

FIRENZE A TAVOLA

Private Event Contract

Thank you for considering Firenze a Tavola for your private dining event. Firenze a Tavola serves authentic Italian cuisine with a Tuscan focus. Tuscany is known for simple, hearty, approachable cuisine and our menus are crafted to appeal to a variety of appetites. Your event menu will be tailored to your needs including the beverage portion, which can be anything from open bar to personally-selected bottles of wine. Firenze a Tavola is the perfect venue for intimate sit-down dinners, mingle events or small group presentations. It is our goal to provide our guests with an excellent dining experience and we appreciate you giving us the opportunity to do so. If you have any questions, special requests or further clarifications, our private event coordinator will be happy to assist you.

Private Event Policies

- Private Events available Monday – Saturday for lunch, afternoon or dinner
- Pricing will vary on level of booking.
- Our bookings fall into 3 categories:
 1. **Private Dining Room:** sit-down dining, long table set-up *min 20 /max 26 people*
 2. **Full Buyout:** Full use of entire dining space and includes bar area (*max only*) *max 55*
 3. **Personalized menu:** For smaller groups or groups that can't fit in the Private Dining Room but not enough for a full buyout. Dining rooms are shared with regular customers but your party is sectioned together *min 10/ max 45*
- 25% of the food and beverage minimum is required as a deposit to secure the reservation time and date. We do not hold restaurant buyout dates without the deposit and signed contract. Deposit is fully refundable up to 2 weeks prior to the event. Verbal or written confirmation of cancellation request must be received 2 weeks prior to the event from our event coordinator for an event to be considered cancelled. **PLEASE NOTE THAT PARTIES BOOKED FOR DECEMBER MUST GIVE 3 WEEKS NOTICE TO CANCEL AN EVENT.** Any cancellation with less than 2 weeks' notice (or 3 weeks for December parties) will not receive a refund on the deposit.
- The deposit will be applied to the final bill at the conclusion of the event.
- Final payment may NOT be divided into separate checks. Cash, Visa, MC & AMEX accepted.
- Firenze a Tavola's policy is to hold contracted reservation for up to 30 minutes past the scheduled reservation time. Please speak directly to the private event coordinator or the manager on duty if you need to change your reservation time.
- Menu selections will be made with the initial contract. Minor adjustments can be made up to 72 hours prior to the event by speaking directly with the private event coordinator. Any changes must be confirmed verbally with the coordinator before considered complete. Menu changes made within 72 hours are subject to availability. Most dietary needs can be accommodated with prior & proper notification. Severe allergies should be brought to the attention of our staff. Minute exposure is inevitable in an environment that may use regularly a product that creates a severe allergic reaction so please keep this in mind (i.e. severe gluten allergies).
- Each contract will have an established minimum headcount to secure a per person price. This number can be modified up to 72 hours prior to the event. This modification **MUST** be confirmed **VERBALLY** with the event coordinator. Phone messages or emails will not be an acceptable means of confirmation until our coordinator has responded to the modification.

If the party headcount goes below minimum, pricing will go up per person based on menu costs and will vary with each booking.

- Dining can be plated, served banquet-style (if full buyout) or served family-style.
- Any specialty items (rental, flowers, entertainment or any other outside vendors) shall be confirmed with our private event coordinator. Generally, we do not provide these items but we would need to coordinate with the vendors.
- Please inform staff of any electronic presentation equipment so we can plan accordingly.
- The food and beverage minimum is non-inclusive of state sales tax
- Suggested gratuity is 20%

Disclaimers

Firenze a Tavola is not responsible for lost or stolen articles.

You hereby agree to indemnify and hold harmless Firenze a Tavola from and against any and all liabilities, claims, expenses, losses and damages (including reasonable attorney's fees and costs arising out of or related to your guests' negligence or willful acts, including but not limited to the destruction of property or bodily harm caused by the consumption of alcohol products.)

This agreement will be governed by the laws in effect in the State of Colorado without regard to its choice of law principals in the contrary. Neither party will commence or prosecute suit, proceeding or claim to enforce the provisions of this Agreement, nor otherwise arising under or by reason of this Agreement other than in the federal and state courts situated in Denver, Colorado. The parties hereby consent to the jurisdiction and venue of such courts in connection with any action arising under or in connection with this Agreement.

This agreement, together with the Exhibits (e.g. menus, etc) that are incorporated herein by this reference, constitutes that the entire agreement between the parties with respect to the subject matter hereof, and may not be modified except by a writing signed by both you and a Firenze a Tavola manager.

This Agreement may be executed in any number of counterparts and each such counterpart will be deemed an original instrument, but all such counterparts together will constitute one agreement. To expedite the process of entering into this Agreement, the parties acknowledge that executed copies of this Agreement transmitted by email or fax will be equivalent to original documents until such time as original documents are completely executed and delivered.

Execution of Contract

I/We have read and agree to the terms and conditions of FIRENZE A TAVOLA'S private event contract. This contract shall be accompanied by a personalized menu form & party specifics to review.

EVENT NAME/DESCRIPTION:	
PROPOSED BY:	
DATE & TIME OF EVENT:	
BOOKING LEVEL:	
LAST DAY DEPOSIT IS REFUNDABLE:	
CLIENT NAME:	
CLIENT PHONE #:	
CLIENT EMAIL:	
TODAY'S DATE:	
CREDIT CARD TYPE, NUMBER AND EXPIRATION:	please give credit card by phone, direct with the event planner

CLIENT SIGNATURE: _____

ADDITIONAL NOTES: