



Private Dining Fact Sheet

Your event is important to us!

This comprehensive fact sheet provides essential information for guests planning private events at Wayfare Tavern. It covers two main event spaces, the Sequoia Room and the Bartlett Room, detailing their capacities, seating arrangements, and available furniture options. The fact sheet also addresses audiovisual equipment, microphone availability, music options, parking recommendations, restrictions on decorations, vendor meals, and various policies such as corkage fees, cake fees, drop-off and pick-up procedures, and more. Guests will find valuable information regarding menu selections, timelines, bar and beverage options, dietary accommodations, and contact details for the Director of Sales and Events. Reading this fact sheet will help all guests make informed decisions and have a seamless experience when planning events at Wayfare Tavern.

The Sequoia Room (4th floor)

The Sequoia Room at Wayfare Tavern is a versatile and inviting event space that offers a comfortable and intimate setting for private gatherings. With a capacity of up to 50 seated guests and 80 standing guests, the room features a combination of large wood tables, booths, and a corner booth table known as the king's table. The room can be configured to accommodate different seating arrangements, providing flexibility for various event types. It is equipped with two TVs for audiovisual presentations and has Wi-Fi available. Overall, the Sequoia Room offers a charming ambiance and ample space for memorable occasions at Wayfare Tavern.

Room Capacities

Capacity Seated

- 50* seated (best fit: 22-42)
- Absolute max: 52* (60 with a rental table and removal of the front seating area)
- Seating breakdown:
 - 26 down the middle with large wood tables (can be broken up into 3 tables of 8-10)
 - 18 on the booth (3 groups of 3 tables)
 - Kings table (corner booth table): 6 best fit, 8 max
- 60 seated with 1 8ft rental table*
You can rent rounds for you - a max of 4 fits in the space

Capacity Standing

Standing Capacity: 80 max

- Tables and chairs can be removed for cocktail rounds setup.
- 4 cocktail rounds with back linens are available

Rentals

- The venue can arrange for 1 8ft table for a max seating capacity of 60. All other rentals need to be arranged by the client.
- We suggest Unica Party Rentals or Bright Party Rentals.

Furniture available

Quantity	Description	Dimension and Specification
8	Bar Stools	30" Tall
3	Large Wood Dining Tables	8'x 3'
9	Small Dining Tables	2' X 2.5'
2	Wing Back Chairs	Blue
1	Leather Sofa	Small 2-seat leather
1	Antique Drop Leaf Table	5" round 42" X 20" when closed
2	Marble Cocktail Rounds	26" round, 3ft tall. One white / one onyx
1	Antique Rolling Cart /table	2.5'x 2.5'- blackboard top
4	Tall Cocktail Rounds	26" rounds with black linens - shared between the 2 rooms
4	Small Side Tables	2 white marble, and 2 black marble nesting tables 12" round
2	Highchair & Booster	One of each*

Monitors & Music

TV	<ul style="list-style-type: none"> • 2 TVs are available with Direct TV, Airplay, and HDMI Ports • 72 in TV located at the far back of the room & 50 in located at the front - both in TV's are in Media Cabinets
WIFI	<ul style="list-style-type: none"> • Wayfare4 - PW florence - can only support a few devices at a time. • For events that require multiple devices or streaming, we suggest arranging for a hotspot.
MUSIC	<ul style="list-style-type: none"> • We have surround sound that connects to most cell phones and ipads/ipods & computers. The connection is a hardwired aux cord. • For Androids please bring in an aux adaptor & computers • We can also play our house music - "big band, jazz, standards" • Or you can pick or find a Spotify playlist on our device. • DJ & Bands are OK but must be approved by the events team.
MICROPHONE	<ul style="list-style-type: none"> • For microphones rentals, hotspots, projectors, and complicated AV needs

