



PRIVATE DINING ROOM INFORMATION & RENTAL CONTRACT

CAPACITY

Our private dining room seats up to 68 people (Eagan), and 40 people (Woodbury) maximum. The room can be configured in many different ways. The room is quite cozy with the maximum number of people.

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 \$20 flat fee. We will happily cut and plate your provided dessert upon request. Dessert must be from a licensed bakery or grocery store.

Feel free to bring in your own bottle of wine if you like (\$10 corkage fee per 750ml bottle, \$20 for 1.5L). 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 5 days of your event at the latest. At least 5 days is preferred. Changes will not be made within 72 hours of the event.

Food from the banquet menu cannot be taken to-go after the 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 is included in the minimum). Gratuity and service fees (dessert fee, linen fee, or corkage fee) 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. Food can be ordered to go to help reach the minimum at the end of your event. You can also place and pay for a catering order that evening for pick-up within 3 days.

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). Dates are not held until page 5 of the contract is received.

SEATING TIMES

Two seating time-slots are available each day: lunch and dinner (see below). We ask that all guests depart Andiamo within 15 minutes of the posted closing time (Sunday-Thursday 9:15pm, Friday and Saturday 10:15pm).

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-CLOS E	\$500	\$500	\$500	\$500	\$1500 Eagan \$1000 Woodbury	\$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, gift cards, or credit card. Gift cards are not accepted for the deposit.

CANCELLATIONS

In the event that the customer decides to cancel, they would in-turn lose their nonrefundable \$200 deposit regardless of weather, illness, or Covid. No other penalties would be assigned to the customer (host of the event). The deposit can be moved to a later date if needing to reschedule.

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. You are more than welcome to decorate the room however you would like as long as it does not cause damage to the room and you clean it up and take it with you when you are finished. **Please no glitter or confetti. A \$50 cleaning fee will be administered via the CC on file if glitter/confetti clean-up is needed.**

LIABILITY... YOURS & OURS

Andiamo Italian Ristorante, 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. On the off chance that we must cancel your event for unforeseen circumstances, we will refund the deposit.

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 & Catering Coordinator:

Maddie Nadeau

651-353-7365

Email: maddie@andiamomn.com

Maddie works remotely and is available by email, phone call, or texting to the contact information above. EMAIL IS THE PREFERRED CONTACT METHOD.

IN-HOUSE EVENT DETAIL QUESTIONS
DUE AT LEAST 5 DAYS IN ADVANCE
We will not decrease guest count within 72 hours of the event.

1. Onsite contact name?

2. Which Andiamo location (Eagan or Woodbury)?

3. Date of event?

4. Arrival time of party?

5. Final guest count? Any children (ages)?

6. Table arrangement (u-shape, 8-tops, 12 tops, etc.)?

7. Ending time?

8. Need time to decorate? What time?

9. Food on one check or separate checks?

10. NA beverages on one check or separate checks?

11. Alcohol on one check or separate checks?

12. Water decanter in the corner or water at each spot?

13. Dessert table needed? Cake cutting?

14. Gift table needed?

15. White table cloths (\$40 for the room)?

16. Food buffet or family style?

17. What time would you like the food served (appetizers & dinner if applicable)?

18. Will you be doing a banquet menu (which package)?

19. Appetizers:

20. Salads:

21. Pastas:

22. Entrees:

23. Sides:

24. Dessert:

**** Put "NA" if inapplicable ****



PRIVATE DINING ROOM RENTAL CONTRACT

1. Your name?

2. Which Andiamo location (Eagan or Woodbury)?

3. Date of event?

4. Occasion?

5. Arrival time of party?

Ending time?

6. Guest count estimate?

7. Phone number?

8. 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, DISCOVER

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 this 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