

MARCHÉ

PRIVATE DINING & SPECIAL EVENTS



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PRIVATE DINING AT MARCHÉ

MARCHÉ OFFERS A VARIETY OF OPTIONS TO ACCOMMODATE YOUR PRIVATE DINING REQUIREMENTS. EACH OF OUR PRIVATE DINING ROOMS OFFERS AN ELEGANTLY APPOINTED SETTING THAT WE HOPE WILL BECOME YOUR PREFERRED VENUE FOR BUSINESS MEETINGS, CORPORATE EVENTS AND SPECIAL OCCASIONS OF ALL SORTS. GUESTS IN THE PRIVATE ROOMS CAN LOOK FORWARD TO THE SAME HIGH LEVEL OF FOOD AND SERVICE THAT THEY HAVE COME TO EXPECT FROM MARCHÉ. THE PRIVATE DINING ROOMS FEATURE STATE-OF-THE-ART AUDIO/VISUAL EQUIPMENT AND WIRELESS INTERNET ACCESS. MARCHÉ IS CONVENIENTLY LOCATED IN DOWNTOWN MENLO PARK, EASILY ACCESSIBLE FROM ALL PENINSULA LOCATIONS. THERE IS AMPLE PARKING ON THE STREET AND IN THE PUBLIC LOTS ADJACENT TO THE RESTAURANT. OUR INTENTION IS TO CREATE A TRULY UNIQUE AND WONDERFUL EXPERIENCE FOR YOU AND YOUR GUESTS. WE HOPE YOU WILL CONSIDER MARCHÉ WHEN PLANNING YOUR NEXT SPECIAL EVENT.

THE CHEF'S ROOM

BEHIND A PLUSH BLUE VELVET CURTAIN, THE SEMI-PRIVATE CHEF'S ROOM OFFERS SEATING FOR UP TO TEN GUESTS. THE CHEF'S ROOM IS LOCATED ADJACENT TO THE MAIN DINING ROOM WITH A LARGE PICTURE WINDOW OFFERING A GLIMPSE INTO THE PRISTINE KITCHEN OF MARCHÉ. THE CHEF'S ROOM IS BEST SUITED FOR INTIMATE SOCIAL GATHERINGS, PARTIES AND INFORMAL BUSINESS MEETINGS WHERE PRIVACY IS NOT THE PRIORITY. GUESTS IN THE CHEF'S ROOM MAY ORDER A LA CARTE FROM THE MENUS OFFERED IN THE MAIN DINING ROOM OR THEY MAY OPT FOR A FIXED MENU CREATED BY OUR CHEF.

THE GALLERY

THE GALLERY IS A CHARMING, ELEGANTLY APPOINTED SPACE WITH SEATING FOR UP TO THIRTY-TWO GUESTS IN A VARIETY OF TABLE CONFIGURATIONS. FOR A COCKTAIL RECEPTION, THE GALLERY WILL ACCOMMODATE UP TO FIFTY PEOPLE. THE GALLERY FEATURES STATE-OF-THE-ART AUDIO/VISUAL EQUIPMENT, LARGE PLASMA SCREEN TELEVISION AND WIRELESS INTERNET ACCESS. A WIDE RANGE OF LIGHTING CONFIGURATIONS AND A CUSTOMIZED SOUND SYSTEM MAKE THE GALLERY A PERFECT VENUE FOR CORPORATE EVENTS AND BUSINESS MEETINGS AS WELL AS SOCIAL GATHERINGS. GUESTS CAN ENTER THE GALLERY VIA A SEPARATE ENTRANCE OR THROUGH THE MAIN DINING ROOM AS THEY PREFER.

THE MAIN DINING ROOM

FOR LARGER EVENTS WE OFFER THE MARCHÉ MAIN DINING ROOM. THE MAIN DINING ROOM CAN SEAT UP TO EIGHTY GUESTS. FOR A COCKTAIL RECEPTION THE MAIN ROOM WILL ACCOMMODATE UP TO ONE HUNDRED ATTENDEES. ELEGANT AND REFINED, THE MAIN DINING ROOM PROVIDES A LUXURIOUS ENVIRONMENT FOR BUSINESS MEETINGS, CORPORATE EVENTS AND SPECIAL OCCASIONS OF ALL SORTS.