Floor Map Options

Seated

Seated Floorplan

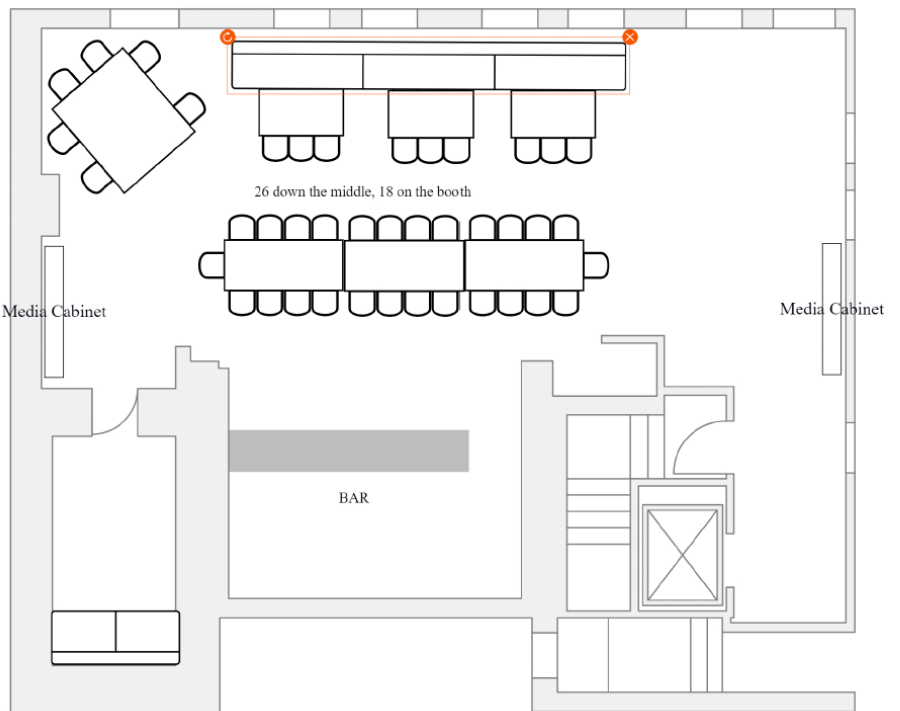
50 people

Room for Sofa & Chairs,
Rental table, or photo
booth.

Booth seating can be
removed or reduced

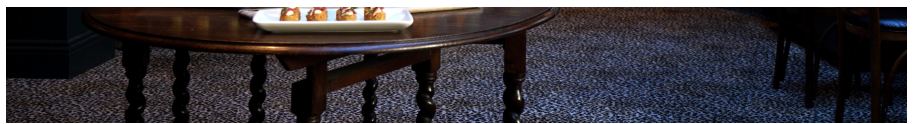
Tables down the middle
can be removed,
separated, or reduced

Corner Kings table can be
seated, used for decor, as
a Cake table, or left
unused



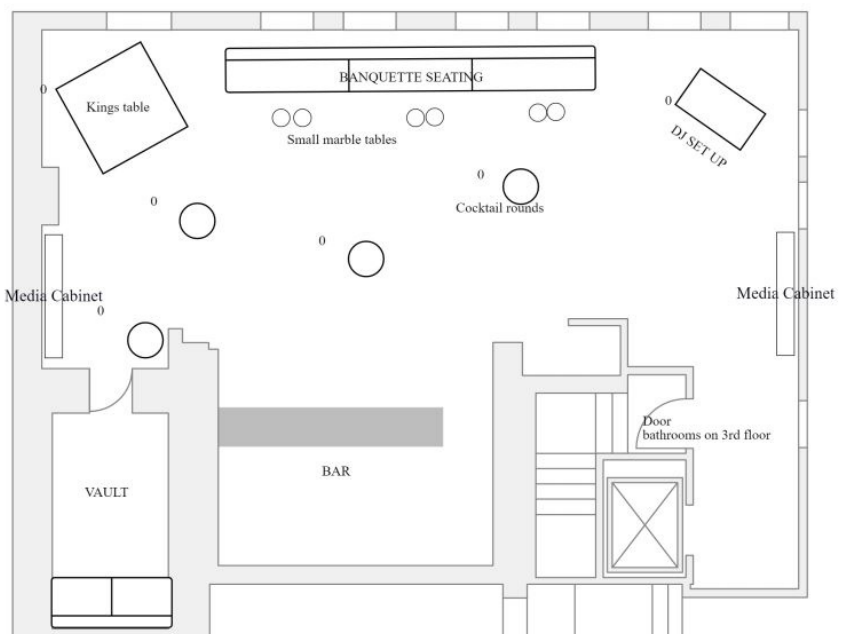
Reception





All the tables and chairs in the Sequoia Room can be removed, except the booth & Kings table making the room versatile and leaving options for a dance floor, wedding ceremony or presentation.

1, 2018



Misc Room Details

- Bathrooms are located on the 3rd floor
- Small coat closet available
- There is an elevator to all floors available to guests in need
- Stairs are available between floors
- There is a full bar in the Sequoia Room
- The Vault is available to use during your event

The Bartlett Room (3rd floor)

The Bartlett Room at Wayfare Tavern is a stylish and sophisticated event space that exudes elegance and charm. With a maximum capacity of 50 seated guests, the room features solid wood tables arranged in both end-to-end and classroom-style configurations. The space can be transformed to accommodate up to 60 standing guests, with the option to rearrange tables and add cocktail rounds. When booked in combination with the Sequoia Room the Bartlett can seat up to 60 people, by borrowing a table from the Sequoia Room.

