 people for a variety of functions. Our banquet room features a full service bar, audio-visual hook-ups, a projection screen, portable microphone and sound system, Wi-Fi, handicap access, and plenty of parking. We can be quite flexible to accommodate your group's needs.

We offer buffet-style dining with a large variety of menu options for groups of 20 or more. We do not charge a separate room fee as it is factored into our buffet pricing. Our kitchen will gladly accommodate groups of less than 30 who prefer to order off our regular menu. If you choose to order off our regular menu there will be an additional 10% charge to cover room costs. All prices do not include WSST or a service fee of 18%. All prices are subject to change and are only assured for 90 days.

Minimums- A minimum of 20 people is required to book O'Donnell's Banquet Room with \$200 purchased in food before tax and other charges, except Thursday-Saturday after 4 pm the minimum is \$300 in food before tax. A final count of the number of guests will be required 3 days prior to your event. This will be the number of guests we will cook and staff for and will be the minimum number of guests your group will be charged.

Deposit- A non-refundable \$100 deposit is required at the time of booking to reserve the room on your specific date and time. The deposit will go towards payment of your final bill. Receipt of your deposit also assures that you understand and accept these terms as well as guarantees that we will do everything we can to ensure your event runs perfectly.

Decorations- We provide all table linens, plates, and utensils. We also have tea light candles for your special occasion. You are more than welcome to bring in your own decorations and centerpieces to make your event more festive. We prefer confetti is not used. You can have access to the room 1 hour before your party begins to set-up whatever you need. If you need more time, just make special arrangements with Kristen. You are also more than welcome to bring in your own party cake, but any other food brought in must be approved by Shawn or Kristen.

Please feel free to call if you have any other questions. (425) 338-5700
Or visit our website at www.shawnodonnells.com

Kristen Jensen
Banquet Manager





BANQUET CONTRACT

Name of Group _____

Date of event _____

Set-up time _____

Guest Arrival _____

Buffet Served _____

Contact for Group _____

Phone # _____

Expected number in group _____ Final Count _____

Date for final count _____

Deposit paid _____ chk # _____

Receipt of your deposit assures that you understand and accept these terms as well as guarantees that we will do everything we can to ensure your event runs perfectly.

Menu Selections _____

Beverage Service _____

Seating Arrangements _____

Special Instructions-

For O'Donnell's _____

For Guest's Group _____

We can be quite flexible to accommodate your group's needs.

