

# TRATTORIA ROMANA

*Bar & Grill*



## *Private Events*



60 Oakland Street · Mansfield, MA 02048

(774) 719-2132

[www.trattoria-mansfield.com](http://www.trattoria-mansfield.com)

Private Dining

&

Catering Available

CHEF LUCIANO CANOVA WAS BORN IN 1949, ON A SMALL FARM JUST OUTSIDE OF ROME, ITALY. LUCIANO GREW UP WITH HIS PARENTS & GRANDPARENTS. FOOD HAS ALWAYS BEEN THE STAPLE THAT KEPT HIS FAMILY TOGETHER. HIS PASSION FOR FOOD WAS INSTILLED IN HIM AS A SMALL CHILD IN HIS HOME.

LUCIANO ATTENDED THE CULINARY INSTITUTE OF ITALY. AFTER GRADUATING HE WORKED ALL AROUND THE WORLD INCLUDING SWITZERLAND, GERMANY & ON A CRUISE LINE.

LUCIANO'S PASSION HAS ALWAYS BEEN FOR FOOD & PEOPLE. HIS DREAM WAS TO OPEN AN ITALIAN TRATTORIA IN THE UNITED STATES. FINALLY, HIS DREAM HAS COME TRUE WITH TRATTORIA ROMANA.

THE CONCEPT & OVERALL EXPERIENCE AT TRATTORIA ROMANA IS TO OFFER A PLEASANT & COMFORTABLE DINING EXPERIENCE WITH MODERATE PRICING. COMBINE WITH THIS THE GRACIOUS SERVICE FROM HIS ATTENTIVE STAFF & YOU'LL REALIZE YOU'VE FOUND A TRULY WONDERFUL DINING EXPERIENCE. WHEN YOU EAT HERE, YOU WILL ENJOY HOMEMADE ITALIAN FOOD COOKED WITH THE FINEST & FRESHEST INGREDIENTS. THE BEAUTIFUL DECOR WILL MAKE YOU FEEL AS IF YOU ARE IN A ROMAN CAFÉ.

AT TRATTORIA ROMANA YOU WILL OCCASIONALLY SEE LUCIANO IN THE DINING ROOM, GREETING CUSTOMERS & KEEPING A WATCHFUL EYE ON THINGS. MUCH TO HIS DELIGHT, HE HAS BEEN CALLED UPON TO HELP IN THE KITCHEN ON OCCASION! FOR LUCIANO, IT'S ALL ABOUT THE FOOD & THE PEOPLE.

*Buon Appetito*



# *Trattoria Romana Bar & Grill*

## PRIVATE EVENTS

60 Oakland St  
Mansfield, MA 02048  
774-719-2132

Web site: [www.Trattoria-Mansfield.com](http://www.Trattoria-Mansfield.com)  
Catering also available

Thank you for considering Trattoria Romana in helping you to make your event a memorable one. Trattoria Romana and staff bring a tradition of excellence in food, service, atmosphere and attention to detail.

We invite you to plan your upcoming social affair with us. Our restaurant and function rooms are beautifully decorated and our professional staff is looking forward to serving you.

Our private dining room, The Tuscan Room, can accommodate a maximum of 40 people. Our beautifully decorated Roman Garden Room can accommodate a maximum of 80 people.

Should we be honored with the opportunity to accommodate your party, we promise to carry out our tradition of excellence through every detail of your special occasion. Please feel free to call for an appointment to see our facility. We will be delighted to answer any questions that you may have. Please do not hesitate to contact us at 774-719-2132 or by email at [mansfieldcatering@trattoria-romana.com](mailto:mansfieldcatering@trattoria-romana.com).

Thank you,

Sales Team  
Event Planner



# Important Banquet Information

## *Reservations, Deposits and Payment:*

Reservations are tentative and not considered final and therefore may be cancelled by Trattoria Romana at any time until a signed contract and deposit are received. A non-refundable deposit of \$200.00 is required at the time of booking. This deposit is deducted from your final bill. Full payment is due at the completion of your event.

We accept all major credit cards and corporate checks.

## *Guarantee Due Date:*

A final guarantee count shall be furnished 7 days prior to the event and cannot be reduced after this time. This count represents the minimum number of dinners for which you will be billed.

