

Chateau Ste Michelle®

A Classic Northwest Experience in Washington's
Woodinville Wine Country



Chateau Ste. Michelle is more than a venue for corporate events or celebrations. A visit provides an informative and unforgettable wine and food experience which is complemented by our impeccable service and elegant surroundings. Our Culinary Director John Sarich, and Executive Chef Janet Hedstrom, along with their on-site staff, are dedicated to showcasing Chateau Ste. Michelle's award winning wines along with foods from the Pacific Northwest. Their extensive experience offers a foundation for their creative presentations and wine pairings.

From appetizer receptions to multi-course meals, we offer a variety of food and wine experiences. Our pricing varies, depending on menu chosen, number of attendees and other event specifics. We offer a wide range of menus and are happy to work with you to meet your budget or customize a format that accommodates your needs.

For additional information about booking an event, please call 1-800-267-6793 or email info@ste-michelle.com to speak with an event coordinator. Our on-site team looks forward to helping you select a menu and format that is perfect for you group.





General Information & Policies

Reservations and Holds

To book a reservation, please call 800-267-6793 and ask to speak to an event representative. A deposit is required to confirm your reservation (see Event Agreement Form). A hold may be placed on a room tentatively for seven days. After the seven-day period, the winery will assume that you no longer want to reserve the room and will remove the hold.

Room Rental & Pricing

Menu pricing depends on the menu chosen, format and other event specifics. There is no room rental fee. Prices are inclusive provided the following catering minimums are met:

• \$1,600 Weekday Min • \$2,400 Weeknight Min • \$3,400 Weekend Min • \$5,000 December Fri/Sat Min

Washington hospitality sales tax (10%) and service charge (8%) will be added to the menu price. Extended use (i.e. early arrival for set-up and/or take down) will be subject to an additional fee.

Décor

The following décor items are included in the menu price:

• Floral arrangements • White linen • Votive Candles • Printed menus for served lunches & dinners • Tables, chairs, china & flatware for standard events. Specialty rental arrangements and/or referrals are also available.

Parking

Chateau Ste. Michelle provides complimentary on-site parking. Day guests should be directed to park in the gravel lot located to the right once they've entered the winery. Evening guests may park in general visitor parking.

Food & Wine Service

Chateau Ste. Michelle provides full catering service. Due to insurance liabilities, remaining food and beverage items cannot be removed from the premises. This applies to all food including entrees for guaranteed guests unable to attend.

Chateau Ste. Michelle is licensed to serve only alcoholic beverages produced by the winery. The Washington State Liquor Control Board regulates the service and sale of alcoholic beverages. As a licensee, the winery is responsible for the administration of these regulations; therefore other liquor may not be served or brought onto the winery property.

Food Allergies

In the event that any of the guests in your group has food allergies, you shall inform us of the names of such persons and the nature of their allergies, in order that we can take the necessary precautions when preparing their food.

Guarantees

The confirmed attendance, including split entree counts & food allergy requests, for all functions must be specified 5 business days in advance by 11:00 a.m. This number will be considered a guarantee not subject to reduction and charges will be made accordingly. If a guarantee is not given to the winery by 11:00am on the due date, the expected number(s) indicated on the Event Agreement Form will become the guarantee.

Payment & Cancellations

The final balance of each event is due upon receipt of invoice. Events cancelled less than 60 days are subject to cancellation fees (see Event Agreement Form).

Facility Room Assignment

Facility room assignments are made in accordance with the anticipated attendance, length of time and set-up requirements for your event. Chateau Ste. Michelle reserves the right to assign another room for a function in the event the room originally designated for such function shall become unavailable or in appropriate in the winery's opinion.

Lost and Found

Chateau Ste. Michelle will not assume any responsibility for damages to or loss of any merchandise or articles left in the winery prior to, during or following any event.

Audio Visual Services

Item	Fee	Item	Fee
PA	\$150	Mic	\$100
CD Player	\$50	TV/VCR	\$150
Screen	Complimentary	Podium (BR only)	Complimentary
Flip Chart	\$35 ea	Power Strips	\$7 ea
Pads/Pens	\$5 ea		

Additional rental arrangements and/or referrals are also available. All rentals are subject to Washington sales tax.



