

Events at Stella's Fish Café

Thank You for your Interest in Uptown's Premier Events Restaurant!

Stella's Offers 3 Unique Event Spaces and the City's Best Rooftop Patio.
The Versatility of the Spaces Allows Us to Host Everything
From Casual Events to Formal Affairs; We Offer a Varied, Unique Events Menu:
Fresh Seafood to Steaks, Pastas, Salads,
Appetizer Displays, Carving Stations and Formal Sit-Down Dinners.

STELLA'S SERVICES

Available Bar Beverage Arrangements:

Cash Bar, Hosted Bar Package, Fee-Based on
Consumption or by Drink Tickets.

Bar Beverage Packages

Traditional Bar Package

Tap Beer, House Wine, Single Pour Call
Cocktails, Sodas, Water, Iced Tea.

\$12.00 Per Person; Per Hour; for up to 3 Hours.

\$10.00 Per Person; for each additional hour.

Top Shelf Bar Package

Stella's Signature Sippers, Martinis and
Specialty Cocktails,

\$15 Per Person, Per Hour.

(Bar Packages are Not a Requirement)

Valet Parking Service:

Stella's Offers Valet Parking Service
7 Days a Week, Beginning at 5pm for \$8/car.

Equipment Fees:

Stella's Has Equipment Available for Rental.
For Other Required Equipment Rentals, Please
Ask Us for a Quote From Our
Many Trusted Vendors.

The Following Minimal Fees are Applicable:

Internet Access & Projection

Screen are Complimentary

LCD Projector \$50.00

Microphone Usage \$25.00

DJ Service \$300-\$800 (Based on Timeframe)

Dance Floor \$300-\$800 (Based on Size of Floor)

All Our Prices Include...

Consultation & Event Planning, Custom Menus,

Service Staff, Bartending Staff,

Linens, Tables, Chairs, Basic Décor,

China Flatware, Glassware, & Place cards

Stella's Fish Café Contract & Event Terms

Event Space Guarantee:

A Credit Card Authorization Form is to be Filled Out and Faxed Back to the Events Office. This Form Holds Space, No Charges Will Be Made Unless the Cancellation Policy is Applicable. Once Menu Selections Are Made, a Contract is to be Signed and Faxed Back to the Events Office.

Menu Selections:

Final Menu Selections Must Be Made 7 Days Prior to the function, Including an Entrée Count for Plated Meals

If This Timeline Cannot Be Met, a 10% Surcharge on the Total Food Cost May Be Added.

Food and Beverage Minimum:

All Group or Private Events Require a Food and Beverage Minimum That Will be Arranged at the Time of Booking. If the Mandated Minimum is Not Met, the Balance Will Be Secured in the Form of a Room Charge.

Payment:

Full Payment is Required at the Conclusion of the Function. Current Applicable Sales Tax and a 20% Gratuity Will be Added to the Final Bill.

Guest Signature _____

Date _____

Cancellation:

A FIFTEEN DAY Advanced Notice of Cancellation is Required. Failure to Do So Will Result in a Service Charge of \$250.00. Cancellation Within SEVEN DAY period Will Result in Payment for the Contracted Food & Service.

Food Service:

Food That Has Been Served to Guests Buffet-Style May Not be Boxed Up and Taken To Go. No Food or Beverages of Any Kind Will be Permitted to be Brought Into Stella's Fish Café. (with the exception of a licensed MN vendor's wedding cake and unopened bottles of wine, with applicable corking & service fee)

Decorating:

Is Allowed and Encouraged. We Do Not Allow the Following Items: Metallic Glitter, Streamers or Paper Confetti. If These Items Are Used, a \$100.00 Cleaning Charge Will Be Added on to Your Bill. All decorations/centerpieces must be taken with you at the conclusion of your event. Any Items left over-night are at your discretion and Stella's is not responsible for any damages

Damages:

The Customer is Responsible for Any Damages to, or on the Restaurant Property by Invited Guests. Stella's also reserves the right to refuse service to any invited guests and ask those individuals to leave the building. Hosts of events are also responsible for the loss of any A/V cables provided by Stella's & used during their event for A/V purposes.