## *Banquet Space:*

Trattoria Romana reserves the right to assign another room should your final attendance fall below the minimum number of guests required for the room booked. Rooms are rented with a 3-hour limit. A maximum of one additional hour may be purchased for \$200.00 for the Tuscan room and \$350 for the Roman Garden. The additional hour must be booked ahead of time with the banquet manager.

## *Food & Beverage Minimum:*

### *Tuscan Room*

Sunday - Friday Lunch Time \$1200  
Sunday - Thursday Dinner Time \$1500  
Friday & Saturday Night @8:30 pm \$2800

### *GardenRoom*

Tuesday - Thursday Lunch Time \$2000  
Friday - Sunday Lunch Time \$2500  
Sunday - Thursday Dinner Time \$3000  
Friday & Saturday Night @8:30 pm \$3000

We are closed on Mondays. Some restrictions may apply to holidays or otherwise "special" dates. The food and beverage minimum is to be met before tax and gratuity. If the minimum is not met, the remainder will be added to the bill as a room fee. See minimum guarantee form.

## *Menu Selection:*

Menu selection shall be arranged with Trattoria Romana 7 days in advance of the function. If using one of our banquet menus, three entree selections may be offered. Vegetarian or special diet meals are always available.

## *Food and Beverage:*

Due to insurance and health code regulations, all food and beverage must be provided by Trattoria Romana and is not allowed to be removed from the premises. Food left over on a buffet may not be wrapped. In accordance with Massachusetts State Law, alcoholic beverages may not be brought in to the premises. Trattoria Romana reserves the right to refuse alcohol service to anyone at anytime. We also reserve the right to discontinue bar service at any event if minors are found with alcohol in their possession. Proper identification is required.

## *Entertainment:*

Trattoria Romana must be notified of and approve any entertainment to perform in our banquet space prior to the date of the scheduled event.

## *Decorations:*

You may provide your own decorations or floral arrangements. All decorations must comply with local fire laws. Please do not affix decorations or signs to the walls, doors, fixtures or ceilings. Table Confetti is not allowed.

## *Gratuity and Tax:*

Prices do not include 6% taxable administrative fee, 7% MA Meal Tax & suggested 20% Gratuity. At the discretion of management prices are subject to change. Prices do not reflect gratuity or MA meal tax.

# Trattoria Romana's Premium Package Menu

No Pre-selection is required.  
Your guests will order directly from this menu on the day of your event.

## *Appetizer Course:*

Jumbo Shrimp Cocktail or Stuffed Mushrooms

## *Salad Course:*

Garden Salad or Caesar Salad

## *Entrees:*

### **Sirloin Alla Romana**

Sirloin steak grilled to perfection topped with sautéed mushrooms and served with mashed potatoes.

### **Salmon Oscar**

Fresh Salmon filet served over mashed potatoes topped with Lobster meat, asparagus and béarnaise sauce.

### **Shrimp Scampi**

Jumbo Shrimp sautéed in garlic butter and a splash of white wine served over angel hair pasta.

### **Chicken Marsala**

Medallions of chicken sautéed with fresh mushrooms and Marsala wine, served over angel hair pasta.

### **Veal Parmigiana**

All natural provimi veal lightly pounded and breaded, topped with fresh mozzarella cheese, baked with our San Marzano tomato sauce. Finished with parmigiano-reggiano cheese.  
Served with capellini pasta.

### **Rigatoni Zingara**

Rigatoni pasta sautéed in marinara sauce and a dash of cream with sliced Italian sausage, black olives, and fresh mushrooms, finished with parmigiano-reggiano.

## *Dessert:*

Strawberry Cheesecake or Tiramisu

*\$69.95 per person*

# Evening Banquet Menu

Available Anytime for private events over 20ppl.  
Choice of up to three entree Selections. Vegetarian or dietary restricted meals are always available.  
Final count for each Meal Selection is required 7 days before the event.

