



400 N Canon Dr. | Beverly Hills, CA 90210

White Room Private Dining Guidelines & Policies

Type	Days	Time	Location	Room Capacity	Function	Food & Beverage Minimum	Mark Choice
L1 D1	Sunday - Thursday	11:30am – 3:30pm 6:00pm – 10:30pm	White Room	Seated: 50 Cocktails: 75	Plated Lunch Plated Dinner	\$2,300 \$3,200	
L2 D2	Friday - Saturday	11:30am – 3:30pm 6:00pm – 11:30pm	White Room	Seated: 50 Cocktails: 75	Plated Lunch Plated Dinner	\$3,500 \$5,500	
L3 D3	Christmas Eve	11:30am – 3:30pm 6:00pm – 10:30pm	White Room	Seated: 50 Cocktails: 75	Plated Lunch Plated Dinner	\$4,500 \$6,500	
L4 D4	New Year's Eve	11:30am – 3:30pm 6:00pm – 10:30pm	White Room	Seated: 50 Cocktails: 75	Plated Lunch Plated Dinner	\$4,500 \$7,500	

MENU:

- Il Pastaio’s farm fresh menus are flexible & easily tailored based upon the hosts distinctive requirements. *(see attached)*
- Il Pastaio requests that Menus be confirmed one week prior to the private dining event, so we have ample opportunity to source all our farm fresh ingredients.
- Il Pastaio’s farm fresh menu items and pricing are subject to change depending on daily market availability.

BEVERAGES:

- All Alcoholic and Non-Alcoholic beverages are charged according consumption and are in addition to the per person menu pricing.
- Wine can be a critical part of many private dining experiences; thus, we recommend wine selections at least seven (7) days prior to your special day to ensure availability.
- Il Pastaio has an extensive wine selection at competitive prices & prefers not to have outside wines brought into the restaurant, but understands it’s discerning customers want to make a private event more special.
 - If a Customer feels it’s important to supply their own unique wine, a maximum of 5 bottles for 25 guests would be allowed.
 - First bottle Corkage fee is \$30.00, Second bottle Corkage fee is \$30.00 & \$45.00 for each additional bottle.
- Guests are not allowed to bring their own Hard Liquor
- Il Pastaio, also has the ability to offer a Cash & carry bar to groups in the private dining area.

CAPACITIES:

- The luxurious Private **White Room** accommodates 25-50 Seated guests and 75 for standing receptions

MINIMUM REQUIREMENT:

- To reserve an Il Pastaio’s Private Dining event, we require a total food and beverage minimum spend of \$2,300 to \$7,500 based on day & time
- If the unanticipated occurs, where the food and beverage minimum is NOT met, the balance to cover the minimum will be added to your final bill.
- The food and beverage minimum stated does not include tax and tip.

VALET PARKING:

- Il Pastaio’s “Lunch” Valet Parking Service is located on Brighton Way.
- Il Pastaio’s “Dinner” Valet Parking Service is located on Canon Drive.
- All Valet Parking fees are subject to change and is not part of the minimum spent in the room.

RENTALS DECORATIONS:

- Il Pastaio, Beverly Hills is not responsible for any outside rentals or decorations that are brought into the restaurant and are not picked up the same day as the event before closing.

- Private Event Host's takes full responsibility for any damages, other than normal wear and tear, done to the property because of Host's vendors, guests or staff.
- Should any damage to the property occur, Il Pastaio will hire its own vendors & bill Host for the costs of repair.

MUSIC:

- Il Pastaio requests that all musical instruments & bands must be approved by Il Pastaio Private Dining Department at least 2 weeks prior to your event.
- Il Pastaio reserves the right to decide if the proposed band or musical instruments will be disruptive to the rest of the restaurant.

DEPOSIT / CANCELLATION:

- A deposit of \$1,000.00 is required to confirm your reservation.
- The deposit is refundable 30 days for weekend Friday-Saturday and 15 days for Sunday - Thursday.
- Additional non-refundable deposits may apply for large events.
- *In the event you must cancel same day or a few days before the event your deposit will be retained by Il Pastaio*
- *If the party fails to show up for their scheduled event without any prior notice, Il Pastaio will charge the full food & beverage minimum as agreed on the event contract.*

PAYMENT:

- The total bill is due and payable after the event.
- Il Pastaio, Beverly Hills accepts Visa, MasterCard, American Express, Discover, and Cash. No Gift Certificates allowed for Private Events
- Please note, the credit card on file will be charged after the event unless another form or payment is received.

GUARANTEE:

- To allow Il Pastaio to properly plan for and staff your event, we require a minimum # of guaranteed guests 48 hours prior to your event.
- If your party falls below the guaranteed # on the day of the event, the host will still be charged for the guaranteed number.
- If your party exceeds the guaranteed #, you will be charged for the actual number of guests attending.

SUGGESTED TIP:

- While Il Pastaio suggested tip of 20% the decision to pay a tip to the service staff providing service to the event, and the amount thereof, is at Host's sole discretion.
- By filling in a percentage & initializing in the space provided, the Host requests that Il Pastaio include such tip on the check presented at the end of the event.
- The Host retains the discretion to adjust the foregoing amount up or down commensurate with the dining experience.
- Please circle a percentage or option below to indicate the desired tip to be paid to the service staff.

20% 22% 25%

By completing, signing, and returning to Il Pastaio's Private Dining Department with a deposit check, the client confirms this engagement reservation.

I understand and agree to the guidelines listed above for Il Pastaio's Private Dining:

Client Name printed

Client Signature

Date