

Mezza Grille

Party & Private Room Pricing

20 - 50 GUESTS

- ❖ \$250 deposit, credited toward final bill
- ❖ No set menu up to 25 guests
- ❖ Family or buffet service menu required for all parties with between 25 & 50 guests
- ❖ 22% Gratuity
- ❖ Minimum spending requirements:
 - Lunch (M – Su)
\$25.00/person*
 - Dinner (M – Su)
\$35.00/person*

51 - 100 GUESTS

- ❖ \$500 deposit, credited toward final bill
- ❖ Buffet service menu required for all parties with more than 50 guests
- ❖ 25% Gratuity
- ❖ Minimum spending requirements:
 - Lunch (M - Su)
\$25.00/person*
 - Dinner (M – Su)
\$35.00/person*



MINIMUM SPENDING REQUIREMENTS DO NOT INCLUDE ALCOHOLIC BEVERAGES, GRATUITY, OR SALES TAXES.

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MEZZA GRILLE REQUIRES A GUARANTEED NUMBER OF GUESTS A MINIMUM OF THREE (3) DAYS PRIOR TO YOUR EVENT.

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ALL CANCELATIONS MUST BE DONE IN WRITING, VIA FAX OR EMAIL A MINIMUM OF SEVEN (7) DAYS PRIOR TO YOUR SCHEDULED EVENT.

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DEPOSIT WILL BE CREDITED TOWARD YOUR FINAL BILL OR REFUNDED AS A MEZZA GRILLE GIFT CARD.

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ABSOLUTELY NO SPLIT CHECKS ON EVENTS HELD IN THE PRIVATE ROOMS.

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ABSOLUTELY NO OUTSIDE FOOD, DESSERTS, OR DRINKS WILL BE ALLOWED.

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MANAGEMENT RESERVES THE RIGHT TO ADDITIONAL CHARGES SHOULD YOUR PARTY EXCEED THE GUEST LIMITS LISTED ABOVE.

Audio/Visual Equipment

Our private room comes equipped with state of the art audio and visual equipment for your convenience. The following extra charges apply:

- 12' automated projection screen, LCD projector, sound system, & two wireless microphones \$300.00
- Wireless Internet access Complimentary

**TO RESERVE A ROOM OR FOR MORE INFORMATION, CONTACT OUR SPECIAL EVENTS COORDINATOR
STEPHANIE TIBI:**

**713-334-2000
stibi@mezzagrillehouston.com**

Mezza Grille

Private Party Contract

Date of Contract _____

THIS IS A LEGAL CONTRACT FOR SERVICES AND AN AGREEMENT TO PAY FOR SERVICES IN ACCORDANCE WITH THE TERMS SET FORTH HEREIN BETWEEN MEZZA GRILLE AND THE UNDERSIGNED:

Host/Company Name _____

Address _____

City _____ State _____ Zip _____

Phone: _____

Fax: _____

Email Address: _____

FOR THE FOLLOWING EVENT:

Date of event _____

Start Time _____ End Time _____

Est. Number of Guests _____ Adults _____ Children _____

Guaranteed Private (circle one) Yes No

**By signing below you agree to the terms & conditions as presented above.
Should you need to cancel any required deposits will be refunded on a Mezza Grille gift card for use at a future date.**

SIGNATURE _____ DATE _____

PLEASE READ & INITIAL THE FOLLOWING ITEMS

- _____ A \$250 or \$500 deposit **MUST BE** paid at the time the reservation is made.
- _____ Final Payment **MUST BE** made at time of service.
- _____ Final bill will be presented as one check. No separate checks.
- _____ Personal or corporate checks are **NOT** accepted.
- _____ A 22%-25% gratuity is added to all parties in the private room.
- _____ Alcoholic beverages, fees for a/v equipment use, gratuity, additional fees, and taxes **ARE NOT INCLUDED** in minimum spending requirements.
- _____ If expected guest count is not met on the day of the event, the per-person minimum spending requirement **WILL STILL APPLY**.
- _____ Per-person spending requirements **WILL STILL APPLY** to all extra guests above expected guest count. Final bill will be adjusted accordingly.
- _____ Outside food, desserts, & beverages are **NOT** allowed.
- _____ DJs and/or loud music are **NOT** allowed.
- _____ Mezza Grille does not provide name or place cards, unless requested. Additional fees will apply.
- _____ Special party menus will be provided, unless otherwise specified.
- _____ Guaranteed guest count **MUST** be made three (3) days prior to the scheduled event.
- _____ Cancellations **MUST** be made a minimum of seven (7) days prior to the scheduled event, or deposit will **NOT** be refunded in any form.
- _____ Smoking, gambling, or board games are **NOT** allowed.
- _____ **NO** outside A/V equipment, except for laptops.
- _____ A maximum of 3 hours is allotted for your party.
- _____ A \$50 fee will apply for every 30 additional minutes thereafter.
- _____ If using A/V equipment, guest agrees to arrive 30 minutes prior to reservation to set-up and ensure equipment is in proper working condition. A/V rental fee **WILL NOT** be refunded or waived if acknowledgement is not signed the day of the event.

Occasion (for menu titling purposes) _____

DESIRED MENU (TABLE SERVICE)

First Course _____

Second Course _____

Third Course _____

Dessert _____

Beverage _____

DESIRED MENU (BUFFET SERVICE)

Appetizer / Salad _____

Main Entree _____

Side Selection(s) _____

Dessert _____

Beverage _____

CREDIT CARD AUTHORIZATION FORM

I _____ authorize Mezza Grille to charge my
___ Amex ___ Visa ___ MC ___ Discover a **NON REFUNDABLE** deposit in the amount of
\$ _____

Name on Card _____

Credit Card No _____

Expiration Date _____ Security Code: _____

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card for use at a future date.**

SIGNATURE _____ DATE _____

PLEASE PRINT, COMPLETE, & FAX THE LAST 3 PAGES TO 713-334-2006

ATTN: STEPHANIE TIBI, EVENTS COORDINATOR