

Mezza Grille

Party & Private Room Pricing

OPTION 1 Up to 14 guests – Set menu is required				
\$150 Private room fee	\$250 Deposit	22% Gratuity	\$40 per person Minimum Spend at <u>Lunch</u>	\$50 per person Minimum Spend at <u>Dinner</u>

OPTION 2 15 – 45 guests -- Set menu is required				
\$0 Private room fee	\$250 Deposit	22% Gratuity	\$30 per person Minimum Spend at <u>Lunch</u>	\$40 per person Minimum Spend at <u>Dinner</u>

OPTION 3 46 guests and up – Family style or buffet service only				
\$0 Private room fee	\$500 Deposit	22% Gratuity	\$30 per person Minimum Spend at <u>Lunch</u>	\$40 per person Minimum Spend at <u>Dinner</u>

To reserve a room or for more information, contact our special events coordinator
Stephanie Tibi:
713-334-2000
stibi@mezzagrillehouston.com

Presentation Package

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
- WiFi access Complimentary

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 FIVE (5) DAYS** PRIOR TO YOUR EVENT.

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ALL CANCELATIONS MUST BE DONE IN WRITING, VIA FAX OR EMAIL A **MINIMUM OF TEN (10) DAYS** PRIOR TO YOUR SCHEDULED EVENT.

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DEPOSIT WILL BE CREDITED TOWARD YOUR FINAL BILL.

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

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ABSOLUTELY **NO** OUTSIDE FOOD OR DRINKS ARE ALLOWED

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SPECIAL EVENT CAKES ALLOWED WITH A **\$4 PER PERSON** PLATING FEE

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

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 Name _____ Company Name _____

Address _____ City _____ Zip _____

Phone: _____ Fax: _____ Email Address: _____

FOR THE FOLLOWING EVENT:

Date of event: _____ Start Time _____ End Time _____

Est. Number of Guests _____ Adults _____ Children _____

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% 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, & beverages are **NOT** allowed.
- _____ Special event cake is allowed with a **\$4 PER GUEST** plating fee
- _____ DJs and/or loud music are **NOT** allowed.
- _____ Special party menus will be provided, unless otherwise specified.
- _____ Guaranteed guest count **MUST** be made five (5) days prior to the scheduled event.
- _____ Cancellations **MUST** be made a minimum of ten (10) 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.
- _____ Guests 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.

DESIRED MENU (TABLE SERVICE)

Occasion (for menu titling purposes) _____

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 ___ DISC ___ a deposit in the amount of \$ _____. Deposit applies toward final bill. Deposit is fully refundable only if reservation is cancelled a minimum of 10 days prior to the event.

Name on Card _____

Credit Card No _____

Expiration Date _____ Security Code: _____

By signing below you agree to the terms & conditions as presented above.

SIGNATURE _____ DATE _____

PLEASE COMPLETE & FAX THE LAST 3 PAGES TO 713-334-2006
OR SCAN AND EMAIL TO STIBI@MEZZAGRILLEHOUSTON.COM