



## **PRIVATE DINING ROOM INFORMATION & RENTAL CONTRACT**

### **CAPACITY**

Our private dining room seats up to 70 people (Eagan), and 50 people (Woodbury). The room can be configured in many different ways, including: two long tables, three long tables, groups of four or eight, horseshoe, large square, etc.

### **MENU**

All food and beverages must be purchased and prepared through Andiamo Italian Ristorante. There is an exception for dessert brought in for special events. In this case, we charge a \$10 flat fee for the use of our plates and silverware. We will happily cut and plate your provided dessert for an additional \$.50 per person.

Feel free to bring in your own bottle of wine if you like (\$10 corkage fee per 750ml bottle). No other outside beverages are allowed.

We have a special banquet menu that is perfect for large groups. This menu can be utilized in a family style or buffet style manner.

\*In order to ensure we have everything you need, your menu and room setup must be chosen (emailed/agreed upon) within 96 hours of your event\*

### **ROOM MINIMUMS**

Andiamo charges no rental fee for our private dining room, instead we have a food and beverage minimum based on the time-slot you select.

The minimums listed below are presented as an amount you agree to spend on food and drink in exchange for the use of the private dining room. Tax, gratuity and service fees do not apply toward the room minimum. Also, gift certificates and off premise wine may not be purchased in order to hit the room minimum.

### **ROOM AVAILABILITY & BOOKING**

The room is held on a first come-first serve basis. A reservation is made only once the last page of this contract is filled out and credit card information is provided to hold the room (see cancellation details below).

## SEATING TIMES

Two seating time-slots are available each day: lunch and dinner (see below). We ask that all guests depart Andiamo within 30 minutes of the posted closing time (Sunday-Thursday 9:30pm, Friday and Saturday 10:30pm). We are willing to open early and stay open late for events. In this case, the client and Andiamo ownership will agree on the additional charge the client will pay for the wait staff, kitchen staff, utilities, etc.

### LUNCH TIME-SLOTS

Sunday-Saturday: 11am to 3pm

### DINNER TIME-SLOTS

Sunday-Thursday: 4:00pm to 9pm  
Friday & Saturday: 4:00pm to 10pm

ROOM MINIMUMS						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY & SATURDAY	SUNDAY
LUNCH 11AM- 3PM	\$300	\$300	\$300	\$300	\$300	\$300
DINNER 4PM-CLOSE	\$500	\$500	\$500	\$500	\$1500	\$500

## GRATUITY/SERVICE FEE

For private parties in our banquet room we add an automatic 20% service charge. The total amount of this service charge is used as a gratuity (tip) for the service staff provided for your event.

## PAYMENT POLICY

In order to hold the room, you will be required to provide a credit card. A nonrefundable deposit of \$200 will be charged to the provided card. The \$200 deposit will be applied to your final bill as a credit. Your card will also be kept on file in case any damages are done to the room. We accept Visa, MasterCard, Discover and American Express. The full amount for your total tab will be collected on the day of your event. The remaining balance of your check (minus the already taken \$200 deposit for holding the room) may be settled in: cash, business checks, or credit card.

## CANCELLATIONS

In the event that the customer decides to cancel, they would in-turn lose their nonrefundable \$200 deposit. No other penalties would be assigned to the customer (host of the event).

## **ILLEGAL ACTIVITY**

Illegal activity of any kind is not allowed. Andiamo Inc. reserves the right to call the authorities and/or evict the client's party in the act of any wrongdoing. In this case, all ordered drinks and food must be paid for upon departure from Andiamo.

## **DAMAGE TO THE PARTY ROOM**

The party host (signer of contract) will be held liable for any unusual damage to the room or its contents. The party host is also responsible for the behavior of their guests. Any actions/activities deemed "inappropriate" by Andiamo ownership/management will be addressed to the party host via management. Upon signing the contract, the party host will be held responsible for damages via credit card the host used to hold the room. Please no glitter or confetti.

## **LIABILITY... YOURS & OURS**

Andiamo Italian Ristorante, its owners and managers shall not be liable for non-performance of this contract in the event that Andiamo Italian Ristorante has to close for any reason which is beyond our reasonable control.

