

Pellegrino's Italian Kitchen Vineyard Room Rental Agreement

Pellegrino's Vineyard room (sometimes referred to as "the little house") is a detached private dining area for groups up to 30 people. We're here to help you put on a great event with delicious food and friendly service staff! Here are our general guidelines for the use of the room.

We book the Vineyard room for Sunday-Thursday Lunch and Dinner, Friday-Saturday Lunch only. Lunch events need to end by 3:30pm, and Dinner events Need to end by 8pm. For this reason, dinner reservations are not taken after 6pm, and lunch reservations are not taken after 2pm.

Booking – A minimum of seven days' notice prior to booking your event is required to allow us to schedule staff appropriately to accommodate for your event.

Minimums - Minimum food and beverage purchase is \$400 for Lunch and \$550 for dinner (before tax and staff charge). If minimum purchase is not met, client has the opportunity to purchase additional food, drinks or take out (gift cards excluded) or room fee will be applied to fulfill the remaining amount.

Cancellations – All cancellations must be made at least 24 hours prior to the event date. Any cancellation made within 24 hours of rental agreement time will result in a forfeiture of the booking deposit.

Charges - \$100 deposit is required for booking. 18% Staff Charge and local sales tax will be applied to all services provided. The \$100 deposit will be applied to your minimum food and beverage purchase at the time of your event with the exception of extensive messes and/or damages to property will result in forfeit of deposit.

Holiday Black Out Dates - The Vineyard room will not be booked for private parties on the following holidays: Valentine's Day, Easter, Mother's Day, Father's Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas, New Year's Eve, and New Year's Day.

Outside Food & Drink- is **not** allowed to be brought on premise with the exception of: Celebration cakes, items for small babies and children, and bottled wine. Wine corkage fee will apply at \$12 per 750ml bottle, larger bottles may be subject to an additional corkage fee.

Decoration is strictly prohibited; we cannot accommodate extra time in the space for putting them up or taking down. Things like a small vase of flowers, table clothes, or a couple of balloons are okay but must be taken with you at the end of the event. Any mess made from opening gifts should also be picked up before you leave. Failure to remove decorations and trash will result in a \$20 per garbage bag disposal fee.

Food Service- The service you receive in the Vineyard will be just like the service you receive in our restaurant. The group will be provided with a menu (lunch or dinner), beverage menu, and kids menu if needed. The lunch menu is only 11am-4pm Monday-Friday & 11am-2pm Saturday-Sunday. Everyone orders what they would like from the server.

We do **not** allow ordering from our Catering, Parties To Go, or Family Meals To Go menus. No buffets or family style serving.

Payment - Bill must be paid at time of service. Please notify us when booking if you intend to pick up the whole check or if guests will be paying separately.

Parking - Pellegrino's has limited parking, so carpooling is recommended. There is additional parking available at the Gundersen Dental parking lot on weekday evenings after 5pm and on the weekends all day.

By signing this rental agreement the client agrees to monitor conduct of guests against misuse, damage and vandalism and shall maintain and ensure orderly behavior on premises.

Signature _____ Todays Date _____

Printed Name _____ Date of Event _____