

ANDIAMO ITALIAN RISTORANTE



PRIVATE DINING ROOM INFORMATION & RENTAL CONTRACT

CAPACITY

Our private dining room seats up to 70 people comfortably. The room can be configured in many different ways, including two or three long tables, groupings of four or eight, horseshoe, two large squares, etc.

MENU

All food and beverage must be purchased and prepared through Andiamo Italian Ristorante. There is an exception for dessert brought in for special events. In this case, we charge a \$10 flat fee, plus an addition \$.50 per person. We will happily cut and plate your provided dessert for your guests.

We have a special banquet menu that caters to large groups. Said menu can be utilized in a family style manner or as a buffet. Enhancements such as tablecloths can be made available for a fee of \$5 per linen. If you have any of your own ideas, we will do our best to accommodate.

In order to ensure we have everything you need, your menu must be chosen and emailed/agreed upon within 48 hours of your event

ROOM FEES

Andiamo charges no specific rental fee for our private dining room, instead we have a food and beverage minimum that we feel is very reasonable.

The minimums listed below are simply present as an amount you agree to spend on food and drink in exchange for the use of the private room. Tax, gratuity, and service fees do not apply toward the minimum. Also, you may not purchase gift cards or wine to take home in order to meet said minimum.

ROOM AVAILABILITY & SEATING TIMES

Two seating times are available each day and then again, at night. The room is held on a first come-first serve basis and is reserved only once a credit card is provided to hold the room (see cancelation below).

LUNCH

Early seating 7 days a week..... 11 AM – 1 PM

Late seating 7 days a week....1:30 PM- 3:30 PM

DINNER

Early seating Sunday-Thursday.....4:30 PM-7PM

Late seating Sunday-Thursday....7:30 PM- 10PM

Early seating Friday & Saturday.....4:30 PM-7PM

Late seating Friday & Saturday... 7:30 PM-10 PM

	Monday	Tuesday	Wednesday	Thursday	Friday & Saturday	Sunday
Early or Late Lunch	\$250	\$250	\$250	\$250	\$350	\$250
Entire Lunch	\$350	\$350	\$350	\$350	\$450	\$350
Early or Late Dinner	\$500	\$500	\$500	\$500	\$1000	\$500
Entire Dinner	\$750	\$750	\$750	\$750	\$1500	\$750

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GRATUITY/SERVICE FEE

The amount you leave as gratuity for your server is up to you, although we suggest 18% or 20%.

PAYMENT POLICY

In order to hold the room, you will be required to provide a credit card which will be held on file. A fee of \$100-\$200 will only be charged if you decide to cancel. Your card will also be kept on file in case damage is done to the room. We accept Visa, MasterCard, Discover, and American Express. The full amount for your total tab will be collected on the day of the event in the form of either cash or credit.

CANCELLATIONS

Cancellations must be submitted via phone or email to a manager of Andiamo Italian Ristorante at least 1 week prior to the event. You must receive a return email or call confirming the cancellation was received. Cancellation anytime within the one-week prior to your event will result in our retention of \$100, charged on the credit card you provided and we filed. There will be an additional fee of \$100 (totaling a \$200 fee) if you decide to cancel within 72 hours of the scheduled date/time of said event. Thanks for your understanding and cooperation.

ILLEGAL ACTIVITY

None allowed.

DAMAGE TO THE PARTY ROOM

Guest will be held liable for any unusual damage to the room or its contents.

LIABILITY... YOURS & OURS

Andiamo Italian Ristorante, its owners and managers shall not be liable for non-performance of this contract in the event that Andiamo Italian Ristorante has to close for any reason which is beyond our reasonable control.

Additionally, the Guest agrees to indemnify and hold harmless Andiamo Italian Ristorante, its members, and managers for any costs incurred, including attorney's fees, arising as a result of any injury to person or damage of property, or any other claim whatsoever resulting from client's use of premises.

CONTACT INFORMATION

Matt Wagner

matt@andiamomn.com

651-289-2000

Andiamo Italian Ristorante

1629 Lena Court

Eagan MN, 55122

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ANDIAMO PARTIES OVER 20 PEOPLE			
Name		Guest Count	
Date		Banquet Package/Cost	
Arrival Time		Time Food on Table	
SALADS/APPETIZERS		CHECKLIST QUESTIONS	
		1. Private, semi-private or neither?	
		2. How would they like tables setup?	
		3. Are they aware there is a party before/after?	
		4. Party need time to decorate prior? Time?	
PASTAS		5. How long is the party expecting to be here?	
		6. Food on one check or separate checks?	
		7. NA drinks on one check or separate checks?	
ENTREES		8. Alcohol on one check or separate checks?	
		9. Are we adding gratuity? If so how much?	
		10. Water table or waters placed at each spot?	
		11. How would they like bread service done?	
SIDES		12. Dessert table needed? Cut their cake?	
		13. Gift table needed?	
		14. Do they need AV cables and a projector?	
BEVERAGE		15. Are they aware of the dessert/corkage fees?	
		16. If staying after close, time what time?	
		17. Music specifications, if any?	
DESSERT			

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TODAYS DATE _____ TIME _____ TYPE OF EVENT _____

DATE OF EVENT _____ ARRIVAL TIME _____ GUEST COUNT ESTIMATE _____

CLIENT/ON SITE CONTACT PERSON _____

PHONE NUMBER _____ EMAIL ADDRESS _____

DATE TO CANCEL WITHOUT BEING CHARGE \$100 FEE _____ TIME _____

DATE TO CANCEL WITHOUT BEING CHARGE \$200 FEE _____ TIME _____

CREDIT CARD REQUIRED IN CASE OF CANCELLATION

- CASH
- VISA
- MCARD
- AMEX

CREDIT CARD NUMBER _____

NAME AS IT APPEARS ON CREDIT CARD _____ EXP. DATE _____

SIGNATURE _____ DATE _____

This contract is made in the State of Minnesota and shall be construed and enforced in accordance with the laws of such State. This Private Dining Room Contract constitutes the entire agreement between parties and may not be modified or amended except by an instrument in writing signed by both the Client and Andiamo Italian Ristorante.

“The undersigned acknowledges that he/she has read and understands the Private Dining Room Contract including this page and; the preceding three pages by signing and dating below the undersigned accepts this contract and agrees to comply with the same.”

SIGNATURE _____ DATE _____