

# 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 \$350. 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 an additional \$2000. 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, set-up/break down of space, place settings, glassware and flatware.

## HOURS OF OPERATION

Maximum rental time is 5 hours.

Monday-Saturday Lunch: 11am and later. Must vacate space by 3:30pm.

Tuesday-Saturday Dinner: 6pm and later. The latest any event can occupy a space is 11:30pm.

Sundays: 11am or later. Must vacate space by 4:30pm.

## PRICING

The entire cost of the event will be 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, Cash Bartender Fee, etc.). Fees are not subject to tax and gratuity. 10 business days prior to the event date, a 25% down payment is required. All other payment is due the day of the event. **Gift Cards other than Cantoro gift cards are not acceptable forms of payment.**

## 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 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.

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. Failure to provide place cards will result in a \$20 fee being added to your final bill.

### \*\*DIETARY RESTRICTIONS

Cantoro strongly recommends adding a “dietary restrictions” line to RSVPs. Any additional meals provided the day of the event to accommodate dietary issues will result in additional charges. 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.

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.

## WEDDINGS

Cantoro strongly recommends an Entire Day rental for events that entail extensive decorating (e.g. Wedding Receptions). The Entire Day rental fee is an additional \$2000. To rent the Cantina for a ceremony only, a \$2000 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.

Signature \_\_\_\_\_

Date \_\_\_\_\_