

# GENERAL INFORMATION AND POLICIES

*Exceptions may be granted at the discretion of the Event Coordinator.*

## **BOOKING/DEPOSIT**

A \$350 deposit is required at the time of booking. The deposit is fully refundable up to 30 days prior to the event. At 30 days, the deposit becomes nonrefundable/nontransferable and will be forfeited to Cantoro. Should you book an event within 30 days of the event date, the deposit is nonrefundable/nontransferable.

## **ROOM RENTAL**

The rental fee for the Cantina and Large Mezzanine is \$300, while the rental fee for the Small Mezzanine is \$150. The rental fee for the Full Mezzanine is \$600. The rental fee for an entire day in either the Cantina or Large/Full Mezzanine is \$1000. Outside food and beverage is not allowed and all events are required to purchase both food and beverage from Cantoro through the Event Coordinator. Cocktail only events are prohibited.

Room rental fees include your choice of black or white linen, candle centerpieces, set-up/break down of space, place settings, glassware and flatware.

## **HOURS OF OPERATION**

Monday-Saturday Breakfast/Lunch: 9am and later. Must vacate space by 3:30pm.

Monday-Saturday Dinner: 6pm and later. Must vacate space by 11:30pm.

Sundays: 10am or later. Must vacate space by 4:30pm.

## **PRICING**

The entire cost of the event will food, beverage, 20% gratuity (paid entirely to Banquet Staff), 6% sales tax, the room rental fee, and any other fees you incur (Chef Carving Station, place card printing, etc.) Fees are not subject to tax and gratuity. A \$350 deposit is required at time of booking. 10 business days prior to the event date, a 25% down payment is required. All other payment is due the day of the event.

## **EVENT DEADLINE**

A guaranteed headcount, menu selections, room set-up and all other details, as well as a 25% down payment, are due to the Event Coordinator 10 business days prior to event date.

Exceptions are allowed by discretion of Event Coordinator. Events booked less than 14 days prior to the event will be required to give guaranteed headcount, menu selections, etc. within 24 hours of booking. No changes are allowed to the contract in any manner within 48 hours of an event.

Once a guaranteed headcount has been provided, the number will not be decreased for any reason; however, last minute additions can be made up to 48 hours prior to the event. You will be charged for the amount of the guaranteed headcount even if fewer guests show. Any food

Signature\_\_\_\_\_

Date\_\_\_\_\_

not consumed due to fewer guests arriving will be boxed and given to the host to take with them.

### **MENU SELECTIONS**

For a Strolling Dinner, orders must be placed for at least 75% of guests count.

For a Buffet or Family Style Dinner, orders must be placed for 100% of guest count.

For Plated Dinners for groups of 20 or more, entrée counts must be provided to the Event Coordinator 10 business days in advance. You may provide your guests a selection of three proteins to choose from; however, the soup or salad course and pasta course will be the same for all guests (exceptions below).\*\* Place cards that include guest name and entrée choice must be provided for Plated Dinners in which multiple entrees are served.

For Plated Dinners for groups less than 20, your guests may choose their entrée from a limited menu the night of the event for an additional \$3 per person. Cantoro will design and print the menu at no charge. The soup or salad course and pasta course will be the same for all guests (exceptions below).\*\*

### **\*\*DIETARY RESTRICTIONS**

Cantoro strongly recommends adding a “dietary restrictions” line to RSVPs. We can accommodate vegetarian, vegan, gluten-free, and most allergies if advance notice is provided. All Plated Dinners can be altered to be gluten free, including pastas. A separate menu will be provided for vegan, vegetarian, and other allergies. Please be aware that our facility is not allergen free. Individuals with severe, life-threatening allergies are encourage to bring an allergen free meal that will be heated in a clean microwave, tightly wrapped, and will not come into contact with any utensils, pans, etc. from our kitchens.

### **DECORATING**

Clients who do not book a space for the entire day will be allotted 1.5 hours prior to the start of the event for decorating. If you require Cantoro assistance for decorating, a \$150 fee will be added to your bill.

Glitter and confetti are prohibited items. Balloon arches are allowed; however, they MUST be removed from our property and cannot be left at our dumpster. A \$200 clean up fee will be added to your bill if you disregard these policies.

### **STAFFING**

Standard events include 1 server per 20 people and 1 bartender per 100 people. Additional staff requests will be filled based on availability and requires a fee of \$150 per additional staff member.

Signature\_\_\_\_\_

Date\_\_\_\_\_

## **PLACE CARD PRINTING**

Plated Dinner events require place cards that include the name of the guest and his/her selected entrée and/or dietary restriction. Exceptions for single entrée events and “day of” ordering events only. Cantoro will design and print place cards for \$10 per 20 guests, provided the Event Coordinator is informed 10 business days in advance.

## **WEDDINGS**

Cantoro strongly recommends an Entire Day rental for events that entail extensive decorating (e.g. Wedding Receptions). The Entire Day rental fee is \$1000 for either the Cantina or the Large Mezzanine. To rent the Cantina for a ceremony only, a \$1000 fee is required as well as booking the Large Mezzanine for the reception.

Third-party vendors must contact the Event Coordinator to scheduled delivery and set-up times. Vendors who have not contacted the Event Coordinator may be turned away and told to arrive at a later time.

Food and cake tastings are available to the bride and groom at an agreed upon time only. Food tastings are limited to two entrees, two pastas, and two appetizers and will be served as tasting portions.

Rehearsals scheduled upon request only. Cantoro does not provide an officiant. Ask about our Rehearsal Dinner special available to those who book both the wedding and rehearsal dinner at Cantoro!

Signature\_\_\_\_\_

Date\_\_\_\_\_