OFF-SITE CATERING

FROM WORKING LUNCHESES TO GALA EVENTS, MARCHÉ OFFERS A FULL RANGE OFF-SITE CATERING OPTIONS AND PARTY PLANNING SERVICES.

TO PLAN YOUR NEXT SPECIAL EVENT

FOR FURTHER INQUIRIES OR TO BEGIN PLANNING YOUR NEXT SPECIAL EVENT AT MARCHÉ PLEASE CONTACT THE PRIVATE EVENTS COORDINATOR, BLAIRE MOORE. SHE CAN BE CONTACTED DIRECTLY VIA E-MAIL AT BLAIRE@RESTAURANTMARCHE.COM. YOU MAY ALSO TELEPHONE THE RESTAURANT AT 650-324-9092 AND OUR RECEPTIONIST WILL DIRECT YOU.

MENU PLANNING

THE GREAT BODY OF FRENCH CUISINE, BOTH CLASSIC AND CONTEMPORARY, IS THE WELLSPRING OF INSPIRATION FROM WHICH THE MENUS OF MARCHÉ ARE DRAWN. THE AWARD WINNING CUISINE OF MARCHÉ EMBODIES A REPERTOIRE OF DISHES THAT ARE OFTEN FAMILIAR, SOMETIMES INVENTIVE BUT ALWAYS GROUNDED IN CLASSIC FRENCH CULINARY TECHNIQUE. GUESTS IN THE PRIVATE ROOMS CAN LOOK FORWARD TO THE SAME HIGH LEVEL OF FOOD AND SERVICE THAT THEY HAVE COME TO EXPECT FROM MARCHÉ.

EACH PRIVATE DINING EVENT AT MARCHÉ IS CAREFULLY PLANNED TO BEST SERVE THE INDIVIDUAL REQUIREMENTS OF OUR GUESTS. MARCHÉ HAS AN EXTENSIVE CELLAR PROVIDING A WIDE RANGE OF FINE CALIFORNIA AND FRENCH WINES AS WELL AS A FULL BAR OFFERING TOP SHELF SPIRITS. GUESTS ARE INVITED TO WORK WITH OUR WINE DIRECTOR JOHN SANDERS AND EXECUTIVE CHEF GUILLAUME BIENAIME TO CREATE A SPECIAL MENU THAT HIGHLIGHTS THE BEST THAT THE MARKETPLACE HAS TO OFFER. ALL MENUS ARE SUBJECT TO SEASONAL AVAILABILITY. RECOMMENDED MENU ITEMS ARE INCLUDED WITH THESE MATERIALS.

MENU PRICING

DINNER MENU PRICING:

THREE COURSE MENUS WILL INCLUDE ONE STARTER, CHOICE OF TWO ENTRÉES AND ONE DESSERT:

MENU	\$65.00 PER PERSON
ADDITIONAL CHOICES PER COURSE:	\$10.00 PER PERSON
PASSED HORS D'OEUVRES:	\$12.00 PER PERSON

PLEASE NOTE THAT BEVERAGES ARE CHARGED ON CONSUMPTION AND ARE IN ADDITION TO THE PER PERSON MENU PRICE.

COCKTAIL RECEPTION PRICING:

INCLUDES SELECTION OF 6 HORS D'OEUVRES:

TWO-HOUR RECEPTION:	\$40.00 PER PERSON
THREE-HOUR RECEPTION:	\$55.00 PER PERSON

LUNCH MENU PRICING:

THREE COURSE MENUS WILL INCLUDE ONE STARTER, CHOICE OF TWO ENTRÉES AND ONE DESSERT:

MENU	\$35.00 PER PERSON
ADDITIONAL CHOICES PER COURSE:	\$10.00 PER PERSON
PASSED HORS D'OEUVRES:	\$12.00 PER PERSON

ONE COURSE MENU WILL INCLUDE ONE SANDWICH, ONE COOKIE, AND ONE BEVERAGE:

MENU	\$25 PER PERSON
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PLEASE NOTE THAT BEVERAGES ARE CHARGED ON CONSUMPTION AND ARE IN ADDITION TO THE PER PERSON RECEPTION PRICE UNLESS STATED.

PRIVATE DINING GENERAL INFORMATION

MENU ~ OUR SPECIAL EVENTS COORDINATOR WILL SEND YOU COPIES OF OUR MOST CURRENT MENUS TWO WEEKS PRIOR TO YOUR EVENT. WE REQUIRE YOUR MENU SELECTIONS ONE WEEK PRIOR TO EVENT DATE. ALL MENU SELECTIONS ARE SUBJECT TO CHANGE BASED UPON SEASONAL AVAILABILITY.

