

# prasino

## private dining information

Thank you for considering prasino for your event.

We offer two different private dining areas.

In lieu of a flat room charge,

we ask that you reach a food and beverage minimum.

This minimum depends on the time of day & day of the week.

### executive room (front room)

seats up to 24/ up to 18 at one long table/ up to 40 standing cocktail style

	monday- thursday	friday	saturday	sunday
Before 4	\$200	\$300	\$300	\$400
After 4	\$500	\$950	\$950	\$500

Add a portion of the **patio** to expand the capacity by 10-15 guests, must reach the minimum expenditure below

	MONDAY- THURSDAY	FRIDAY	SATURDAY	SUNDAY
day	\$300	\$450	\$500	\$600
night	\$650	\$1150	\$1150	\$600

### banquet room (back room)

recommended for groups of 19 to 40 guests for a seated event

accommodates ~50 for limited seating, 60 for cocktail style (standing only)

	monday- thursday	friday	saturday	sunday
Before 4	\$400	\$500	\$500	\$500
After 4	\$1000	\$1800	\$1800	\$1000

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

- ❖ Private dining parties have a food & beverage minimum instead of a room charge (If the minimum expenditure is not met, the balance becomes a room fee).
- ❖ The minimums are to be met before the 9.9% sales tax and 21% gratuity is applied.
- ❖ To officially reserve a private room we kindly request in advance, a signed agreement that includes credit card information. We do not process the credit card unless the 72 hour cancellation policy is not followed. A room deposit is not required.
- ❖ 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, finalizations & final headcount are required 72 hours 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 cannot accept checks or down payments.

## what are the benefits of a private event?

- ❖ We provide basic décor in the rooms, candles, vases, centerpieces, variety of napkin folds, & optional linens (white or black). Although, you are welcome to bring in your own decorations.
- ❖ You have the option to order custom desserts & floral arrangements. (more info. available).
- ❖ Event coordinator makes custom menus, including drink menus. Choose your heading and/ or add a company logo.
- ❖ We offer seated, cocktail, and even mixed seating events. The room set-up depends on your headcount, but otherwise it is up to you of how you wish to arrange the room with the tables & chairs we have available.
- ❖ Each room has a 55 inch flat TV screen that has HDMI, VGA & audio capabilities. You are welcome to do a slide show/ presentation/ play music through your own lap top. Just remember to bring in your own chord to match our equipment. Please test prior to event.
- ❖ All surrounding parking lots, including the parking garage are free for our guests.
- ❖ Free valet parking is available Monday- 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. Day or night, an additional hour will raise your minimum expenditure by \$100, per hour for both rooms on any day or time. Hours must be decided 72 hours prior to your event and specified on the contract.
- ❖ 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. Checks may be split up to 4 even ways.  
All beverages are charged based on consumption. Although, custom drink menus are available with your preference of what you would like to offer your guests!
- ❖ MENUS: A pre-determined menu for groups exceeding 20 guests is required.  
Breakfast ends at 3 pm, lunch begins at 11 am, sushi & dinner is available starting at 5pm.  
Children menus available for those 8 & under.
- ❖ NO SPECIALS: happy hour prices, wine Wednesday & other promotions are not available in the private rooms. No purchased giff cards apply to minimum.
- ❖ OUTSIDE FOOD/ BEVERAGES: You may provide your own cake or dessert for a \$2 per guest service fee includes: dessert table, linens, plates, flatware, to-go materials & all service.  
No outside alcohol / wine/ other food and beverages are permitted in the restaurant.
- ❖ FOR CATERING: We do offer catering, boxed lunches, & delivery. Please see separate information to see what we offer, if you would rather host your event at home!

Who to contact: **Katie Brines at [katie@prasinostcharles.com](mailto:katie@prasinostcharles.com)**

1520 s. fifth street, st. charles, mo 63303  
Available to reserve private events 7 days a week:

**m. – th.** 11am - 10 pm    **f.** 11am - 11p    **sat.** 8am - 11pm    &    **sun.** 8am - 9pm