Room Capacities

Capacity Seated

- 50* seated (best fit: 12-32)
- Absolute max: 50* (60 only when booked with the Sequoia Room)
- Seating breakdown:
 - 5 tables end to end can seat 32 - 42 people
 - 5 tables "classroom style" 6-10 people each 50 max
 - The best fit per table is 6, or 8 with end caps
 - Max per table is 8 or 10 with end caps
 - Tables do not leave the room but can be moved around to create more open space and different seating accommodations
 - We do not offer a Square, or U shape and do not have rounds

Furniture available


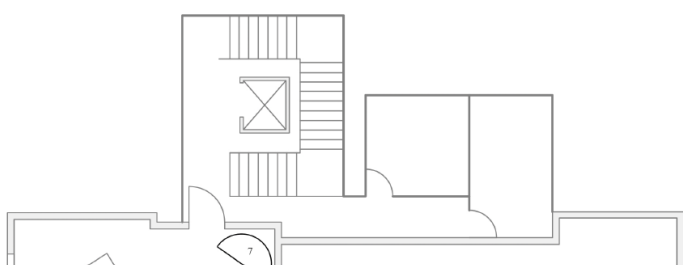
Quantity	Description	Dimension and Specification
5	Solid Wood Table	7' x 3'
2	Antique Drop Leaf Table	5' round 42" X 20" when closed
1	Arm Chair Yellow	
1	Arm Chair Leather	
1	Low Marble Cocktail Round	26"

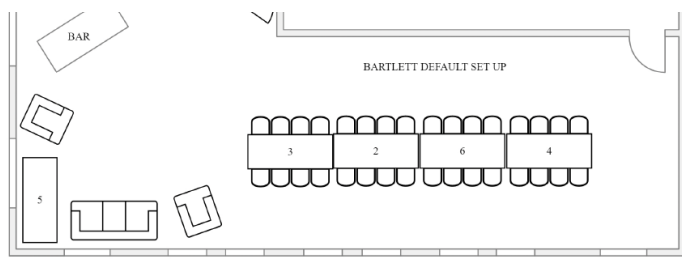
4	Tall Cocktail Rounds	26" rounds with black linens- shared between the 2 rooms
2	Highchair & Booster Seat	one of each

Monitors & Music

TV	<ul style="list-style-type: none"> One 50" with Direct TV, Airplay, and HDMI Ports
WIFI	<ul style="list-style-type: none"> Wayfare4 - PW florence - can only support a few devices at a time. For events that require multiple devices or streaming, we suggest arranging for a hotspot.
MUSIC	<ul style="list-style-type: none"> We have surround sound that connects to most cell phones and ipads/ipods & computers. The connection is a hardwired aux cord. For Androids please bring in an aux adaptor & computers We can also play our house music - "big band, jazz, standards" Or you can pick or find a Spotify playlist on our device. DJ & Bands are OK but must be approved by the events team.
MICROPHONE	<ul style="list-style-type: none"> For microphones rentals, hotspots, projectors, and complicated AV needs we recommend Benoit Lacasse <misterwaprod@gmail.com>

Floor Map Options

<p>Seating Options</p>	
<p>Standard Bartlett Set Up</p> <p>More floor maps available by request & on the website</p>	



Misc Room Details

- Bathrooms are located on the 3rd floor
- A coat rack is available outside the room in the hallway near the bathrooms
- There is an elevator to all floors available to guests in need
- Stairs are available between floors
- There is a bar in the Bartlett Room

Commonly Asked Questions

Q: **How Does the Bar work?**

A: We do not offer a cash bar - all drinks are charged to the hosted tab and are charged on a consumption basis. In hosted bar arrangement, the event host or organizer covers the cost of beverages consumed by guests during the event. This means that attendees can enjoy a variety of drinks without having to pay for them individually. The selection of beverages available at a hosted bar typically includes a range of alcoholic and non-alcoholic options, such as wine, beer, spirits, cocktails, soft drinks, and juices. The specific offerings and duration of the hosted bar are pre-selected by the host and can be limited or capped at a certain dollar amount.

***Bartenders** - if you decide to offer a full bar we will staff a bartender for your event. Drinks are offered and served tableside during the meal but guests can visit the bar before and after seated meals. There is no added fee.*

Q: **What about Wine?**

A: The host of the event will pre-select the wines that will be available to guests, we have a special wine list just for our larger groups with curated options that are all crowd-pleasers. Corkage is permitted for \$25 per bottle served but is not applied to the minimum spend. You can limit the qty of bottles served during your event or place a cap on the overall bar spend.

Q: **Can we BYOB?**

A. Only Wines can be brought in under the corkage policy. No beer or hard Liquor.

Q: **What are the available menu options at Wayfare Tavern?**

A: All Menus in our private rooms are pre-fixed we do not take orders during events. Sample menus are available on the website, we have plated dinner, reception & family-style options. Plated Dinners are only available to groups of 30 or fewer, family - style is our most popular style of service. See the Menu Guidelines document online for more details on all our menu styles.

