



PRIVATE PARTY GUIDELINES

THE BISTRO

Campbell's Bistro is available for private parties of many sizes and occasions. Our dedicated team is ready to assist you in carefully planning your event. Everything from selecting your wine pairings, to displaying your flower arrangements and parting gifts can be custom designed to ensure your event is a memorable occasion.

Our downstairs Bistro is a timeless dining room space that is well suited to host any event – from a business lunch to a birthday party. Historic photos of the history of Campbell's Resort and the City of Chelan are displayed throughout the restaurant. We can accommodate up to 25 guests for a private dining event. As the Bistro is Chelan's original "dining room," this space is ideal for a seated dinner or cocktail party. This space is located directly one floor beneath our Pub & Veranda, which has a lively atmosphere as well.

RESERVATIONS

There is no fee to reserve the Bistro for Private Events. To reserve your date at Campbell's Bistro, we require a credit card number. We will not charge this credit card; it is just to hold the reservation. Reservations may be made up to thirteen months in advance. Please confirm the guaranteed guest count one week prior to the event date. You may increase your count after this date but we request a 48-hour notice.

To ensure that the Private Event service is not adversely impacted by heavy business volumes in our Pub & Veranda, we ask that Private Events adhere to the following hours:

Lunch: 11:30am-12:00pm, or 2:00pm-3:00pm
Dinner: 5:00pm-5:30pm, or 8:00pm till close

EVENT PLANNING

Our Food & Beverage team is available to assist you in all aspects of planning your event. Our downstairs Bistro is outfitted with historic photos of Campbell's Resort and the City of Chelan. Additional centerpieces and floral arrangements may be personally provided. A projector screen may be provided for a fee if one is required for a presentation. If other services are required, Campbell's has recommendations for all areas of your event.

LARGE PARTY MENUS

Depending on the size of the event, we may require a more condensed Private Dining menu to maintain a high level of food quality for a large number of people.

SERVICE CHARGE

Washington State sales tax of 8.2% is charged on all food, beverage, service charges and rentals. A service fee of 20% is added to all private event charges including any unmet

minimums. We accept cash, MasterCard, Visa, American Express, and Discover Card. Private parties must be on one check with one form of payment.

CANCELLATION POLICY

We completely understand the nature of organizing private events. As it is difficult to plan specifically too far in advance, we do, however, require a final guest count five days prior to the event.

After this final guest count is submitted, we require a 48-hour notice for cancellations. If the group cancels within this 48-hr window, we will enforce 50% of the original agreed upon F&B minimum on the credit card that was used to hold the reservation. All forms of cancellation must be in writing.

FOOD & BEVERAGE MINIMUMS

Our Bistro is available for up to 25 guests (seated). There is no fee to reserve the Bistro for Private Events, only a Food & Beverage minimum in place to ensure excellent service commensurate with the size of the event. These minimums include food and beverage. Tax and gratuity is not included in our calculation of Food & Beverage minimum.

Group Size between 10-15 guests

- Lunch F&B minimum = \$150,
- (Sunday-Thursday) Dinner F&B minimum = \$300,
- (Friday-Saturday) Dinner F&B minimum = \$375

Group Size between 16-25 guests

- Lunch F&B minimum = \$250,
- (Sunday-Thursday) Dinner F&B minimum = \$500,
- (Friday-Saturday) Dinner F&B minimum = \$625

Please print, sign and return pages one and two to Campbell's Resort.

Fax number 509-682-2177

Thank you for choosing us, we look forward to making your event a memorable occasion.

Contact Person _____

Address _____

Cell Phone
Number _____

Email _____

Event Date _____ Guest Arrival Time _____

Occasion _____

Special Instructions _____

Credit Card #/Exp. Date/Zip Code _____

Guest Count _____

Screen Needed: _____ Yes _____ No

(There is a \$25.00 Rental Fee for a 5 foot screen, and a \$35.00 Rental Fee for an 8 foot screen)

Reservations: To reserve your event date at Campbell's Bistro, we require a credit card number.

Food & Beverage Minimums (food and beverage purchases only)

**If the food and beverage purchased at the Private Event total does not meet the agreed upon Food & Beverage minimum, the difference will be charged as a separate fee.*

Group Size between 10-15 guests Lunch F&B min=\$150, (Sunday-Thursday) Dinner F&B min= \$300, (Friday-Saturday) Dinner F&B min=\$375	Group Size between 16-25 guests Lunch F&B min = \$250, (Sunday-Thursday) Dinner F&B min=\$500, (Friday-Saturday) Dinner F&B min=\$625
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(Tax and Gratuity are not included in the room minimum)

We add 20% gratuity to all private dining charges, including any unmet minimums.

Cancellation policy: Credit cards will be charged for 50% of your estimate in the event you cancel your event within 48-hours of the scheduled date. All forms of cancellation must be in writing.

Print:

Signature:

Sign:

Date:

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