

- BANQUET PROCEDURES AND POLICIES -

• **Rooms and Table Arrangements**

Massimo has three dining rooms. The upstairs dining room called The Maximillian Room is private and has a traditionally elegant atmosphere with French oak, candles on each table along with fresh flowers. It can seat a maximum of 50 people. The main floor dining room is more spacious and has a warm Italian style setting using lightly shaded woods, neoclassical columns and an innovative color scheme of avocado, off-black and copper. This dining area seats a maximum of 100 people. Dividers are available if your group would like to be sectioned off from our regular patrons. The Meribeth Room adjoins the main dining room and seats up to 35 people with a tuscan motive. You are more than welcome to view the rooms online at massimoristorante.com. We would be happy to discuss specific table configurations to provide the best experience for your guests.

• **Menu**

Massimo takes great pride in serving only the best quality of food and offering the utmost in professional service. For a party of 20 or more, we require you to use choose one of our banquet menus. Please keep in mind that you do not need to pre-select entrees. After reviewing banquet menu choices, please inform us of which menu would be best for your group. We can be as conservative or elaborate as you wish, and will gladly design a menu tailored to meet your specific needs and budget. Our chefs are more than happy to create something special just for your occasion. Prices and menu items are subject to change and will be guaranteed 90 days in advance of your event.

• **Guarantee**

A guaranteed Guest count is due five (5) business days prior to your event. Should a guarantee not be received, you may be subject to charges for the original expected number of Guests or the actual attendance, whichever is higher. We reserve the right to relocate your function to a more appropriate space should you group's expected attendance change significantly.

• **Full Bar**

A full bar is located adjacent to the main floor dining room. An extensive wine list including California and European wines is available. Wine brought to Massimo is subject to a corkage fee of \$18 per bottle and \$30 per magnum.

• **Dance Floor/Piano/Decorations/DJ's**

We have a dance floor and a grand piano on the main floor dining room. Assistance with table decorations, flowers, musicians and DJ's is available.

• **Outdoor Seating**

We have an outdoor patio area with heaters that can seat a maximum of 30 people.

• **Deposit/Room Minimum**

Weekends and holidays may be subject to a minimum charge. An 8.25% sales tax and 18% service charge are not included in the minimum. All that we request to reserve the room is a deposit of \$100.00 for a group of 20 and under, and \$300.00 for a group of 20-50, and \$500.00 for a group of 50 or more. This deposit will be applied to charges incurred on the day of your event. We are unable to confirm or hold your banquet order prior to receiving your deposit. Deposits are non-refundable if cancellation occurs less than two weeks notice. In the month of December, there is a \$500.00 deposit for groups up to 50, and \$1500.00 deposit for groups of 50 or more. Deposits for parties in December are non-refundable after November 1st, 2001. There is a \$2500.00 minimum for the Banquet Rooms for Friday and Saturday evenings in December, and a \$ 6000.00 minimum to reserve the main dining room. Minimums are non-inclusive of tax and tip.

• **Parking**

Valet Parking may be available, and a five-story parking structure is located directly across the street. We validate for 2 hours.

I have read and fully understand all the policies and procedures for Massimo.

Client Signature _____ *Date of Event* _____

Massimo Is Your Corporate Headquarters For Successful Business Dining!