<b>Chicken Francese</b> . . . . .	\$ 40.95
Boneless chicken breast sautéed with lemon, butter & capers.	
<b>Chicken Florentine</b> . . . . .	\$ 40.95
Topped with Prosciutto & mozzarella, served on a bed of spinach, Lightly sautéed with a Marsala wine demi-glaze	
<b>Chicken Marsala</b> . . . . .	\$ 40.95
Sautéed with fresh mushrooms and Marsala wine	
<b>Sirloin alla Romana</b> . . . . .	\$ 64.95
Served with shiitake mushrooms sautéed in fresh lemon, garlic, oregano, and extra virgin olive oil	
<b>Salmon Florentine</b> . . . . .	\$ 48.95
North Atlantic salmon served over sautéed spinach with a white wine sauce.	
<b>Baked Boston Scrod</b> . . . . .	\$ 42.95
Fresh scrod served in lemon butter and breadcrumbs.	
<b>Sole Florentine</b> . . . . .	\$ 42.95
Fresh filet of sole sautéed in lemon, butter, and white wine. Paired with sautéed spinach and artichokes. Served alongside mashed potatoes.	
<b>Veal Parmigiana</b> . . . . .	\$ 46.95
All natural provimi veal lightly pounded and breaded, topped with fresh mozzarella cheese, baked with our San Marzano tomato sauce. Finished with parmigiano-reggiano cheese. Served with capellini pasta.	

All Entrees Are Served With Italian Bread.

Choice of Pasta Fagioli or Garden Salad  
Dessert (Must be the same for everyone):  
Strawberry Cheesecake or Tiramisu.

At the discretion of management prices are subject to change. Prices do not reflect gratuity or Mass Meal tax.

# Weekend & Evening Buffet Menu

(Minimum 30 people)

## Select Four

### Chicken

Francese- Lemon, butter & capers.  
Marsala- Wine sauce with fresh mushrooms.  
Florentine- Topped with Prosciutto & mozzarella served over spinach.  
Parmigiana- Lightly breaded baked in marinara sauce topped with mozzarella.

### Beef

Beef Tips- In Marsala wine sauce with fresh mushrooms.

### Seafood

Baked Stuffed Sole - Stuffed with seafood stuffing served in Newburg sauce.

### Pasta

Rigatoni Zingara- Homemade pasta with Italian sausage, mushrooms & black olives in a creamy marinara sauce.  
Rigatoni Bolognese- Rigatoni pasta in Luciano's homemade meat sauce.  
Tortellini Alfredo- Cheese filled pasta in creamy cheese sauce.

Also, select one from each of the following:

### Starch

Oven Roasted, Garlic Mashed, or Rice Pilaf

### Vegetable

Green Beans Almandine, Honey Glazed Carrots, Or Seasonal Medley

All entrees are served with: Italian Bread, Individual Garden Salads.

## Dessert Choice:

Choice of one (must be the same for everyone):  
Strawberry Cheesecake or Tiramisu.

*\$54.95 per person*

## *Brunch Buffet*

A Perfect Menu for Showers and Luncheons  
(30 person minimum)

Individual Garden Salad  
Scrambled Eggs  
Sausage  
Home Fries  
Baked Virginia Ham with Pineapple  
Sauce

Chicken Francese  
Baked Stuffed Sole  
Penne Marinara  
Tiramisu  
Coffee & Tea

*\$49.95 per person*

### *Additions*

#### FRESH SEASONAL FRUIT PLATTER

1/2 platter: \$90.00

Full platter: \$180.00



At the discretion of management prices are subject to change. Prices do not reflect gratuity or Mass Meal tax.



# Trattoria Romana `s Premium Buffet Menu

(Minimum 30 people)

## Chicken

Chicken Boccocini - Chicken breasts rolled and stuffed with prosciutto, mozzarella and sage. Served in a mushroom marsala sauce.

## Beef

Sliced Prime Rib with Au Jus

## Seafood

Lobster and Shrimp Cardinale - Jumbo Shrimp and fresh Lobster sautéed with shallots, garlic, and fresh San Marzano marinara sauce with a dash of cognac & cream. Served over Fusilloni pasta.

## Pasta

Tortellini Primavera - Ring-shaped pasta stuffed with ricotta cheese & asparagus sautéed with button mushrooms & tender baby peas in a San Marzano marinara sauce with a dash of cream & Parmigiano-Reggiano cheese.

## Starch

Roasted Potatoes

## Vegetables

Green Beans Almandine or Seasonal Medley

All entrees are served with: Italian Bread, & Garden Salad

## *Dessert Choice:*

Choice of one (must be the same for everyone):

Strawberry Cheesecake or Tiramisu.

*\$120.00 per person*

If you wish to have a Carving station with your buffet there is an additional fee of \$300

At the discretion of management prices are subject to change. Prices do not reflect gratuity or Mass Meal tax..

