

## Zesta Cucina "Avanti Room" Rental Policies & Deposit Receipt

Welcome! At Zesta Cucina our goal is to meet or exceed our guest's expectations every time. Here are the policies for Avanti Room use and some answers to commonly asked questions.

### POLICIES

1. The Avanti Room capacity is 10 – 60 guests.
  - a. A final guest count is required 48 hours prior to the event. Charges for the event will be based on this final count.
2. Deposits
  - a. Parties scheduled Sunday through Thursday require a \$500 deposit
  - b. Parties scheduled Friday or Saturday require a \$1000 deposit
  - c. Deposits are fully refundable if reservations are cancelled 30 or more days in advance
    - i. Deposits for reservations cancelled within 30 days but more than 14 days will be refunded 50% of the deposited amount
    - ii. Deposits for reservations cancelled within 14 days are non-refundable
  - d. Deposited amounts are minimum usage amounts (parties on weekdays spending less than \$500 will have the balance charged as a "room charge" and on Friday or Saturday the minimum is \$1,000)
  - e. Deposited amounts will be applied to the check total the day of the event
3. Time: Avanti Room is open the same hours as the restaurant unless special arrangements have been made.
4. Gratuity: 18% gratuity will be added to all Avanti Room functions + applicable taxes.

### FAQ's

1. Menu: the regular menu is available to groups for their event. However, for busier nights and/or times (Fridays at 7:00 for example) we recommend a consolidated menu.
  - a. The host may choose 4 to 6 items from the regular menu and the fresh sheet. We will print a special menu for the occasion including choice of appetizer, salad, entrée, and dessert.
  - b. We are happy to make recommendations or to come up with the menu if preferred.
2. Bar: a hosted or no host bar set up is available upon request.
3. Decorations to the Avanti Room must have management approval, prior to the event.
4. Food and beverage must be purchased through the restaurant with the following exceptions
  - a. Wine: a \$10 corkage fee will apply to each bottle supplied by the guest. Wine must not be available on our wine list and there is a 10 bottle limit.
  - b. Cakes

DAY & DATE OF EVENT \_\_\_\_\_ TIME \_\_\_\_\_ NUMBER OF GUESTS \_\_\_\_\_

DEPOSIT AMOUNT \_\_\_\_\_ DEPOSIT RECEIVED BY: \_\_\_\_\_

GUEST SIGNATURE/DATE \_\_\_\_\_ / \_\_\_\_\_ GUEST NAME (PRINTED): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TEL (DAY) \_\_\_\_\_ (EVE) \_\_\_\_\_

EMAIL (PRINT CLEARLY PLEASE) \_\_\_\_\_