Event's Check List

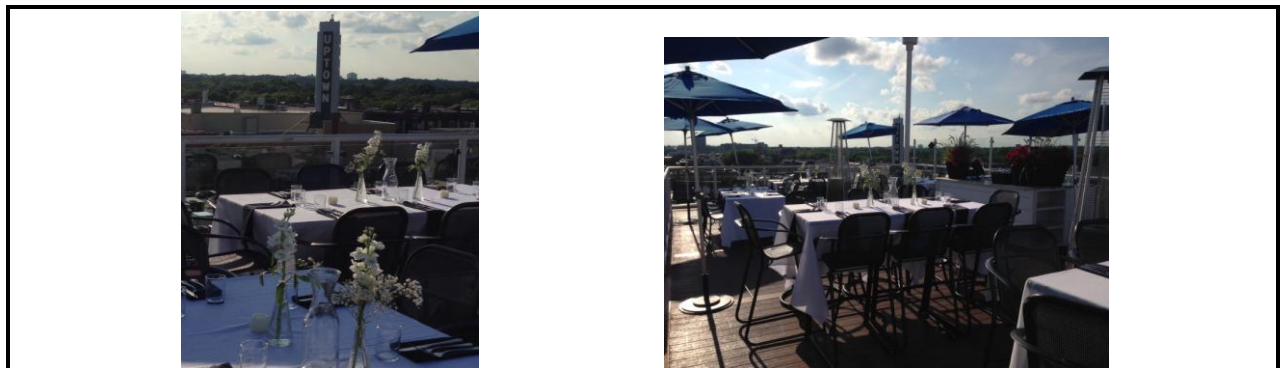
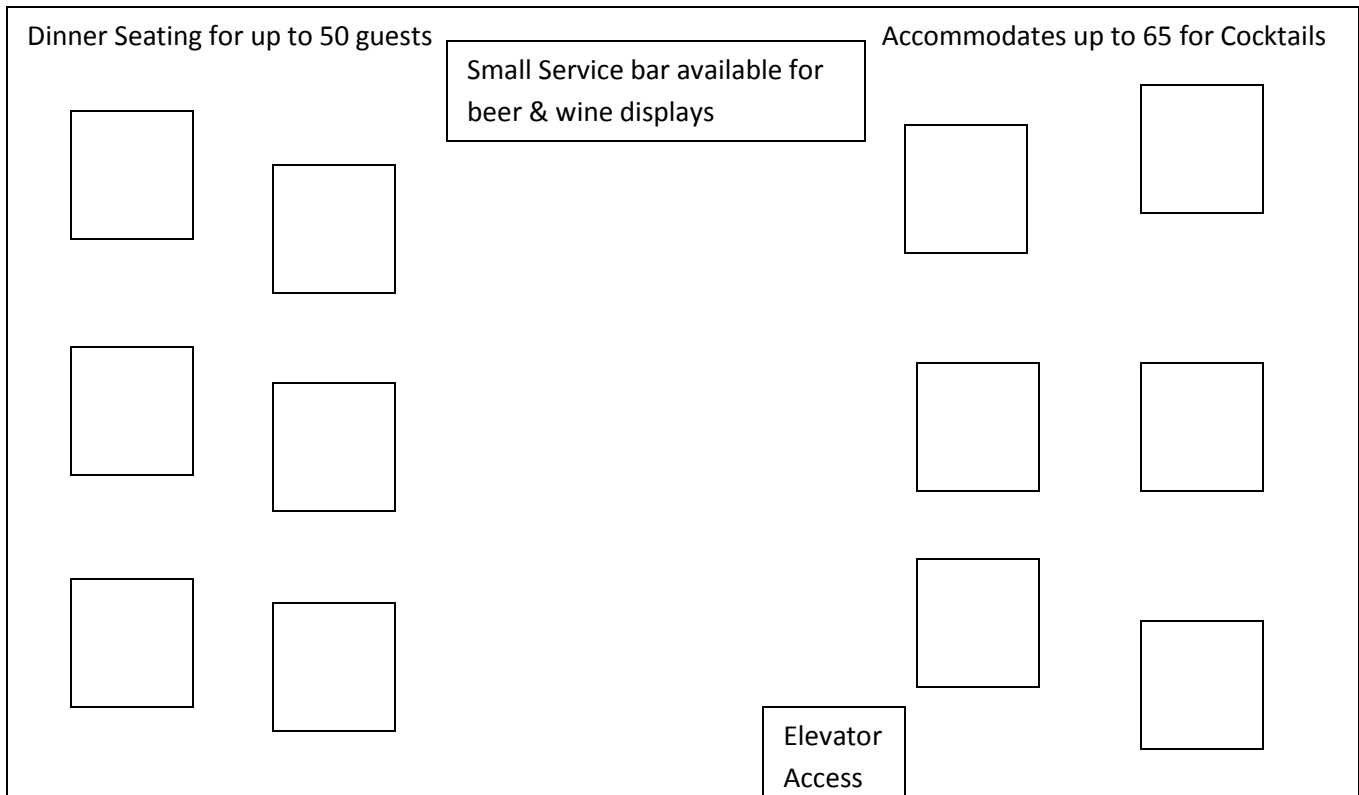
	Event Date		Coffee Service
	Event Space		Table Arrangements
	Authorization Form		Decorations
	Group/Event Name		A/V Equipment
	Event Type		Rental Equipment Needed
	Menu Style/Selection ~Needed One week in advance~		Music/Entertainment
	Guest Count ~Final count needed 5 days in advance~		Coat Rack
	Hosted Valet		Registration /Gift Table
	Bar Arrangements ~Needed One Week in Advance~		

