



301 N Canon Dr. | Beverly Hills, CA 90210

### Private Dining Guidelines & Policies

Type	Days	Time	Location	Room Capacity	Function	Minimum Food & Beverage	Mark Choice
<b>L1</b> <b>D1</b>	Sunday - Thursday	11:30am – 3:00pm 4:00pm – 10:30pm	Garden	Seated: 50 Cocktails: 50	Plated Lunch Plated Dinner	\$2,500 \$3,500	
<b>L3</b> <b>D3</b>	Sunday - Thursday	11:30am – 3:00pm 4:00pm – 10:30pm	Main Dining Room	Seated: 60 Cocktails:70	Plated Lunch Plated Dinner	\$5,000 \$4,600	
<b>L4</b> <b>D4</b>	Friday - Saturday	11:30am – 3:00pm 4:00pm – 10:30pm	Covered Patio	Seated: 50 Cocktails:50	Plated Lunch Plated Dinner	\$3,200 \$5500	
<b>L5</b> <b>D5</b>	Christmas Eve	11:30am – 3:00pm 4:00pm – 10:30pm	PDR	Seated: 14	Plated Lunch Plated Dinner	\$5,000 \$1,000	
<b>L6</b> <b>D6</b>	New Year's Eve	11:30am – 3:00pm 4:00pm – 10:30pm	Garden + Covered Patio	Seated: 100 Cocktails:120	Plated Lunch Plated Dinner	\$6,500 \$8,500	

#### MENU:

- Via Alloro's farm fresh menus are flexible & easily tailored based upon the hosts distinctive requirements. *(see attached)*
- Via Alloro's 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.
- Via Alloro'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.
- Via Alloro has an extensive wine selection at competitive prices & prefers not to have outside wines brought into the restaurant, but understands it is discerning customers want to make a private event more special.
  - ◊ *If a Customer feels it's important to supply their own unique wine, corkage fee would be \$40.*
  - *Second bottle Corkage fee is \$40.00 & \$45.00 for each additional bottle.*
- **Guests are not allowed to bring their own Hard Liquor.**
- Via Alloro, also has the ability to offer a Cash & Carry bar to groups in the private dining area.

#### CAPACITIES:

- The beautiful open air, **Garden** accommodates **53** Seated guests
- The luxurious Private **Covered Patio** accommodates **56** Seated guests and **60** for standing receptions
- The **Garden & Covered Patio** can easily be combined to accommodate **110** seated guests or **120** for receptions

#### MINIMUM REQUIREMENT:

- To reserve a Via Alloro's Private Dining event, we require a total food and beverage minimum spend of \_\_\_\_\_ 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.

**VALET PARKING:** • All Valet Parking fees are subject to change without prior notice and is not part of the F&B minimum

#### RENTALS DECORATIONS:

- Via Alloro, 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, Via Alloro will hire its own vendors & bill Host for the costs of repair.

**MUSIC:**

- Via Alloro’s requests that all musical instruments & bands must be approved by Via Alloro’s Private Dining Department at least 2 weeks prior to your event.
- Via Alloro reserves the right to decide if the proposed band or musical instruments will be disruptive to the rest of the restaurant.
- Via Alloro has enabled the private dining area with Hi-Tech amenities with DVD Player, Wireless Microphone, iPhone Dock, iPod and Smart TV. Projector rental is also available upon request.

**DEPOSIT / CANCELLATION:**

- A deposit of \$500.00/1,000.00 is required to confirm your reservation.
- The deposit is refundable 30 days for weekend and 15 days for Sunday - Thursday.
- Additional non-refundable deposits may apply for large events.

**PAYMENT:**

- The total bill is due and payable at the conclusion of the event.
- Via Alloro, 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 at conclusion of the event, unless another form of payment is received.

**GUARANTEE:**

- To allow Via Alloro 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 Via Alloro suggests a service 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 Via Alloro 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%    Other    %

By completing, signing, and returning to Via Alloro’s Private Dining Department with a deposit check, the client confirms this engagement reservation.

I understand and agree to the guidelines listed above for Via Alloro’s Private Dining:

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Client Name printed Client Signature

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Date