# Trattoria Romana's Choice Luncheon Menu

Available Tuesday- Sunday from 11:30 to 2:30pm.  
No Pre-selection is required. Your guests will order directly from this menu on the day  
of your event.

## *Appetizer Course:*

Jumbo Shrimp Cocktail or Stuffed Mushrooms

## *Salad Course:*

Garden Salad or Caesar Salad

## *Entrees:*

### **NY Strip Sirloin**

Sirloin steak grilled to perfection and served alongside mashed potatoes.

### **Salmon Florentine**

Fresh Salmon filet served over mashed potatoes topped with sautéed spinach and artichokes.

### **Shrimp Scampi**

Jumbo Shrimp sautéed in garlic butter and a splash of white wine served over angel hair pasta.

### **Chicken Marsala**

Medallions of chicken sautéed with fresh mushrooms and Marsala wine, served over angel hair pasta.

### **Veal Parmigiana**

All natural provimi veal lightly pounded and breaded, topped with fresh mozzarella cheese,  
baked with our San Marzano tomato sauce. Finished with parmigiano-reggiano cheese.  
Served with capellini pasta.

### **Rigatoni Zingara**

Rigatoni pasta sautéed in marinara sauce and a dash of cream with sliced Italian sausage,  
black olives, and fresh mushrooms, finished with parmigiano-reggiano.

## *Dessert:*

Tiramisu

*\$59.95 per person*

At the discretion of management prices are subject to change. Prices do not reflect gratuity or Mass Meal tax.

# Luncheon Banquet Menu

Available Anytime for parties over 20 ppl Tuesday- Sunday.  
Choice of up to three Entree Selections. Vegetarian or dietary restricted meals are always available. Final count for each Meal Selection is required 7 days before the event.

Chicken Francese . . . . .	\$ 36.95
Boneless chicken breast sautéed with lemon, butter & capers.	
Chicken Florentine . . . . .	\$ 36.95
Topped with Prosciutto & mozzarella, served on a bed of spinach, lightly sautéed with a Marsala wine demi-glaze	
Chicken Marsala . . . . .	\$ 36.95
Sautéed with fresh mushrooms and Marsala wine	
Sirloin alla Romana . . . . .	\$ 64.95
Served with shiitake mushrooms sautéed in fresh lemon, garlic, oregano and extra virgin olive oil.	
Veal Parmigiana . . . . .	\$ 39.95
All natural provimi veal lightly pounded and breaded, topped with fresh mozzarella cheese, baked with our San Marzano tomato sauce. Finished with parmigiano-reggiano cheese. Served with capellini pasta.	
Salmon Florentine . . . . .	\$ 41.95
North Atlantic Salmon served over saute'ed spinach with a white wine sauce topped with artichokes	
Baked Boston Scrod . . . . .	\$ 36.95
Fresh scrod served in lemon butter and breadcrumbs.	

All Entrees Are Served With Italian Bread

1st Course: Choice of One

( Must be the same for everyone)

Pasta Fagioli Soup

or

Garden Salad with our House Italian Dressing.

Dessert (Must be the same for everyone):

Strawberry Cheesecake or Tiramisu.

# Weekday Luncheon Buffet Menu

Available Tuesday- Friday from 11:30 until  
2:30 (Minimum 30 people)

## Select Three

### Chicken

Francese - Lemon, butter & capers.

Marsala - Wine sauce with fresh mushrooms.

Cacciatore - Peppers, mushrooms, onions, and black olives.

Parmigiana - Lightly breaded, baked in marinara sauce topped with mozzarella.

### Beef

Beef Tips - In Marsala wine sauce with fresh mushrooms.

### Seafood

Baked Stuffed Sole - Stuffed with seafood stuffing served in Newburg sauce.

### Pasta

Rigatoni Zingara - Homemade pasta with Italian sausage, mushrooms & black olives in a creamy marinara sauce.

Rigatoni Bolognese - Tube shape pasta in Luciano's homemade meat sauce.

Tortellini Alfredo - Cheese filled pasta in creamy cheese sauce.

