



Dear Valued Customer,

In addition to our fine food and friendly, experienced staff, we provide a full array of additional catering services. This includes items such as china, silverware, customized centerpieces and flower arrangements as well as entertainment.

We will work with you to ensure this event reflects your own taste and personal touches. Our goal is to relieve you of the many details that go along with hosting a successful party so that you, as well as your guests, can thoroughly enjoy this special event.

Please do not hesitate to contact me if you have any questions, suggestions or would like to inquire about any additional ways we may be of service.

Thank you for your interest in our catering services. We look forward to working with you to make this special event a success in every possible way.

Very best regards,

Shannon Scott
Lucia Catering Director

Catering Policies

Guarantees on Number of Guests:

Food, beverage and add-on item charges based on guest count will be based on the Client's final guarantee. Final guest counts are due no later than one week before the date of the event. If no final guest count is received, we will use the number of guests used in the attached proposal. If the final count is different from the number of guests that attend event we will charge based on the final guest count. We will make every effort to accommodate any last minute increases in the guest count. No decrease in the final count is allowed within five business days of event.

Staffing and Gratuity:

Our staff will be dressed in all black attire. We will staff accordingly based on demand of event with wait staff and bartenders. We require a 20% gratuity charge to all events for our experienced and friendly staff. This will be added to the final bill during the event.

Bartender Charge:

There is a \$100.00 customary charge to provide a private Bartender.

Food:

The food is served according to your event time. Please have all guests arrive promptly. These meals have been selected for variety and speed of service for large groups.

Lucia provides large portions to avoid shortage of food during your event. Food that is left on the buffet table or not served up to the final count will become property of the customer as long as proper storage containers are provided by the customer. Otherwise Lucia will dispose of the food to prevent any food-borne illness.

Ordering off the regular menu is only available for parties of less than twenty people.

Beverage:

Alcohol beverages will be served only with approval from the contact person. Please clarify if you allow alcohol to be served on your tab or not at all. Proper identification is required of anyone consuming alcoholic drinks.

No food or beverage is permitted into the restaurant by patron or guests without special permission from Lucia.

Corkage fee of \$15.00 per 750ml bottle.

People buying alcoholic beverages for their group may specify whether you would like a full bar or you may limit your party to beers, or wines, and etc.

We reserve the right to refuse alcohol to any individuals who cannot provide valid photo identification and or to any individuals who we judge intoxicated.

Holidays:

Lucia is the place for company and personal Holiday celebrations and gatherings. Please be aware that the holiday season books very quickly. Consider reserving your date as soon as possible.

Additional Accommodations:

Lucia can arrange the following for your event:

- Pastries and Cakes (prices vary)
- Flowers (prices vary)
- Linens (prices vary)

Cake Cutting: A \$2.00 per person cake cutting charge will be added to the final bill.

Plasma TV: Can be used for slide shows, movies, business meetings, video games, and etc.

Private Rooms and Rental Times:

Rental time for lunches is 11:00am to 3:00pm and dinners 5:00pm to 11:00pm. 3:00pm and 11:00pm are the latest departure times.

Each room is available for booking during lunch and dinner. The capacities for each room and food/beverage minimums are listed below: (minimums do not include tax and gratuity)

Private Loft:

Maximum 40 People (sit-down)

Maximum 55 People (standing)

Lunch Minimum: \$250.00 (December Only \$500.00)

Dinner Minimum: \$500.00 (December Only \$1000.00)

Lucia Room:

Maximum 55 people (sit-down)

Maximum 70 people (standing)

Lunch Minimum: \$500.00 (December Only \$700.00)

Dinner Minimum: \$1000.00 (December Only \$1500.00)

Lucia is available for renting out the entire facility for events based on the time of day, day of the week and size of event. Prices will vary.

Wine and Spirits:

(Beverages can be purchased as consumed or on a package basis.)

Cocktail and Beverage Prices

Well.....	\$6.00 and Up	Soda.....	\$2.50 and Up
Call.....	\$7.00 and Up	Juice.....	\$2.50 and Up
Premium.....	\$9.00 and Up	Champagne (glass)....	\$9.00 and Up
Beer Domestic and Import...	\$4.50 and Up	Wine (glass).....	\$6.50 and Up

Wines by the Bottle

Merlot.....	\$29.00	Montepulciano.....	\$25.00
Bogle, Central Coast, CA		Quattro Mani d’Abruzzo, Italy	
Cabernet.....	\$29.00	Pinot Grigio.....	\$25.00
Bogle, Central Coast, CA		Primaterra, Veneto, Italy	
Cabernet.....	\$35.00	Chardonnay.....	\$25.00
Toasted Head, Sonoma, CA		Oeno, WA	
Chianti.....	\$33.00	Chardonnay.....	\$35.00
Poggio Romita, Tuscany, Italy		Toasted Head, Sonoma, CA	
Pinot Noir.....	\$29.00	Sauvignon Blanc.....	\$37.00
Mark West, Central Coast, CA		Di Stefano, Northwest, WA	
Sangiovese.....	\$25.00	Riesling.....	\$25.00
Di Majo Norante, Molise, Italy		Ruffino Orvietto, Tuscany, WA	

