

Large Group Dining Guidelines & Policies (10pp and Up)

Type	Days	Time	Location	Large Group	Food & Beverage Minimum
Lunch	Sunday – Thursday	11:30am – 3:30 pm	Any area of the Restaurant	10 Guests and Up	Prix Fixed Menu + \$800.00
Dinner	Sunday – Thursday	4:00pm – 10:30pm	Any area of the Restaurant	10 Guests and Up	Prix Fixed Menu + \$1000.00
Lunch	Friday – Saturday	11:30am – 3:30 pm	Any area of the Restaurant	10 Guests and Up	Prix Fixed Menu + \$1000.00
Dinner	Friday – Saturday	4:00pm – 11:00pm	Any area of the Restaurant	10 Guests and Up	Prix Fixed Menu + \$1500.00

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 prior to the private dining event.
- 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

CAPACITIES:

- We have numerous beautiful open areas in our Restaurant to accommodate large groups of 10-25

MINIMUM REQUIREMENT:

- *To reserve an Il Pastaio’s Private Dining event, we require a total food and beverage minimum spend of \$800 to \$1,500 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.*
- *Our Food and Beverage minimum stated does not include tax and tip*

DEPOSIT / CANCELLATION:

- A deposit of \$300.00 is required to confirm your reservation.
- The deposit is refundable 30 days for weekend Friday-Saturday and 15 days for Sunday - Thursday.
- *In the event you must cancel same day or a few day 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.

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 GRATUITY:

- While Il Pastaio suggests a tip of 20% the decision to pay a gratuity to the service staff providing service to the event, and the amount thereof, is at Host's sole discretion.
- 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 gratuity 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, the client confirms this engagement reservation.

Client Name printed

Client Signature

Date