

# PEARL

## **PRIVATE DINING INFORMATION**

Pearl Bar & Dining is an independently owned restaurant and lounge featuring Contemporary Northwest cuisine. Pearl offers lunch and dinner daily, along with an upscale lounge featuring handcrafted signature cocktails, a vast selection of premium wine and beer, and gracious service. We would like to thank you for thinking of Pearl while planning your event.

Pearl features several dining options for larger groups.

**THE BOARDROOM** – This room comfortably seats up to 10 guests, perfect for small meetings or intimate social gatherings. The room is set with one long conference style table. Most events do not require a pre-set menu or room fee unless your event requires special requests. We book this room as a request unless there is a food and beverage commitment of \$500.00 with a credit card number on file. You may reserve this space by contacting a manager at Pearl – 425.455.0181.

**PRIVATE DINING ROOM** – Our room comfortably accommodates up to 45 guests for a stand up reception or up to 30 guests for a seated lunch or dinner. This room is equipped with a 58 inch flat screen television that is computer compatible, and is perfect for corporate presentations or larger social dinners. The Private Dining Room is separated from our main dining room with smoked glass doors, allowing for you and your guests to share the energy of the dining room while ensuring complete privacy. We book this room as a request in the evening unless there is a food and beverage commitment of \$1,000.00 Sunday through Thursday and \$2,000.00 Friday and Saturday with a credit card on file. You may reserve this space by contacting a manager at Pearl – 425.455.0181.

**NORTH DINING ROOM** – The use of this space is designed for larger groups, up to 54 guests. The Private Dining Room can open to the North Dining Room, combining the two spaces that can accommodate up to 84 guests. Food and beverage commitments apply to this space as well.

**PEARL 'BUY OUT'** – A buy out may consist of closing the bar, the dining room, or the entire restaurant to accommodate private events that need larger space. There is a premium food and beverage minimum associated with these types of events.

**OFF SITE CATERING** – Pearl is glad to customize menus and events for you either in your office, home, or other venue. Pearl has relationships with local venues that we can coordinate efforts with, if needed.

## **GENERAL INFORMATION**

**LOCATION** – 700 Bellevue Way Northeast, Suite 50, Bellevue WA, 98004. Pearl is located in the heart of downtown Bellevue in Lincoln Square, adjacent to the Westin Hotel main entrance, minutes from Interstate 405 and State Highway 520.

**PARKING** - We offer complimentary valet parking across the drive at the Westin Hotel. We also validate for parking in the Lincoln Square garage for up to three hours.

**AUDIO / VISUAL** – Our Private Dining Room is equipped with a 58 inch flat screen television that is computer compatible for your business and social presentations. We are happy to arrange for any AV equipment you may need for your presentation.

**MENUS** – In order to guarantee the finest experience for your event, we do require a custom/limited menu for both lunch and dinner groups of more than fifteen guests. Custom menus are created from our Private Dining menu and our dinner menu, which changes seasonally. We require that menus are finalized 72 hours prior to your event. We are happy to print a custom menu for your event. Current menus are online at [www.pearlbellevue.com](http://www.pearlbellevue.com).

**ROOM CHARGES** – There is no room fee attached to booking any of our private dining spaces. However, Food and Beverage Minimums do apply.

**BOOKING** – To secure a Private Dining Room, please contact Mikel Rogers or Kristi Kettman during regular business hours. We will place a hold on the date for 48 hours. A signed contract is required to secure the date.

**DEPOSIT** - A credit card number is taken in lieu of deposit to secure our private dining room and will be charged at the time of the event, unless otherwise instructed.

**CANCELLATION POLICY** – Our contracts stipulate cancellations less than four business days prior to the event will incur a cancellation fee that varies according to the space reserved. A final guest count is required 48 hours prior to the event.

**DETAILS** – We are pleased to arrange for special floral arrangements. We charge a \$2 per guest dessert fee for cakes and other desserts brought into the restaurant from an outside bakery. We will be happy to accommodate any special dietary requests, please let us know about any allergies or restrictions as soon as possible.

### **FOR FURTHER INFORMATION AND TO BOOK YOUR EVENT, CONTACT**

MIKEL ROGERS 425-455-0181 [mikel@pearlbellevue.com](mailto:mikel@pearlbellevue.com) or

KRISTI KETTMAN 425-623-1125 [kristi@pearlbellevue.com](mailto:kristi@pearlbellevue.com)