

# VIVO Private Dining Room Guidelines

Thank you for your interest in the Private Dining Room at *Vivo Seasonal Trattoria*. At *Vivo Seasonal Trattoria* we specialize in impeccable service and fabulous dishes crafted with care in an upscale setting. Your Event will be serviced by our highly trained associates and your guests will be impressed with the selections prepared by our award-winning culinary team. We look forward to hosting you!

## **ROOM GUIDELINES/FOOD & BEVERAGE MINIMUMS**

*Vivo Seasonal Trattoria's* Private Dining Room may be divided into 2 rooms, a Small PDR & a Large PDR, or used as one Full room.

□ **The Small Private Dining Room** seats a maximum of 16 people. If a screen and projector is required, the room maximum is reduced to 10 people.

Room Rental: \$100.00

Food & Beverage Minimums by Meal Period:

Breakfast: \$200.00      Lunch: \$350.00      Dinner: \$500.00

□ **The Large Private Dining Room** seats a maximum of 42 people. If there is a buffet or reception, the Large Private Dining Room seats a maximum of 28 guests. If a screen and projector is required, a u-shape set up is necessary which reduces the maximum to 24 people.

Room Rental: \$200.00

Food & Beverage Minimums by Meal Period:

Breakfast: \$500.00      Lunch: \$750.00      Dinner: \$1200.00

□ **The Full Private Dining Room** seats a maximum of 56 people. If there is a buffet or reception, the Full Private Dining Room seats a maximum of 42 guests. If a screen and projector is required, a u-shape set up is necessary which reduces the maximum to 28 people.

Room Rental: \$250.00

The minimum for the entire room is as follows:

Breakfast: \$700.00      Lunch: \$1000.00      Dinner: \$1500.00

## **ADVANCED DEPOSIT REQUIREMENTS**

A non-refundable deposit equal to your room rental fee is due to hold your reservation. A credit card authorization form must be submitted to process the deposit and to charge the balance at the conclusion of the event. You will receive an email with a secure payment link.

## **PRIVATE DINING ROOM PAYMENT POLICIES**

A food & beverage minimum is required for your event, per above. If the food & beverage minimum is not met, the balance will be charged as additional room rental. Groups 14 or less will present payment at the night of the event, following service. Full pre-payment of events with 14 or more guests is due Ten (10) business days prior to your event based on guaranteed counts and menu selections and additional payment may be owed for on-consumption beverages or other additions, any further amount owed will be applied to your credit card the day after your event.

## **TAX AND SERVICE CHARGE**

All pricing is subject to 20% taxable service charge and 7.35% CT State Sales Tax. Room Rental Fees and Food & Beverage minimums stated do not include service charge and tax.

## **GUARANTEES**

The guaranteed number of guests is due Ten (10) business days prior to your event along with menu selection. If the guarantee is not submitted by the required date, the expected number of guests becomes the guarantee. The group will be responsible for the guarantee number or the number of guests served, whichever is greater.

## **MENU SELECTION**

Final menu selection must be completed with the guaranteed number of guests Ten (10) business days prior to your event. A Private Dining Room Event Order (PDREO) will be sent to you, confirming the details of your event. Please sign and return the PDREO no later than Five (5) business days prior to your event.

## **MENU GUIDELINES**

### ***Regular Menu***

Groups less than 14 guests

- Guests to order ala carte from the Vivo Menu per meal period at the event

### ***Prix-Fixe Menu***

Groups with 14-30 guests

- Prix-Fixe Menu: Client to select up to Three (3) entrées from the Prix-Fixe Menu per meal period. Guests order their individual entrée from the Select Menu at the Event.

Groups 31-40 guests

- Prix-Fixe Menu: Client to select up to Three (3) entrées from the Prix-Fixe Menu per meal period. Guest's individual entrée selections must be received Ten (10) business days prior to the event. Corresponding meal tickets per the selections and counts will be provided.

Groups over 40 guests

- Prix-Fixe Menu: Client to select up to Two (2) entrées from the Prix-Fixe Menu per meal period. Guest's individual entrée selections must be received Ten (10) business days prior to the event. Corresponding meal tickets per the selections and counts will be provided.

### ***Buffet***

- Groups over 20 guests may order from the Buffet Menus.

### ***Family Style***

- Groups over 6 guests may order from the Family Style Menus.

### ***Dietary Restrictions***

Vegetarian & Dietary needs will be accommodated upon request with advanced notice.

## **ROOM SET-UPS & CONFIGURATIONS**

***Small PDR:*** 286 square feet

- Long Rectangular Table for up to 16 guests (up to 10 guests if having A/V: screen & projector)

***Large PDR:*** 737 square feet

- U-Shape for up to 24 guests (best for A/V: screen & projector)
- Hollow Rectangle for up to 26 guests
- Long Rectangular Tables for up to 42 guests (up to 28 guests if having a buffet or reception)

***Full PDR:*** 1,023 square feet

- U-Shape for up to 28 guests (best for A/V: screen & projector)
- Long Rectangular Tables for up to 56 guests (up to 42 guests if having a buffet or reception)

The guaranteed room set-up is due Ten (10) business days prior to your event.

**ALCOHOL/BEVERAGE SERVICE**

Our service staff will take orders for beverages in the *Vivo Seasonal Trattoria* Private Dining Room including cocktails, wine, beer and non-alcoholic beverages. Wines for dinner service must be pre-selected to ensure availability. All beverage service is charged on consumption to the master bill unless other payment arrangements are made at the time of the sales agreement.

Private bars are available and may be secured upon request, depending on the size and set-up of your event. The fee for a private bar is \$125.00.

**OUTSIDE FOOD AND BEVERAGE POLICY**

All food and beverages served and consumed in the *Vivo* Private Dining Room must be provided, prepared, and served by *Vivo Seasonal Trattoria*.

**CANCELLATION POLICY**

Your deposit for the Private Dining Room is non-refundable. Should your cancellation take place Ten (10) days or less, prior to your event, a cancellation fee equal to your food & beverage minimum will apply.

**MARRIOTT BONVOY EVENTS**

Marriott BonVoy points cannot be obtained for Private Dining Room events.

**AUDIO VISUAL**

PSAV is an audio/visual service company and is the only authorized contractor for audio/visual services in the *Vivo Seasonal Trattoria* Private Dining Room. Please contact PSAV directly for all audio/visual needs and pricing information at 860.760.2325 or by email at [cpiazza@psav.com](mailto:cpiazza@psav.com).

**PARKING**

*Vivo Seasonal Trattoria* does not validate parking, but convenient parking is located in the LAZ parking garage connected to the Hartford Marriott Downtown.

Self-Parking: \$3.00 first hour/\$2.00 each additional hour  
Valet Parking: \$5.00 first hour/\$2.00 each additional hour.

Client may contact the Laz office directly at 860.728.2598 to make group arrangements.

**ACCEPTANCE**

Upon Signature, the client agrees to the terms and guidelines described.

Name: (Print) \_\_\_\_\_

Signature: (Sign) \_\_\_\_\_

Date: \_\_\_\_\_

**Rachel Robie, Sales Coordinator**

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*Vivo Seasonal Trattoria* is located on the ground floor of the Marriott Hartford Downtown at 200 Columbus Boulevard, Hartford, CT 06103. Please visit our website: [www.vivohartford.com](http://www.vivohartford.com)

