

# 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 & 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, inquire about rates

### banquet room (back room)

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

accommodates ~50 for limited seating, up to 60 for standing cocktail style

	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 10.025% 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 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. Menu is appreciated 1-2 weeks prior to your event. Finalizations & final headcount is 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?*

- ❖ Event coordinator to help plan & dedicated service for your 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 Smart TV 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. Ask about rates for extended / after-hour events. Hours must be decided 72 hours prior to your event and specified on the contract. 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. 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 gift 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.

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