Q: **Are there any specific dietary restrictions or allergies that the kitchen staff can accommodate?**

A: Yes, we are always happy to accommodate guests with allergies & dietary restrictions. We like to plan for these in advance whenever possible, just provide our event team with any allergies when you submit your menus and we will make sure your guests are accommodated. If you don't know in advance that is OK too, but it may result in a delay for those guests getting food and additional costs. There is no need to try to accommodate every allergy when you are selecting your menus, just pick the meal that best suits most of your guests and we will make sure

everyone has something delish to eat! For Kosher or Halal guests you will need to make arrangements for a meal delivery depending on the guest's needs and preferences.

Q. Do you print menus?

A. Yes, and we can add a logo or custom menu title for you.

Q. Do you print name cards?

A. No

Q. Will your staff set up my decor?

A. Our staff is happy to place flowers on the tables, light a few candles or set out "well-organized place cards" but they will not have the time to decorate the room for you. We always recommend day-of event planners for any event with a more elaborate setup.

Q. Can I rent decor, table settings, flatware, or different chairs for my event?

A. Yes, but check in with our event team so they can advise you on the proper sizes, and what specific utensils are needed for different styles of service.

Q. Do you provide florals?

A. No, but we have a great vendor guide to help you find a florist for your event. - please note for family-style meals florals need to be kept minimal so that there is room for the platters.

Q: Are there any specific guidelines or restrictions regarding decorations?

A: Rules:

1. Nothing can adhere to a painted surface
2. Candles are OK but need a base that catches all the wax
3. No dried floral arrangements next to candles
4. No glitter or confetti inside or outside
5. No sparklers inside or outside (this includes sparkler candles)
6. Nothing sentimental or valuable or perishable can be left after your event ends

Q: How much time do we get to set up?

A: 1 hour before your event start time. If you need more than 1hr consider an all-day rental so you have the whole day to decorate.

Q: Can we have things delivered or dropped off in advance?

A: Yes, but everything must be in containers, organized, and labeled with your event date, room, and time. You can drop it off 36 hours in advance of your event time. Limited space is available

Q. Do you make cakes?

A. No we don't make wedding or birthday cakes in-house, but we do allow you to order them from an outside vendor and have them delivered. There is a \$25 per cake flat fee for plating and serving.

Q. Can you provide information about the parking facilities near Wayfare Tavern? Are there any recommended parking lots or garages in the area?

A. There is no onsite parking or valet, we recommend the garage at the FIDI Hilton or One Embarcadero Plaza. Street parking is limited but available.

Q. Is there a loading zone?

A. Not an official "zone" If you or your vendors need to unload, or drop off guests you can use the white zone across the street from Wayfare's Front door on Sacramento Street (before 3 pm, Between 3-7 it is now a tow-away). The area directly in front of the restaurant is a bus lane until 7 pm. ALWAYS READ THE SIGNS

Q. Is there a specific timeline or deadline for submitting the final headcount, seating arrangements, and menu selections?

A. The events team will send you updated menus 30 days in advance along with a detailed questionnaire. Your final details & menus are due a minimum of 7 days before your event date and headcount is due 3 days before your event date.

Q. How many staff members will be working at my event?

A. We typically staff one staff member for every 15 guests for a seated meal, and one staff member for every 20 guests for cocktail receptions

Q. Are Popovers included?

A. Yes, for all plated & Family Style meals. For receptions, they can be purchased for \$2ea

Q. Can we customize the menus?

A. Yes, if you would like a custom "food or cocktail" menu there is a \$250 - \$1000 fee depending on the request. Please inquire with the events team for more details.

Q. Do you offer complimentary tastings on the menu or wines?

A. No, since we are a full-service restaurant and not a caterer, guests are welcome to come in and dine anytime to try the food and wines. We are always happy to help with the selection process or answer any questions.

Q. Are children permitted and do you have a kid's meal?

A. Yes, Children are welcome at private events. Children 3-8 are \$25 each and over 8 are full price. We have a limited number of highchairs & boosters if needed. Kids eat the same meal as adults unless prearranged with the event team. While children are welcome our rooms are not child-proof and all children must be under direct adult supervision at all times. No one under 21 will be served or permitted to drink alcohol.

Q. Vendor Meals?

A. Vendor meals are available for \$35 each, it will be a version of what you order for your event and served after the main course. If both rooms are being used there may not be a place for your vendors to sit and eat, so we can package up the food to go if needed. We can also pre-arrange for meals before the event start time, prices will vary.

For any additional questions please email or call the Events Team!

Email	Phone Number
Events@wayfaretavern.com	415 - 494 - 8687