BEVERAGE ~ OUR WINE DIRECTOR IS AVAILABLE TO ASSIST YOU IN SELECTING BEVERAGES FOR YOUR EVENT. OUR CORKAGE FEE IS \$30.00 PER (750ML) BOTTLE WITH A LIMIT OF TWO 750ML BOTTLES PER PARTY. BEVERAGES ARE CHARGED ON CONSUMPTION AND ARE IN ADDITION TO THE PER PERSON MENU PRICES NOTED THROUGHOUT.

RESERVATION GUARANTEE ~ YOUR RESERVATION FOR A PRIVATE ROOM IS GUARANTEED ONLY BY A SIGNED STATEMENT OF DEPOSIT. ONE WEEK PRIOR TO YOUR EVENT DATE, A FINAL CONTRACT THAT CONTAINS ALL DETAILS PERTINENT TO YOUR EVENT WILL BE PROVIDED FOR YOUR APPROVAL. WE REQUEST THAT THE FINAL CONTRACT BE SIGNED AND RETURNED IN ORDER TO GUARANTEE YOUR RESERVATION.

PRICING ~ THE ROOM MINIMUMS FOR DINNER AND LUNCH BANQUETS ARE LISTED BELOW. ALL FOOD AND BEVERAGE APPLIES TOWARD ROOM MINIMUM. ALL MINIMUMS ARE EXCLUSIVE OF TAX, SERVICE CHARGE, AND COORDINATOR FEE.

DINNER MINIMUM:

CHEF'S ROOM, SEATS UP TO 10:	\$500
THE GALLERY, SEATS UP TO 32:	\$1,000
MAIN DINING ROOM, SEATS UP TO 80:	\$5,000
FULL RESTAURANT BUY OUT, SEATS UP TO 122:	\$10,000

LUNCH MINIMUM:

CHEF'S ROOM, SEATS UP TO 10:	\$250
THE GALLERY, SEATS UP TO 32:	\$500
MAIN DINING ROOM, SEATS UP TO 80:	\$1,000
FULL RESTAURANT BUY OUT, SEATS UP TO 122:	\$2,500

SERVICE CHARGE & TAX ~ PRIVATE EVENTS ARE SUBJECT TO A 20% SERVICE CHARGE, INCLUDING A 2% COORDINATOR FEE, ALONG WITH 9.25% CALIFORNIA SALES TAX APPLIED TO THE TOTAL.

CANCELLATION POLICY ~ WE REQUIRE ONE WEEK NOTICE FOR CANCELLATION OF YOUR EVENT. IF A CANCELLATION OCCURS WITHIN ONE WEEK OF YOUR EVENT DATE, THE CREDIT CARD WE HAVE ON FILE WILL BE CHARGED ONE-HALF THE ROOM MINIMUM.

GUEST COUNT ~ WE REQUIRE A GUARANTEED GUEST COUNT ONE WEEK PRIOR TO EVENT DATE. WE WILL CHARGE FOR THIS NUMBER EVEN IF FEWER GUESTS ATTEND. IF YOUR GUEST COUNT IS HIGHER THAN YOUR GUARANTEED COUNT, WE WILL CHARGE FOR THE ACTUAL NUMBER OF GUESTS SERVED.

PAYMENT ~ PAYMENT IS DUE UPON THE COMPLETION OF YOUR EVENT. WE ACCEPT MAJOR CREDIT CARDS, CORPORATE CHECKS AND CASH.

FLOWERS ~ SPECIAL ARRANGEMENTS CAN BE ORDERED FROM OUR FLORIST FOR THE TABLES. OTHERWISE WE WILL PROVIDE A SINGLE ROSE FOR EACH TABLE AT NO CHARGE.

AUDIO/VISUAL ~ MARCHÉ WILL PROVIDE WIRELESS NETWORK WITH INTERNET ACCESS, SEVERAL PHONE LINES, AND AC POWER AT NO ADDED CHARGE. A LARGE PLASMA SCREEN TELEVISION IS AVAILABLE TO OUR GUESTS FOR A FEE OF \$100. ANY ADDITIONAL EQUIPMENT NEEDS MUST BE ARRANGED ONE WEEK PRIOR TO EVENT DATE.