### Also, choose two from the following:

#### Pasta

Rigatoni or Penne - (served in a Marinara or Bolognese sauce)

#### Starch

Oven Roasted, Garlic Mashed, or Rice Pilaf

#### Vegetable

Green Beans Almandine, Honey Glazed Carrots, Or Seasonal Medley

All entrees are served with: Italian Bread, Individual Garden Salads.

#### Dessert choice:

Choice of one (must be the same for everyone):

Chocolate Mousse Parfait, Strawberry Cheesecake or Tiramisu.

*\$49.95 per person*

At the discretion of management prices are subject to change. Prices do not reflect gratuity or Mass Meal tax.

# Weekend and Evening Buffet Menu

(Minimum 30 people)

## Select Four

### Chicken

**Francese** - Lemon, butter & capers.

**Marsala** - Wine sauce with fresh mushrooms.

**Florentine** - Topped with Prosciutto & Mozzarella served over spinach

**Parmigiana** - Lightly breaded, baked in marinara sauce topped with mozzarella.

### Beef

**Beef Tips** - In Marsala wine sauce with fresh mushrooms.

### Seafood

**Baked Stuffed Sole** - Stuffed with seafood stuffing served in Newburg sauce.

### Pasta

**Rigatoni Zingara** - Homemade pasta with Italian sausage, mushrooms & black olives in a creamy marinara sauce.

**Rigatoni Bolognese** - Tube shape pasta in Luciano's homemade meat sauce.

**Tortellini Alfredo** - Cheese filled pasta in creamy cheese sauce.

Also, choose two from the following:

### Pasta

Rigatoni or Penne - (served in a Marinara or Bolognese sauce)

### Starch

Oven Roasted, Garlic Mashed, or Rice Pilaf

### Vegetable

Green Beans Almandine, Honey Glazed Carrots, Or Seasonal Medley

All entrees are served with: Italian Bread & Garden Salads.

### Dessert choice:

Choice of one (must be the same for everyone):

Strawberry Cheesecake or Tiramisu.

*\$54.95 per person*

At the discretion of management prices are subject to change. Prices do not reflect gratuity or Mass Meal tax.

# Accompaniments

If using the weekend & evening or the weekday banquet menu please choose your starch & vegetable to accompany your entrée selection from the following: Starch and vegetable will be the same for all meals.

**Starch Selection:** Oven Roasted Potato, Garlic Mashed Potato, Capellini or Penne alla Marinara

**Vegetable Selection:** Green Beans Almandine, Honey Glazed Carrots or Sautéed mixed Vegetables.

**Extras: Pasta Course Served Family Style \$6.95pp**

**Choice of:** Penne, Fettuccini

**In choice of:** Marinara sauce, Garlic & Oil, Bolognese Sauce or Alfredo sauce.

## Champagne:

Champagne Toast

House Champagne \$3.75pp

Mimosa Bowl

sm (20-30 Servings) \$195

lg (40-50 Servings). .....\$325.00

Sangria Party Bowl

sm (20-30 Servings). \$195

lg (40-50 Servings).....\$325.00

## *For The Kids: (Under 12 years old)*

Chicken fingers & French Fries or Spaghetti & meatballs.

\$18.95

Served with salad & dessert

## *Other Additions:*

**Cakes:** .....

You may bring in your own cake from outside the restaurant; however a \$2.00 per person fee will be added to the bill. We will present, cut, and plate the cake for you.

## Hot Hors D'oeuvres

Beef Wellington	Half (25 Pieces) \$115.00	Full (50 Pieces) \$225.00
Baked Stuffed Mushroom Caps	Half (25 Pieces) \$120.00	Full (50 Pieces) \$240.00
Broiled Scallops Wrapped in Bacon	Half (25 Pieces) \$110	Full (50 Pieces) \$220.00
Italian Meatballs	Half (25 Pieces) \$115	Full (50 Pieces) \$225.00
Clams Casino	Half (25 Pieces) \$120.00	Full (50 Pieces) \$240.00
Spanakopita: <i>(Spinach &amp; feta in phyllo pastry)</i>	Half (25 Pieces) \$90.00	Full (50 Pieces) \$180.00
Chicken Teriyaki Skewers	Half (25 Pieces) \$100	Full (50 Pieces) \$200.00
Assorted Quiche	Half (25 Pieces) \$100	Full (50 Pieces) \$200.00
Cashew Chicken Spring Rolls	Half (25 Pieces) \$90	Full (50 Pieces) \$180.00
Calamari	Half \$100.00	Full \$240.00