Additionally, the guest (you) agrees to indemnify and hold harmless Andiamo Italian Ristorante, its members, and managers for any costs incurred, including attorney's fees, arising as a result of any injury to person, damage of property, or any other claim whatsoever resulting from client's use of premises.

## **CONTACT INFORMATION**

Event Coordinator:

Maddie Winkler

651-353-7365

Email: [maddie@andiamomn.com](mailto:maddie@andiamomn.com)

**IN-HOUSE EVENT FOLLOW-UP QUESTIONS (for kitchen use)**

1. Onsite contact name?  
\_\_\_\_\_
2. Which Andiamo location (Eagan or Woodbury)?  
\_\_\_\_\_
3. Date of event?  
\_\_\_\_\_
4. Arrival time of party?  
\_\_\_\_\_
5. Final guest count?  
\_\_\_\_\_
6. Private, semi-private, neither?  
\_\_\_\_\_
7. Table arrangement?  
\_\_\_\_\_
8. Ending time?  
\_\_\_\_\_
9. Need time to decorate?  
\_\_\_\_\_
10. Food on one check or separate checks?  
\_\_\_\_\_
11. NA beverages on one check or separate checks?  
\_\_\_\_\_
12. Alcohol on one check or separate checks?  
\_\_\_\_\_
13. Water table in the corner or water at each spot?  
\_\_\_\_\_
14. Dessert table needed? Cake cutting?  
\_\_\_\_\_
15. Gift table needed?  
\_\_\_\_\_
16. Microphone and/or AV cables needed?  
\_\_\_\_\_
17. White table cloths (\$40 for the room)?  
\_\_\_\_\_
18. Food buffet or family style?  
\_\_\_\_\_
19. What time would you like the food served?  
\_\_\_\_\_
20. Will you be doing a banquet menu (which package)?  
\_\_\_\_\_
21. Salads / Appetizers:  
\_\_\_\_\_
22. Pastas / Entrees:  
\_\_\_\_\_
23. Sides:  
\_\_\_\_\_
24. Dessert:  
\_\_\_\_\_
25. Beverages:  
\_\_\_\_\_



### PRIVATE DINING ROOM RENTAL CONTRACT

1. Your name?  
\_\_\_\_\_
2. Which Andiamo location (Eagan or Woodbury)?  
\_\_\_\_\_
3. Date of event?  
\_\_\_\_\_
4. Occasion?  
\_\_\_\_\_
5. Arrival time (time-slot)? \_\_\_\_\_ Ending time (time-slot)? \_\_\_\_\_
6. Room minimum amount?  
\_\_\_\_\_
7. Guest count estimate?  
\_\_\_\_\_
8. Phone number?  
\_\_\_\_\_
9. Email address?  
\_\_\_\_\_

By signing, you, the client, confirm that you have read and understand Andiamo Italian Ristorante's deposit and cancellations policies (on page 2 of this contract). Upon signing, you (the event host) also give us (Andiamo) permission to charge the \$200 non-refundable deposit to the credit card listed below. In the event that the customer decides to cancel, they would in-turn lose their non-refundable \$200 deposit. No other penalties would be assigned to the customer (host of the event).

1. Name as it appears on credit card:  
\_\_\_\_\_
2. Credit card type (please circle one): VISA, AMEX, MASTERCARD  
\_\_\_\_\_
3. Credit card number:  
\_\_\_\_\_
4. Expiration date:  
\_\_\_\_\_
5. CVC:  
\_\_\_\_\_

This contract is made in the State of Minnesota and shall be construed and enforced in accordance with the laws of such State. This Private Dining Room Contract constitutes the entire agreement between the parties and may not be modified or amended except by an instrument in writing signed by both the Client and Andiamo Italian Ristorante. "The undersigned acknowledges that he/she has read and understands the Private Dining Room Contract including the page and; the preceding four pages by signing and dating below the undersigned accepts this contract and agrees to comply with the same".

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Today's Date

