

# prasino

## private dining information

We have two private dining rooms.

There is a room fee, also **food & beverage minimum** that must be met before tax & gratuity.

The **f&b minimum / room fee** depend on time of day and day of week.

### executive room (front room)

seats up to 18 at one long table / up to 25 standing cocktail style

\*prices below state the room fee / followed by the food & beverage minimum

	tues - wed	thurs	fri - sat	sun
before 4	\$250/\$200	\$350/\$500	unavailable	unavailable
after 4	\$300/\$500	\$350/\$1200	\$350/\$1200	\$300/\$500

### banquet room (back room)

recommended for groups of 15 to 40 guests for a seated event

up to 60 for standing cocktail style

\*prices below show the room fee / followed by the food & beverage minimum

	tues - wed	thurs	fri - sat	sun
before 4	\$350/\$400	\$350/\$1000	unavailable	unavailable
after 4	\$350/\$1000	\$450/\$1800	\$450/\$2200	\$350/\$1000

### How to book a room and what is required:

- ❖ Private dining events have a room fee to secure a private space, also a food & beverage minimum to be met before tax and gratuity.  
(If the minimum expenditure is not met, the balance will be charged to meet f&b minimum).
- ❖ The minimums are to be met before the 10.025% sales tax and 21% gratuity is applied.
- ❖ The sales tax WILL be applied to the room fee and food & beverage minimum.
- ❖ To officially reserve a private room, we kindly request in advance, a signed agreement that includes credit card information. We will charge the credit card the cost of the room fee upon receiving the contract to secure the reservation.
- ❖ Please email our event coordinator with your request, she will confirm availability and send a contract for you to return to officially reserve the space.
- ❖ Please fill in the contract to the best of your ability. Final Menu Selections are needed 1-2 weeks prior to your event. Finalizations & final headcount are required 1 WEEK prior to your event.
- ❖ Acceptable forms of payment to be presented at the time of the event: Visa, MasterCard, American express, Discover, and/ or cash. Please notify us if you would like the card on file to be used for the event. We do not accept checks or down payment.

## *what are the benefits of a private event?*

- ❖ Event coordinator to arrange a dedicated service for your event.
- ❖ We provide basic décor in the rooms, tealights, vases, variety of napkin folds, & optional linens (white or black). You are welcome to bring in your own decorations, no glitter, or confetti is allowed in the restaurant.
- ❖ You have the option to order custom desserts & floral arrangements (more info available).
- ❖ Event coordinator prints custom menus, including drink menus. There is an option to add a custom heading and/ or add a company logo. (logos with colored ink are an additional \$15 fee)
- ❖ We offer seated, cocktail, and mixed seating events. The room set-up depends on your guest count.
- ❖ Each room has a 55-inch Smart TV that has HDMI & audio capabilities. You are welcome to do a slide show/ presentation/ through your own lap top or projector screen. Please remember to bring in your own adaptors or dongle to match our equipment. We ask that you set up a time to come in and test your equipment prior to your event to ensure capabilities.
- ❖ All surrounding parking lots, including the parking garage are free for our guests.
- ❖ Free valet parking is available Thursday - Saturday after 5 pm, please ask for more info. The parking garage is also free.
- ❖ We are very accommodating to your every need: handicap accessible, kid friendly, & allergies taken seriously, any special requests will be considered.

## *other information you need to know:*

- ❖ HOURS: Day time events must conclude by 4 pm to avoid the evening minimum requirement. Day events may last up to **3 hours** for no addition to the minimum. Evening events may last up to **4 hours** for no addition to the minimum. Ask about rates for extended / after-hour events. For each additional hour \$100 is added to required minimum.
- ❖ NO SEPERATE CHECKS: Separate checks are not available during private events. Servers may start tabs for alcohol if not offered, so long as the minimum is met.
- ❖ All beverages are charged based on consumption. Custom drink menus may be arranged with your preference of what you would like to offer your guests (please let the event coordinator know your guidelines).
- ❖ MENUS: All private events with 12 guests or more require a pre-set menu. Breakfast ends at 3 pm, lunch begins at 11 am, sushi & dinner are available starting at 5pm. Children menus available for those 8 & under.
- ❖ NO SPECIALS: No happy hour or other promotions available in the private rooms. No purchased gift cards are allowed to be used for a private event.
- ❖ OUTSIDE FOOD/ BEVERAGES: You may provide your own outside cake or dessert for a \$2 per guest service fee includes: A dessert table, linens, plates, flatware & to-go materials will be included for the \$2 per guest fee.  
No outside alcohol / wine/ food or beverages are permitted in the restaurant.

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*Thinking of hosting at your home or office instead? Consider Prasino catering!*