



## PRIVATE EVENT GUIDELINES

(October - April)

Thank you for your interest in holding a special event with us at The White Swan Public House. We are located on the water of Chandlers Cove on South Lake Union. You will be surrounded by the lake front and beautiful yachts that line the shores. A truly magical setting, secluded from the large downtown crowds. Our Pacific Northwest cuisine, craft cocktails, local beers, and eclectic wine selections will have something for everyone to enjoy.

### **What you need to know to host a private event at The White Swan:**

We have a room rental/buyout fee of \$1,500 (+ tax) on Sunday, Monday, and Tuesday nights. The fee for a Wednesday, Thursday, Friday, or Saturday night would be \$2,500 (+tax). This fee is to close the restaurant down for your group with a 4-hour time limit. **This does not include food and beverage.**

On top of the room rental/buy out charge for your given night, we have an additional per head fee of \$100 per person (+tax and 20% gratuity).

### **What the per head fee will get you:**

- Your choice of 3-4 passed and stationary apps for your 1<sup>st</sup> hour of the event.
- Your choice of 3 entrees served family style or buffet style with the 4<sup>th</sup> option being a vegetarian option.
- Dessert will be 2 options selected from our seasonal dessert menu. You are welcome to bring your own desserts from outside sources but will be charged a \$50 cake cutting fee.
- All non-alcoholic beverages, beer, and wine. This does not include hard alcohol or cocktails. If you would like to include hard alcohol or cocktails, we can run a hosted bar tab you can pay for at the end of the event, or a non-hosted bar that your guest can run a tab for on their own.

**We require a minimum of 30 guests to host a private event.** You are welcome to have fewer, but you will still be charged for a minimum of 30 guests. For indoors the maximum is 45 guests. This is not a sit-down dinner but more of a casual style dinner. We have regular seated table height, bar seating along with higher bar top tables to sit at. For indoor and outdoor combined space, we can accommodate up to 100-125 people. The outdoor area is covered and heated but is still subject to the elements of Mother Nature.

If you have any additional questions, please feel free to contact us again at [contact@whiteswanpublichouse.com](mailto:contact@whiteswanpublichouse.com). Thank you very much.