Event Agreement Form / Deposit Invoice

Client Information

Company Name
 Event Name
 Contact Name
 Address
 City, State, Zip
 Email
 Phone FAX
 Accounts Payable Contact Name / Phone Number

Function Information

Event Date
 Arrival Time
 Depart Time
 Banquet Space
 Est Guest Count
 Menu Chosen
 Menu Cost
 WA Sales Tax (10%) and Service Charge (8%) will be added.

Guaranteed Attendance: Menu selection, confirmed guest count including preselected choice of entree count is due by 11am, 5 business days prior to event. **Food Allergies:** In the event that any of the guests in your group has food allergies, you shall inform us of the names of such persons and the nature of their allergies by the final menu selection due date. **Food & Beverage:** Chateau Ste. Michelle is a tasting facility licensed to serve only alcoholic beverages produced by the winery. Any beverages or food leftover from an event cannot be removed from the venue.

Payment Information

Deposit	\$1,600 (Day Events)	\$2,400 (Eve Events)	50% Estimate (groups over 100)
Payment by Check Payment by Purchase Order, specify PO Number: Payment by Credit Card, Credit Card Number: Acct number: Exp Date:			

Card Holder Name: _____ Signature: _____

Deposits are due 7 days after the reservation and will be applied to the event balance. 100% of the deposit is refundable if an event is canceled with 60 days or more notice. 50% of the deposit is refundable if an event is canceled with 31-59 days notice. The deposit is non-refundable for events canceling less than 30 days notice.

Event Balance

Final Payment by Purchase Order, specify >>>	Draw balance on same PO as deposit
Final Payment by Credit Card, specify >>>	Draw balance on same credit card as deposit
Final payment by Check, send invoice to:	
Contact Name:	
Address:	
City, State, Zip:	
Phone:	Fax:

Agreement of Charges

- Payment Terms: Final payment due upon receipt of invoice. Credit card changes made after a payment transaction are subject to fees.
- I am an authorized member of the company or organization listed above and therefore can contract with Chateau Ste. Michelle for the specified event.
- I have read and understand the current General Information & Policies and am aware of how they affect this agreement.
- I understand that any damage to the venue's grounds and/or property may result in additional charges for repair and/or replacement.
- I understand that I am financially responsible to pay 100% of the Total Cost of Services including applicable rental cost(s) and that there is a penalty for late cancellations.
- I have read this event agreement and by signing below agree to the arrangements states. The undersigned hereby expressly represents and warrants that it is duty authorized to execute this binding agreement and acknowledges that he or she has read and accepts all terms and conditions.

CLIENT SIGNATURE:

 Authorized Representative

 Date

Please fax signed and completed agreement form to: 1-888-417-9463

Please mail all check payments along with copy of the event agreement form to:
 Ste. Michelle Wine Estates
 PO Box 84763
 Seattle, WA 98124-6063

Chateau Ste Michelle®

Driving Directions

14111 NE 145th Street

Woodinville, WA 98072

425-415-3300

ste-michelle.com



From Downtown Seattle

- Chateau Ste. Michelle is located 15 miles Northeast of Seattle
- Take Interstate 5 North
- Take State Route 520 East
- Take Interstate 405 North
- Take Exit 23 East (State Route 522 toward Monroe/Wenatchee) to the Woodinville exit
- Turn right at the end of the exit ramp, proceed two blocks to 175th Street
- Turn right on 175th Street, turn left on Highway 202
- Proceed approximately 2 miles to the Chateau gates on the right

From Downtown Bellevue

- Take Interstate 405 North
- Take Exit 23 East (State Route 522 toward Monroe/Wenatchee) to the Woodinville exit
- Turn right at the end of the exit ramp, proceed two blocks to 175th Street
- Turn right on 175th Street, turn left on State Route 202
- Proceed approximately 2 miles to the Chateau gates on the right

From Redmond

- Take 164th Ave NE/State Route 202 North
- Turn left on NE 145th St./State Route 202
- Proceed approximately .5 miles to the Chateau gates on the left