*Additional Wine List Available

Host Bar Options

3 HRS.

Host Sodas	
Sodas, Juices, Coffee, and Tea.....	\$5.00 per person
Host Beer and Wine	
All of the above, Bottled Sparkling Water, Beer, House Wine.....	\$21.00 per person
Host Well Bar	
All of the above plus Well Level Drinks.....	\$24.00 per person
Host Call Bar	
All of the above plus Call Level Drinks.....	\$27.00 per person
Host Premium Bar	
All of the above plus Premium Level Drinks.....	\$35.00 per person

All above prices are based on per person charge-Please see attached liquor lists.

If event exceeds three hours prices go up \$5.00 per person per hour.

Host Soda:

Sodas, Juices, Coffee, and Tea

Host Beer and Wine:

All of the above.

Bottled Water: San Pellegrino

House Wines (glass): Chardonnay, Pinot Grigio, Cabernet, Merlot, and Chianti

Beers: Corona, Heineken Light, Bud Light, and Stella

Host Well Bar:

All of the above.

Well Liquors: Vodka, Gin, Tequila, Rum, Scotch, Brandy, and Bourbon

Host Call Bar:

All of the above.

Call Liquors:

Vodka: Absolute

Gin: Beefeaters

Scotch: Dewars

Bourbon/Whiskey: Jack Daniels

Tequila: Jose Cuervo

Rum: Bacardi Lite

Liqueurs: Midori, Southern Comfort

Host Premium Bar:

All of the Above.

Premium Liquors:

Vodka: Grey Goose

Gin: Bombay Sapphire

Scotch: Jonny Walker Red

Bourbon/Whiskey: Crown Royal

Tequila: Cuervo 1800

Rum: Bacardi 151 and Myers Dark

Liqueurs: Bailey's, Kahlua, Tia Maria, Amaretto

*All other liquors and premium liquors are available for purchasing on a consumed basis only.

Hors D'oeuvres:

Passed Hors D'oeuvres

Mini Crabcakes.....	\$3.95 per person
Chicken Skewers.....	\$2.75 per person
Tuna Tartar Crostini.....	\$3.95 per person
Tomato and Basil Bruschetta.....	\$2.25 per person
Caprese Skewers.....	\$2.25 per person
Caramelized Pear and Onion Pizzetta.....	\$2.95 per person
Cheese and Pesto Stuffed Mushrooms.....	\$2.95 per person

*The amount of appetizers provided is based on the final guest count.

Table Hors D'oeuvres

Mini Crabcakes.....	\$3.95 per person
Chicken Skewers.....	\$2.75 per person
Tuna Tartar Crostini.....	\$3.95 per person
Tomato and Basil Bruschetta.....	\$2.25 per person
Caprese Skewers.....	\$2.25 per person
Caramelized Pear and Onion Pizzetta.....	\$2.95 per person
Cheese and Pesto Stuffed Mushrooms.....	\$2.95 per person
Carpaccio.....	\$4.95 per person

Calamari.....	\$3.95 per person
Pork Ribs with Papaya BBQ Sauce.....	\$4.95 per person
Truffled Crimini Mac and Cheese.....	\$3.95 per person

*The amount of appetizers provided is based on the final guest count.

Stationary Hors D'oeuvres

Fresh Seasonal Vegetables.....	\$2.25 per person
Fresh Fruit.....	\$3.95 per person
Gourmet Cheese and Crackers.....	\$2.95 per person
Antipasto.....	\$3.95 per person
Jumbo Shrimp Cocktail.....	\$4.95 per person
Hummus and Pita Chips.....	\$2.25 per person

*The amount of appetizers provided is based on the final guest count.

Continental Breakfast:

Minimum of 6 People.
Available until 12:00pm.

Lucia Continental
Juice
Coffee
Fresh Fruit
Scones and Pastries
Bagels and Cream Cheese
\$10.00 Per Person

Lucia Deluxe Continental
Juice
Coffee
Fresh Fruit
Scones and Pastries
Bagels and Cream Cheese
Granola and Yogurt
\$12.00 Per Person

Lucia Lunch Buffet Menu:

Served until 3:00pm
Minimum of 10 people.
Beverages not included.

