

# prasino

## private dining information

Thank you for considering prasino for your event.

We offer two different private dining areas.

We ask that you reach a **food & beverage minimum**.

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

### executive room (front room)

seats up to 24 max / up to 18 at one long table/ up to 30 standing cocktail style

	monday-thursday	friday	saturday	sunday
Before 4	\$250-\$200	\$250-\$300	\$350-\$300	\$350-\$400
After 4	\$300-\$500	\$350-\$950	\$350-\$950	\$300-\$500

\*prices listed above show room fee followed by food & beverage minimum

### 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	\$350-\$400	\$350-\$500	\$450-\$500	\$450-\$600
After 4	\$350-\$1000	\$450-\$1800	\$450-\$1800	\$350-\$1000

\*prices listed above show room fee followed by food & beverage minimum

### *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 cannot accept checks or down payment.

## *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) which will be applied towards the food & beverage minimum.
- ❖ Event coordinator makes custom menus, including drink menus. Choose your heading and/ or add a company logo. (logos with colored ink are an additional \$15 charge)
- ❖ We offer seated, cocktail, and mixed seating events. The room set-up depends on your headcount.
- ❖ 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 chord or attachments to match our equipment. Please test prior to event to ensure capabilities.
- ❖ 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. 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: 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: happy hour prices, wine Wednesday & other promotions are not 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 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!*