



PRIVATE DINING PACKET

CONTRACT and DEPOSIT

A signed Private Dining Contract and a two hundred dollar (\$200.00) *nonrefundable* deposit are required to guarantee the room. Please note that the deposit, minus tax, will be used as a credit to the bill the night of the event.

FOOD AND BEVERAGE MINIMUMS

A food and beverage minimum are required for the room. Any remaining balance will be charged as a room fee. Spending Minimum requirements are as follows:

	January-October	November-December
Lunch	\$750	\$1,000
Dinner	\$1,500	\$2,000

For lunch functions the room is available from 11:30am-4:00pm. We please ask that all guests leave the room by 4:00pm. Dinner functions run from 5:00pm- 11:00pm.

MENU SELECTION

Ordering off our house menu is preferred, however Bricco Trattoria offers a pre-fix menu for \$75 plus tax and gratuity, which includes non-alcoholic beverages. Regardless of menu choice all minimums must be met.

FOOD AND BEVERAGE

All Food and Beverages must be purchased and prepared through Bricco Trattoria. The only exception is celebratory cakes for which there will be a \$2.50 per person fee for cake cutting. No other carry-ins are allowed. All food and beverage must be consumed on the premises. No Take-Out beverages or food can be used to reach spending minimums.

DECORATION POLICY

Decorations are welcomed provided they do not damage any walls or doors. Confetti and glitter are prohibited.

FINAL PAYMENT

Private Dining Client agrees to pay the full amount the day of the event

TAX AND GRATUITY

A 20% service fee and CT state sales tax are added to all Private Dining functions.

PARKING

Parking is available in our lot or underground parking garage.

CANCELLATION POLICY

48 hours notice is required for cancellation with no fee charged. A cancellation within the 48 hours prior to the event will result in a charge of 50% of Food and Beverage Minimum

OTHER INFORMATION

- The room is not fully private, other guests will be able to see into the room through glass doors. The screen will also be visible. We are able to rent dividers for the event but will be an added expense. (Prices vary)
- The Maximum occupancy for the room is 24 guests comfortable. 26 is possible however not everyone guest will have a clear view of the screen and/or speaker.
- Provided in the room is a Television screen which has a HDMI cable to connect picture and sound. Sound is played through the restaurants speaker system.
- PRIVATE DINING (12-26 *max*) FLAT SCREEN TELEVISION AVAILABLE AT NO ADDITIONAL CHARGE
- Our WIFI network is easily accessible in our private room.
- Our private room is not used for any other kind of storage and parties will not be disturbed during their time.
- Bricco Trattoria can only offer self-parking at this time.