## Cold Hors D'oeuvres

Prosciutto & Melon	Half (25 Pieces) \$ 100.00	Full (50 Pieces) \$200.00
Chilled Jumbo Shrimp Bowl	Half (25 Pieces) \$125.00	Full (50 Pieces) \$250.00
Assorted Cheese Tray <i>with Crackers &amp; Grapes</i>	Half \$100.00	Full \$200.00
Assorted Vegetable Tray <i>with Homemade Dip</i>	Half \$90.00	Full \$180.00
Italian Antipasto	Half \$120.00	Full \$240.00
Fresh Fruit Platter	Half \$90.00	Full \$180.00

## Hors D'oeuvres Platters

Hot Antipasto .....	\$20.95pp
Calamari, Shrimp Scampi, Stuffed Mushrooms, Scallops Wrapped with Bacon, Eggplant Rollatini, Clams Casino	
Cold Antipasto .....	\$16.95pp
Assorted Italian Meats & Cheeses served with fresh vegetables over a bed of lettuce	
Seafood Antipasto .....	Market Price
Jumbo shrimp cocktail, Clams on the half shell, fresh lobster cocktail	

At the discretion of management prices are subject to change. Prices do not reflect gratuity or Mass Meal tax.

*Local Hotels:*

Fairfield Inn & Suites by Marriot - Mansfield .....508-452-0770

Hampton Inn & Suites - Foxborough/ Mansfield .....508-623-2555





## Credit Authorization Form

By signing the document below, you authorize Trattoria Romana to charge the following credit card for expenditures related to your event. When the credit card is provided for event deposit purposes and no other form of payment is provided at the time of the event, the remaining balance and any additional incurred on the day of the event will always be applied to this card. The balance of your account is due in full at the conclusion of your event. Once a charge for full or partial payment towards an event is processed via credit card, we are unable to refund the credit card at a later date and accept alternate payment. Trattoria Romana accepts cash, credit cards, and corporate checks as payment for all service, subject to Trattoria Romana's policies and procedures. Your completion of this authorization form helps us to protect you, our valued customers, from credit card fraud.

All information entered on this form will be kept strictly confidential.

### DIRECTIONS:

1. Fill out entire form legibly with a dark pen. Card holder must sign on the line indicated.

*We reserve the right to verify the provided information with your Credit Card Issuing Bank.*

2. Include a photocopy of the front and back of the signed credit card.

3. Email to [mansfieldcatering@trattoria-romana.com](mailto:mansfieldcatering@trattoria-romana.com) the completed form and the photocopies of the credit card.

NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Credit Card Type: \_\_\_ AMEX \_\_\_ VISA \_\_\_ MASTERCARD \_\_\_ DISCOVER

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

Card Identification Number (last 3 digits located on the back of the credit card): \_\_\_\_\_

*American Express Customers: 4 Digit security code is located on the front of the card*

Amount To Be Charged: \$ \_\_\_\_\_

*(Enter N/A if not yet determined)*



\_\_\_\_\_ Initial here if this card is to be applied to a deposit for your upcoming event.

\_\_\_\_\_ Initial here if amount charged will be determined after services.

\_\_\_\_\_ Initial here if this card is to be kept on file to be used towards all future purchases made this company/person.

By signing this form, I understand that my credit card will be charged for services performed on \_\_\_\_\_

*(Enter Date of Event).*

I agree to comply with my cardholder agreement.

Signature: \_\_\_\_\_

SEND THE AUTHORIZATION TO:

[mansfieldcatering@trattoria-romana.com](mailto:mansfieldcatering@trattoria-romana.com)

60 Oakland St

Mansfield, MA 02048

774-719-2132

# *Food & Beverage Minimum Agreement*

Name of Host: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Room Requested: \_\_\_\_\_

Food & Beverage Minimum guarantee: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

A non-refundable deposit is to be paid in full at time of booking. This deposit will come off the final bill at the end of the event. This deposit is used to hold your function space, and will not be refunded if the event is cancelled.

The information above has been fully explained to me, and I agree to meet the requirements of my function. I am aware that if, upon the day of the event, my bill does not reach the minimum amount agreed upon, that the difference will be added to the final bill as a "room fee". This minimum is to be met with food and beverage alone before tax, gratuity, and other fees.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