Stella's Fish Café Offers White, Black or Ivory Table Linen; Napkins are available in a variety of colors upon request or Black & White Napkins are always in stock along with Basic Candles & Centerpieces.

You May Choose From One of Our Available Centerpieces, or Bring in Your Own.

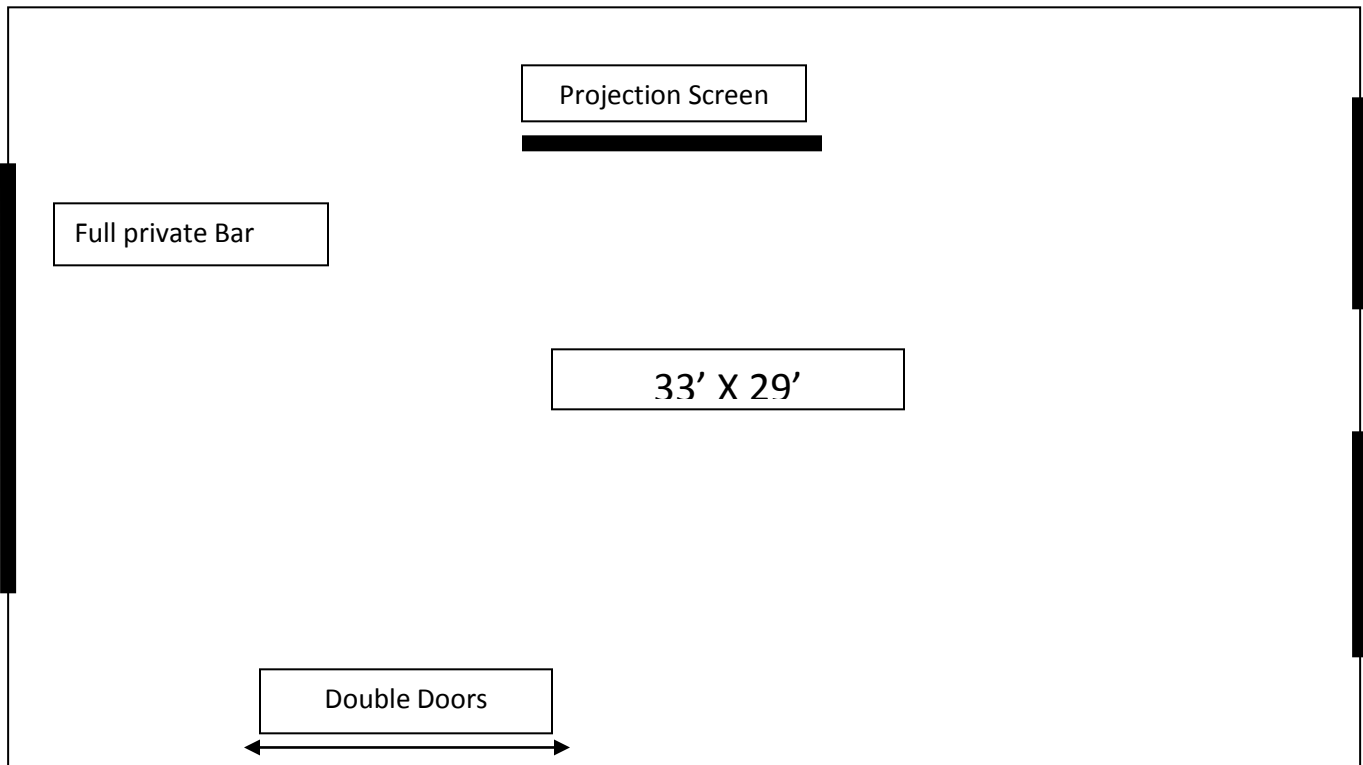
On Top of Stella's. The Sky Deck Patio!

