



HERBAN FEAST
INSPIRED CELEBRATIONS

SODO PARK

information packet



CELEBRATE IN STYLE

A century-old building and once a manufacturing facility, our Sodo Park venue's majestic 7,500-square-foot open floor plan, soaring ceilings, exposed beams, and romantic lighting make it a beacon of Seattle style. Here, you'll find highly awarded, quintessential northwest ambiance.

- A welcoming, flexible space to host a wedding ceremony and/or reception, meeting, corporate event, birthday party, anniversary party, holiday party, fundraiser, product launch, and more.
- Exclusive catering provided by the award-winning Herban Feast.
- A la carte and custom menus prepared onsite featuring fresh seasonal ingredients.
- Complete bar service with customizable options available.
- Custom floor plans allow for a seated capacity of up to 300 guests and up to 500 guests for a cocktail reception.
- Free parking available on nights and weekends.
- Small event accents or fully designed custom floral and décor available through the Herban Design Studio.
- Talented event partners are available for everything from DJs, valets, and A/V to full event planning.

Start planning your event with us today!

SODO PARK INQUIRIES:
sodopark@herbanfeast.com

SALES & EVENT COORDINATING TEAM:
206.932.4717

WWW.HERBANFEAST.COM



YOUR HERBAN FEAST EXPERIENCE

Your inspiration paired with our team's expertise is the start of something special. We'll help you create your own unique menu and bar service with the freshest, seasonal ingredients. Collaborate with our Herban Design Studio to add little touches to your day or fully craft one-of-a-kind floral and décor. From day one of planning through your entire event, your happiness is our success.

BOOKING

- Our comprehensive proposals include all the details necessary to plan your event and take into account: your preferred food and beverage service, venue rental, linens, taxes, and administrative service fee.
- You may reserve Sodo Park with a 25% non-refundable payment (based on starting event total) and signed contract. If booking within six months or less, please discuss payment schedule with your sales manager.
- Catering and décor details do not need to be finalized before booking.
- We consider the contract a living document that secures the venue, date, and your acknowledgment that you will meet the food and beverage minimum.

DELIVERIES AND VENUE ACCESS

- All deliveries and setup need to be confirmed with us in advance.
- We accommodate access for deliveries and set-up within your rented time block. All deliveries must go through the loading dock or ramp. The front entrance may not be used for load in/out.
- We request anyone who is providing goods or services for your event to check in with us upon arrival. We recommend providing this sheet to them in advance so that they come prepared and your event set-up goes smoothly.
- Tell us if you need additional set-up time (subject to applicable rental fees).

HERBAN FEAST ALCOHOL POLICY

- We offer a variety of bar packages, ranging from beer and wine to full bar.
- You may choose to host the bar through a bar package, be billed for consumption after the event, or set up a cash bar.
- In compliance with Washington State Liquor laws, no alcohol will be served under any circumstances to minors or

anyone who is asked by our staff for a valid ID and is unable to provide verification of age.

- Our staff must serve all alcohol. No outside alcohol is permitted, however, alcohol at fundraisers is the one exception. Flasks, cannabis and "recreational substances" are not permitted. Prohibited items found may result in the loss of your damage deposit.

DECORATING AND SET-UP TIPS

- We recommend assigning one person to be responsible on your behalf for set-up and removal of your decorations.
- Pre-assemble decorations off-site when at all possible.
- Please use free-standing methods to display or decorate whenever possible. If your plans require fastening decorative objects, use binding wire, fishing line, or other easy to remove systems that can be wrapped around posts and beams and not leave permanent marks in the building.
- No holes, small loose items (i.e., confetti, rice, birdseed), balloons, or flammables are permitted.
- Candles may only be used if they are fully enclosed in a votive or hurricane.
- Sparklers may only be used outside and away from the building — a water bucket must be present.
- All cords must be securely covered during your event. Gaffer tape is the only permissible tape.
- Objects heavy enough to leave marks on the floor should be carried or moved with a cart or hand truck.
- Any decorations being secured to beams or other ceiling fixtures must be approved in advance, and done by a licensed, insured and bonded professional.

LEAVING SODO PARK

- Complete removal of all items brought in for your event no later than one hour after your event end time.
- You and your vendors and volunteers are responsible for proper disposal or removal of all items brought into the venue. A \$200 disposal fee may be assessed to you for any garbage/compost/recycling left behind.
- A member of our staff will walk through the space with your point of contact at the end of your event.

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RATES		BOOKING DETAILS
Monday thru Thursday	\$2,000 + \$3,000 Food and Beverage Minimum	<p>Rental Includes:</p> <p>10 continuous hours of venue access until midnight* unless otherwise noted in contract. Vendors receive one additional hour for packout. House equipment (tables, Chiavari chairs, cutlery, glassware & china suitable for most parties of up to 300).</p> <p>Wedding clients receive complimentary 1-hour rehearsal during business hours M-F 9am-5pm (exact timing to be confirmed with event coordinator two weeks prior to event). Event preparation may overlap with rehearsal time.</p> <p>Complimentary monthly tastings and one styled open house per year.</p> <p>Detailed logistics meeting in which we cover guest flow, set up and menu details, timeline, décor and styling needs and vendor timing.</p> <p>Loft suite - available to you from your Sodo rental start time until midnight.</p> <p>Enhancement Options:</p> <p>A host of options are available for enhancing your event, such as valet, coat check, décor, floral, specialty equipment.* \$200 per additional continuous hour prior to rental block. *\$500 per continuous hour after midnight + staffing</p>
Friday	\$5,000 + \$7,000 Food and Beverage Minimum	
Saturday	\$7,500 + \$12,000 Food and Beverage Minimum	
Sunday	\$3,800 + \$5,000 Food and Beverage Minimum	

- Valet and/or shuttle service may be required during daytime events.
- Premium holiday venue rates, and food and beverage minimums during the month of December – please inquire.



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EQUIPMENT LIST	QUANTITY	SIZE AND DESCRIPTION
60" Round tables	30	60" (seat 8 people family-style or up to 10 for buffet and plated)
72" Round tables	2	72" (10-12 guests per table)
8' Rectangle tables	10	8' x 30"
6' Rectangle tables	10	6' x 30"
4' Rectangle tables	1	4' x 30"
4' Serpentine	2	4' curved tables
Cocktail tables (46" tall)	10	46" tall and 36" wide tops
Meyer Wells "Living Edge" tables	4	One of each size: 16', 8', 7', 6'
Chiavari fruitwood chairs	300	36" high x 16" wide (includes ivory cushions)
Living room furniture	Sofas, chairs, coffee and end tables	
Votives and tealights	3 per guest and cocktail tables	Circular clear 2" tall
Courtyard café tables, chairs and patio heaters	4 café tables 16 chairs 2 patio heaters	
Metal arch	1 large garden arch	
Glassware	Rocks, pilsner, champagne flutes, wine glasses and all-purpose. In most cases, sufficient for a party of up to 300. Your coordinator will determine if additional rentals are required. Upgrades are available.	
China	Bread and butter, salad and dinner plates, additional assorted specialty pieces. In most cases, sufficient for a party of up to 300. Your coordinator will determine if additional rentals are required. Upgrades are available.	
Cutlery	300 complete sets	
Unsecured Wi-Fi*	16MB download and 2MB download	*Secure Wi-Fi and Ethernet connections available upon request for an additional fee

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