From Seattle Tacoma International Airport

- Chateau Ste. Michelle is located 15 miles Northeast of Seattle and approximately 30 miles from the airport
- Take Interstate 405 North
- Take Exit 23 East (State Route 522 toward Monroe/Wenatchee) to the Woodinville exit
- Turn right at the end of the exit ramp, proceed two blocks to 175th Street
- Turn right on 175th Street, turn left on Highway 202
- Proceed approximately two miles to the Chateau gates on the right

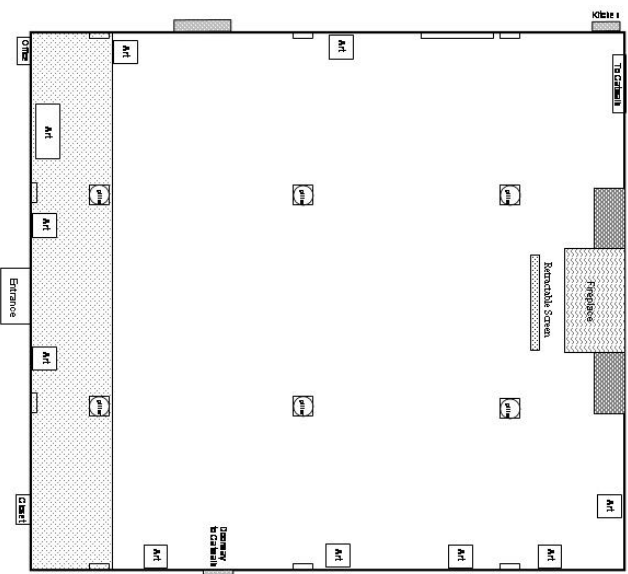
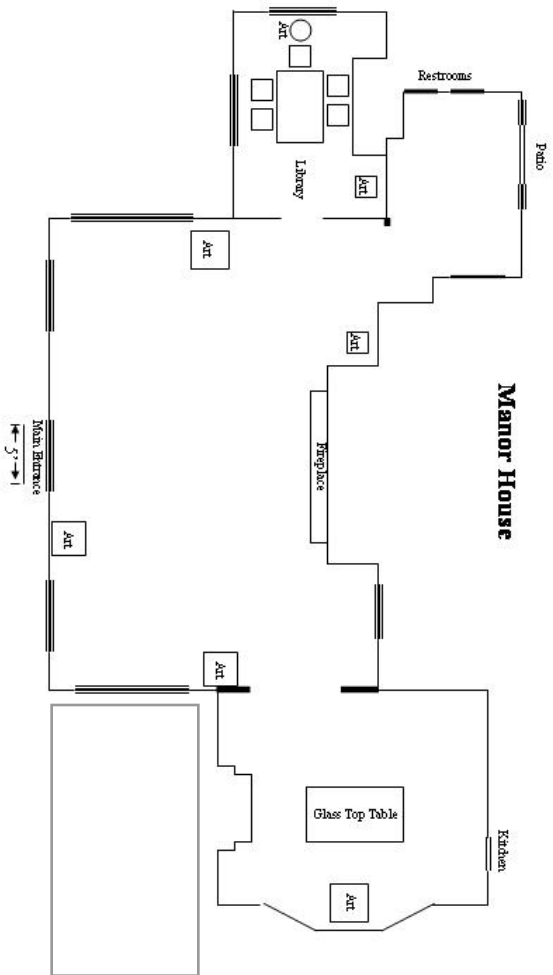


Facilities Summary

Capacities may be reduced with inclusion of staging or other rental equipment, catering format, etc.

Room Name	Square Feet	Dimensions	Ceiling Height	Theater Style	Class Style	Standing Reception	Seated Banquet	Buffer Banquet	Block Shape	U Shape
Manor House Est. 1916	1400	40' x 39'	9'	60	36	60	56	56	26	22
Manor House Front Lawn	2752	43' x 64'	-	-	-	200*	-	150*	-	-
Manor House Back Lawn	5782	49' x 118'	-	-	-	350*	300*	300*	-	-
Banquet Room	3528	56' x 63'	8.5 - 9'	200	80	250	200	180	44	34
Lobby	1050	30' x 35'	8.5 - 9.5'	-	-	150	40	-	-	-

* Please note the Manor House front and back lawn are seasonal options only. Additional rental charges are applicable.



Banquet Room