Stella's Sky Deck Patio offers up the most sought-after Event real estate in Uptown; offering a sweeping panorama of both Uptown and the Downtown skyline. We Will Reserve Our Rooftop Sky Deck and Make it Private for Your Event; also available as a semi-private option for smaller groups. Indoor Event Space Will Be Reserved for Your Party as an Alternative Space, In Case of Inclement Weather at no extra cost.



The Banquet Room

This 2nd Floor Private Room features:
In-Room Full Bar, Round or Rectangular Tables
Seating Accommodations for Up to 88 guests.
Cocktail/Reception-Style Event for up to 120 Guests.



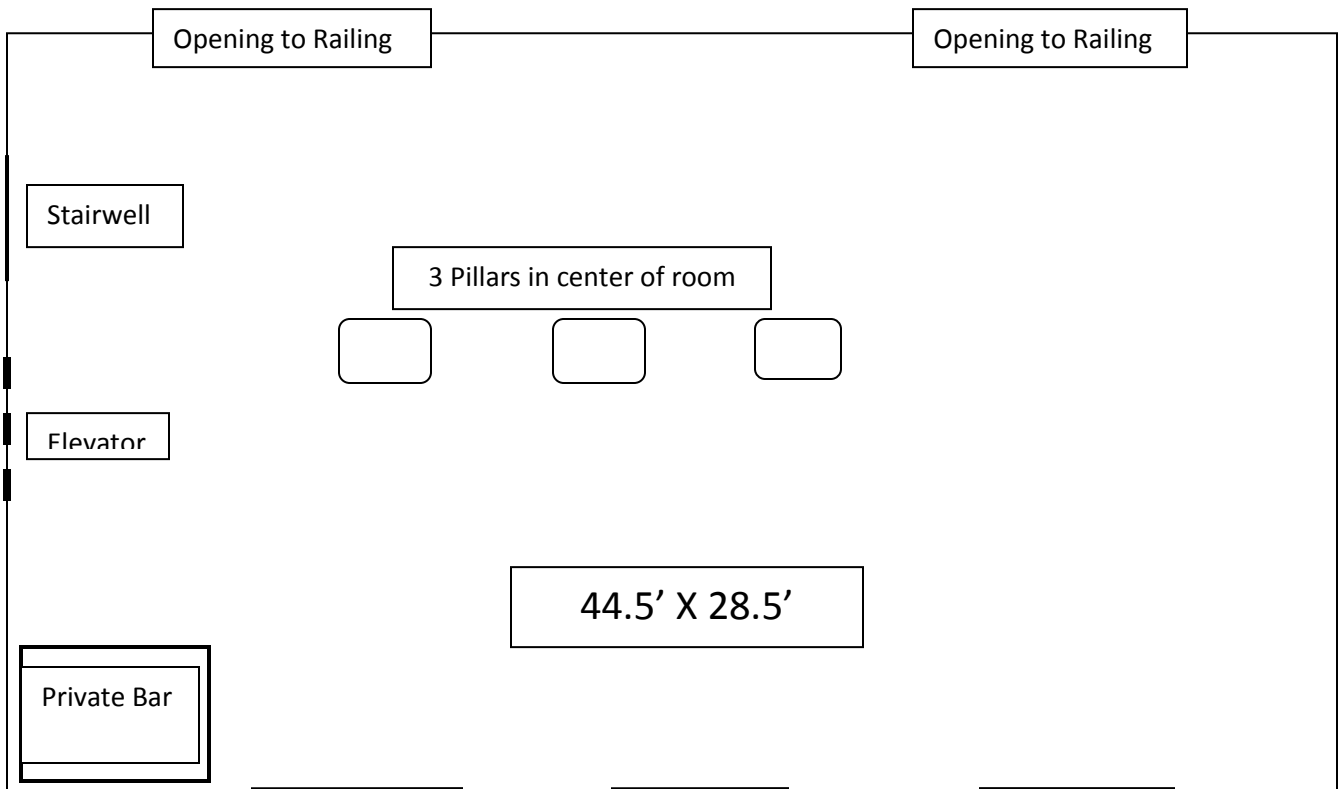
Pre-Function Area located just outside the main room



The Lake Street Room

This 2nd Floor Room is Designed for Parties Who Want to be Part of the Restaurant Action,
but still have a room to call their own!

Seated Dinner for up to 100 guests or 150 for cocktail/reception style events
Accommodations for 200+ guests reception-style; utilizing the railings and booths.



