

# VIVO Private Dining Room Information

Per your request, attached are the Vivo restaurant Private Dining Room package menus and the Vivo wine list. Package menus are required for groups of 15 or more. A group that is less than 14 people would order from our regular menu. If after reviewing the packages, you find you would like other options, please let us know. We can work with our chefs to customize something that meets your special requirements and get back to you with pricing.

Please see below for some additional information about the private dining room and some answers to frequently asked questions:

## Room Minimums / Maximum Room Occupancy

Vivo's private dining room may be divided into 2 rooms or used as one large room.

The small private dining room seats a maximum of 16 people. If a screen is required the room maximum capacity is reduced to 10 people.

The minimum for the small room is as follows:

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

The large private dining room seats a maximum of 36 people. If a screen is required, a u-shape set up is necessary which would reduce the capacity to 26 people.

The minimum for the large room is as follows:

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

The entire room seats a maximum of 56 people. If a screen is required, a u-shape set up is necessary which would reduce the capacity to 38 people.

The minimum for the entire room is as follows:

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

## Room Minimum Balance / Deposit / Credit Card Form

A food & beverage minimum of \$ (see above) is required, excluding Audio Visual charges (separate charges from PSAV), tax (6%) & service charge (20%). If the food & beverage minimum is not met, then the balance will be charged as a room rental fee.

A non-refundable deposit of \$200 is due to hold the reservation. A credit card authorization form must be submitted to process the deposit and to charge the balance at the conclusion of the event. Please submit the separate credit card authorization form by faxing it to 860-760-2260.

Once menus are complete, you will be sent an event order for approval which also must be faxed or emailed back 10 business days prior to the event.

Marriott Rewards cannot be obtained for private dining room events.

## Cancellation Policy

The following cancellation schedule will apply based on when the event is canceled.

Over 30 days = Original deposit refunded

30 Days-10 Days = 50% of room minimum will be charged

Less than 10 days = 100% of room minimum will be charged

## Guarantees

Please provide your guaranteed number of guests 3 business days prior to the event. If the guarantee is not submitted by the required date, then Vivo will assume that the expected number of guests is the guarantee. The group will be responsible for the guarantee number or the number of guests served, whichever is greater.

### **Menu Guidelines**

~Groups fewer than 14 guests can order ala carte off the menu

~Groups fewer than 30 guests can select up to 3 entrees from the Pre-Fix Menu and the guest would select their entrée at the event

~Groups of 31-40 guests can select up to 3 entrees from the Pre-Fix menu and the entrée counts must be submitted 3 days prior to the event. We also need a list of guest names with their entrée choice for meal card purposes.

~Groups of 41-55 guests can select up to 2 entrees from the Pre-Fix menu and the entrée counts must be submitted 3 days prior to the event. We also need a list of guest names with their entrée choice for meal card purposes.

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

### **Alcohol/Beverage Service**

Beverage service is provided by our service staff taking all orders in the private dining room for cocktails, non alcoholic drinks, and wine. Wines for dinner service must be pre-selected to ensure that they are available. All beverage service is charged on consumption to the master bill unless other payment arrangements are made at the time of the sales agreement (guests pay for own).

### **Audio Visual**

The hotel uses an audio/visual services company, PSAV, for audio/visual requests. Please contact PSAV or all audio Visual needs at 860.760.2388 or [cpiazza@psav.com](mailto:cpiazza@psav.com)

### **Parking**

Vivo does not validate parking. Laz parking owns and operates the attached parking garage. Client may contact the Laz office directly at 860.728.2598 for all of your parking needs.

Vivo is located on the ground floor of the Hartford Marriott Downtown in Hartford, Connecticut. The address is 200 Columbus Boulevard, Hartford, CT 06103. We can be visited on the web at [www.vivohartford.com](http://www.vivohartford.com). The phone number is 860-760-2333 and the fax number is 860-760-2260.

### **Food & Beverage Management Team**

Vivo Seasonal Trattoria  
200 Columbus Blvd.  
Hartford, CT 06103  
Phone: 860-760-2340  
Fax: 860-760-2260