Chicken Cannelloni
Caesar Salad
Homemade Bread
\$13.00 Per Person

Baked Penne
Caesar Salad
Homemade Bread
\$12.00 Per Person

Encrusted Wild Salmon
Garlic Mashed Potatoes
Organic Mixed Greens
Homemade Bread
\$20.00 Per Person

Meat or Spinach Lasagna
Caesar Salad
Homemade Bread
\$14.00 Per Person

Braised Pork Roast
Garlic Mashed Potatoes
Organic Mixed Greens
Homemade Bread
\$15.00 Per Person

Pasta Lunch
Sauce Choices: Milano, Marinara,
Puttenesca, Bolognese, or Garlic Cream
Caesar Salad
Homemade Bread
\$9.00 Per Person

Lucia Dinner Buffet Menu:

Served until 10:00pm

Minimum of 10 people.
Beverages not included.

Option #1

Encrusted Salmon
Chicken Cannelloni
Ricotta Gnocchi
Seasonal Vegetables
Garlic Mashed Potatoes
Organic Mixed Greens or Caesar
Homemade Bread
Chef's Dessert
\$45.00 Per Person

Option #2

Meat or Spinach Lasagna
Chicken Alfredo
Wild Mushroom Risotto with Prawns
Seasonal Vegetables
Organic Mixed Greens or Caesar
Homemade Bread
Chef's Dessert
\$35.00 Per Person

Option #3

Chicken Parmigiana
Baked Penne
Spaghetti and Meatballs
Organic Mixed Greens or Caesar
Homemade Bread
Chef's Dessert
\$30.00 Per Person

Dessert:

Tiramisu.....\$6.95 per person
Chocolate Decadence.....\$6.95 per person
Cheesecake.....\$6.95 per person
Crème Brule.....\$6.95 per person

Assorted Cookies (Prices Vary)
Chocolate Dipped Strawberries (Prices Vary)

Special Ordered Cakes (Prices Vary)

Private Dining Selected Menu Options:

Menu Option #1

\$20.00 Per Person

Salad
Organic Mixed Greens
Caesar

Entrees
Baked Penne
Chicken Cannelloni
Garlic Shrimp Tagliatelle
*menu substitutions are available

Menu Option #2

\$25.00 Per Person

Appetizers (choose one)
Tomato and Basil Bruschetta
Calamari

Caramelized Pear and Onion Pizzetta
Stuffed Mushrooms

Salad
Organic Mixed Greens
Caesar

Entrees
Chicken Cannelloni
Eggplant Parmigiana
Braised Kobe Beef Penne Pasta
*Menu substitutions are available. Prices
subject to change.

Menu Option #3
\$33.00 Per Person

Appetizers (choose two)
Tomato and Basil Bruschetta
Caramelized Pear and Onion Pizzetta
Stuffed Mushrooms
Caprese

Salad
Organic Mixed Greens
Caesar

Entrees
Chicken Cannelloni
Wild Mushroom Risotto with Prawns
Encrusted Salmon
*Menu substitutions are available. Prices
subject to change.

Dessert (choose two)
Crème Brule
Tiramisu
Cheesecake
Chocolate Decadence

Menu Option #4
\$45.00 Per Person

Appetizers (choose three)
Tomato and Basil Bruschetta
Caprese
Stuffed Mushrooms
Tuna Tartar

Salad
Organic Mixed Greens
Caesar

Entrée
Filet Mignon
Encrusted Salmon

Braised Pork Roast
Wild Mushroom Risotto with Prawns
*Menu substitutions are available. Prices
subject to change.

Dessert (choose two)
Crème Brule
Tiramisu
Cheesecake
Chocolate Decadence

Themed Dinner Parties:

Spaghetti Dinner \$16.00 Per Person
Pizza Party \$13.00 Per Person
Appetizer Party \$15.00 Per Person

Boxed Lunch Menu \$12.00 Per Person

-All boxed lunches come with water, cookies, and utensils.

Sandwiches: (choose one)
Club Panini
Curry Chicken Salad Panini
Lucia Panini
Grilled Cheese Panini
BBQ Pork Sandwich
Turkey Provolone Panini

OR

Salads: (choose one)
Spinach Salad
Poached Pear Salad
Chop Chop Salad
Beet Salad
Caesar Salad
Organic Mixed Greens
*add chicken \$3.50, add prawns \$4.50
*minimum of 5 orders please give 24 hour notice.

Deposit, Cancellation Policy and Event Minimum:

A deposit of \$250.00 of the Total Estimated Amount is needed to confirm the booking this event. Deposit refunds on cancellations are handled as follows-

- Notice over 30 days prior to event: full refund of deposit
- Notice 10 to 29 days prior to event: 50% refund of deposit
- Notice less than 10 days prior to event: no refund of deposit

Separate checks are not allowed for any banquet functions.

Lucia can only accept cash or credit/debit card for any event.

Final Payment:

Clients will be billed for the balance due at the end of the event hosted. The invoice amount is due upon receipt.

Upon review and acceptance of the proposal and our catering policies, please sign below and return this document with your deposit.

Restaurant/Catering Director

Client

Date

Date

To pay deposit by credit card:

Type: (please circle) AMEX, VISA, MC, Discover

Account: _____

Expiration Date: _____