Windows overlooking Lake Street

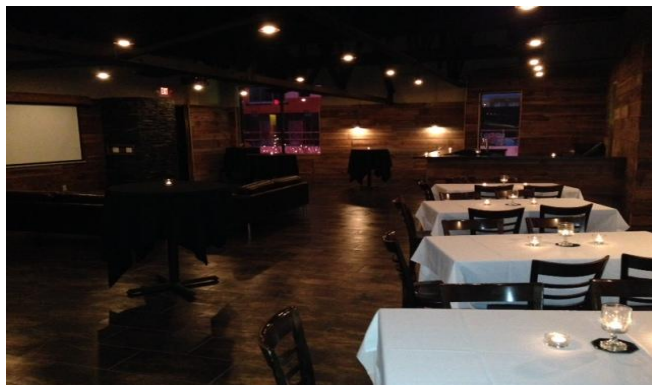
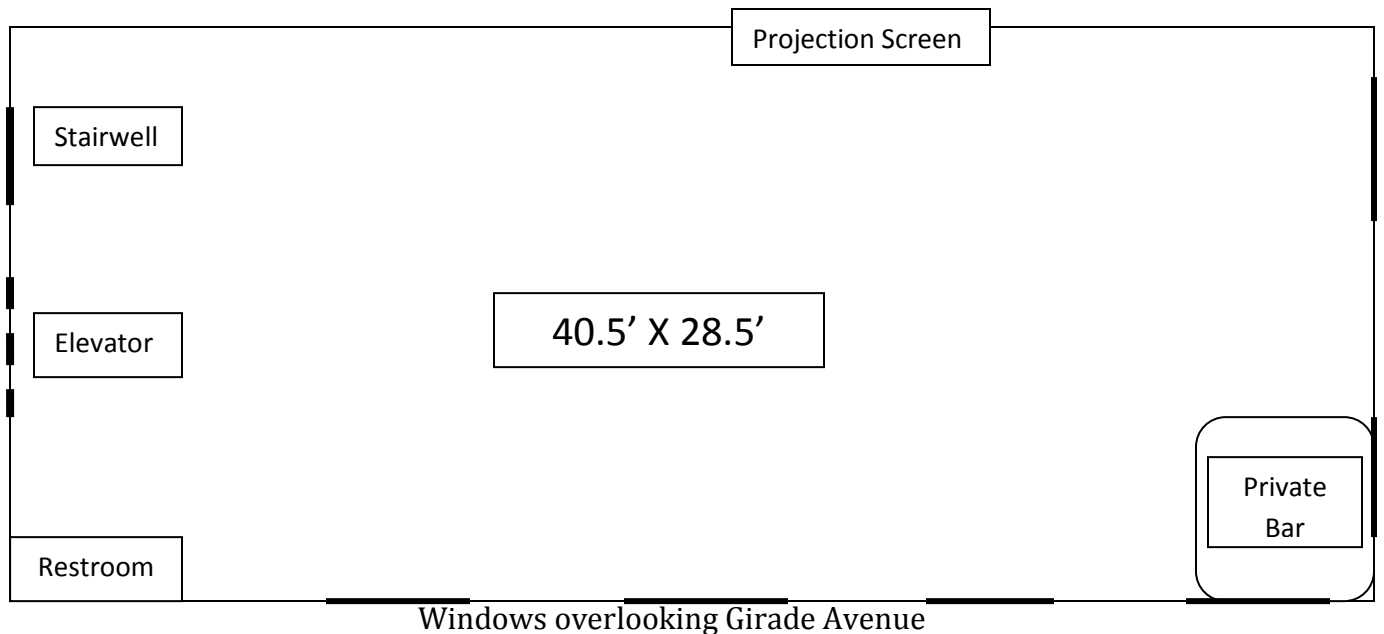


The 3rd Floor Mezzanine Lounge

This Versatile Space Features:

Couches for lounging, Seated Tables, and High-Top Caberet Tables For Mingling.
Private Restroom and Private Bar.

Satellite Audio System, Projector with Screen Available for Presentation or TV Use
Accommodates 20-80 ppl Seated or up to 100 Guests For Reception/Cocktail Style Events



Credit Card Authorization / Deposit Information Form

Thank you for choosing Stella's Fish Café and Prestige Oyster Bar for your upcoming event!
Please complete the following information and return to our Banquet Department.

Company/Group:			
Address:			
Contact:		Phone:	
Event Date:		Event Time:	
Number of Guests:		Food & Beverage Minimum	

Credit Card

This form shall constitute my written permission for Stella's Fish Cafe to charge the event balance to this credit card the day of the event. If the card number is being held as a guarantee, I agree to the Cancellation Terms of the Contract.

Type:	Visa	MasterCard	American Express	Discover	Diners Club
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Credit Card Number:

Expiration Date:

Name as it appears on the card:

Signature: X

If credit card is to be used for guarantee only, please check here: **Guarantee Only**

Menu Selections: Must be made SEVEN days prior to the function. If This Timeline Cannot be Met, a 10% Surcharge on the Total Food May Be Added. For Limited Menus, A Pre-Order Must Be Given. If a Pre-Order Can Not Be Given, a 10% Surcharge on the Total Food Will be Added.

Cancellation: A **FIFTEEN DAY** advanced notice of cancellation is required. Failure to do so will result in a service charge of \$250.00. Cancellation within **SEVEN DAY** period will result in payment for the contracted food.

Please include a legible copy of the front and back of the credit card to be charged. Thank You!
Nicole Turner, Stella's Fish Café and Prestige Oyster Bar. 612.824.TUNA. Fax: 612.824.CLAM