

## CENTRO RESTAURANT

### Private Room Policies

#### MINIMUM

The EAST room has a \$500 minimum for evening events Monday through Sunday and a \$375 minimum for brunch events Saturday and Sunday. The EAST room can accommodate 20 guests comfortably for a sit-down dinner and up to 50 guests with limited seating.

The WEST room has a \$500 minimum for evening events Monday through Sunday and a \$375 minimum for brunch events on Saturday and Sunday. The WEST room can accommodate 50 guests comfortably for a sit-down dinner and up to 100 guests with very limited seating.

The GRAND room has a \$750 minimum for evening events Monday through Thursday, a \$1000 minimum Friday through Sunday and a \$500 minimum for brunch events on Saturday and Sunday. The GRAND room is both the East and West rooms with the French doors opened. It is our most popular arrangement and can accommodate 80 guests for a sit-down dinner and up to 150 guests with very limited seating. The GRAND room is recommended for groups over 40 guests since it gives an area for cocktails/appetizers on the East side and a separate area for dining on the West side.

Minimums do not include the 20% gratuity, 6% sales tax or the \$100 room set up fee. All brunch events on Saturday and Sunday must be finished prior to 2:30pm so that evening events can start on time. If the function minimum is not met, the bill will reflect the difference.

Event Room	Party Type	Maximum Guest Count	Minimums for Private Dining Rooms		
			Mon-Thurs PM	Fri-Sun PM	Sat & Sun AM
East	Cocktails & Appetizers	50 (limited seating)	\$500	\$500	\$375
	Sit-down Dinner/Brunch	20	\$500	\$500	\$375
West	Cocktails & Appetizers	100 (limited seating)	\$500	\$500	\$375
	Sit-down Dinner/Brunch	50	\$500	\$500	\$375
Grand (East & West)	Cocktails & Appetizers	150 (limited seating)	\$750	\$1000	\$500
	Sit-down Dinner/Brunch	80	\$750	\$1000	\$500

Centro requires a finalized event menu no later than 21 days before the event. Please submit the planning sheet with your event menu in writing via email. Additionally, Centro requires a guaranteed guest count no later than 7 days before the event. Please submit this in writing via email and confirm it was received by management. Centro reserves the right to charge you for the guaranteed number of guests based on the least expensive entrée from your event menu.

If a small wedding ceremony with less than 20 guests, or any variation of, will be performed in the private room(s), a 90 day notice is required and all arrangements must be finalized no less than 21 days prior to the event. If additional room set up is required for the wedding ceremony, Centro reserves the right to charge an additional \$100 room set up fee and may require up to an hour between the ceremony and meal service to re-set the room. Depending on the complexity of the re-set, Centro may require the party to vacate the room(s). Larger wedding ceremonies are not recommended due to the lack of space.

**To request more information including a full list of policies, availability, prices and a proposal, please return to the EVENTS page and click the [BOOK an EVENT](#) link.**

## **METHOD OF PAYMENT**

A valid credit card number is required to reserve your event. Please submit your credit card information via the secure link. No charges will be placed on this card unless no form of payment is given at the end of the event or if there is a cancellation fee or if the minimum dollar amount is not met or if the guaranteed number of guests is not met. One receipt for the entire event will be generated unless a cash bar was pre-arranged. Payment should be made upon the conclusion of the event with a credit card or cash. Discounts and coupons are not valid in the private dining room. No refund or discount will be applied to the bill for items not consumed.

## **CANCELLATION**

You may cancel 90 days prior to the event, without a penalty charge. If you cancel less than 90 days prior to the event, Centro will bill you for the minimum amount that was due. If you cancel less than 7 days prior to the event, Centro reserves the right to charge you for the guaranteed number of guests based on the least expensive entrée from your event menu, instead of the minimum. All cancellations must be submitted in writing and confirmed with the Operating Partner.

## **REQUIREMENTS**

Other than the F&B minimum, gratuity, tax and room set up fee, there are no room-rental fees nor deposits required. In order to reserve a date for your event, you must approve this Event Proposal and submit credit card information. Centro has the right to reserve the date to the first party that submits an approved Event Proposal and valid credit card information.

Although the French doors separating the two rooms will remain closed during the events, the rooms are not sound-proof. If you do not reserve the Grand Room (both sides), there may be a party on the other side.

Centro will provide and set up the room with white linens, votive candles, glassware, china, flatware and a stocked bar. Centro will also cover equipment, salad bar and coke machines with black drapes. Centro does not provide flowers, centerpieces or other decorations. However, you may bring flowers or have them delivered. Centro will be happy to put out flowers as directed. One medium or two small arrangements per table is recommended.

Typically, the room is available for table decorations 30 minutes prior to the event. If access to the room is required more than 30 minutes prior to the event, arrangements must be discussed 21 days prior to the event. Early access to the room may not be possible due to prior events/obligations. If early access to the room is an absolute necessity on Saturday or Sunday night, it is recommended that you reserve the room for the entire afternoon before your event for an additional \$500. Any alterations to the private room(s), including decorations, must be approved by the Operating Partner. Table and free-standing decorations are typically approved. Decorations that must be attached to the walls or windows are not allowed.

Food and beverages must be consumed in the private room(s). Leftover food from a replenished buffet package will not be packaged to-go. At the conclusion of the event, any items found in the private room(s) will be discarded.

Advise the Operating Partner of any changes in menu, guest count, time, equipment rental or any other changes that will affect your event as soon as possible. Depending on the time of changes, Centro cannot guarantee changes can be made. In order to rent audiovisual equipment, Centro requires a notification of 21 days.

Due to fluctuating costs, we are unable to guarantee food, beverage or audio/visual rental prices.

Due to Centro's lease, other tenants and electrical limitations, live music and DJ's are not allowed in the private room(s).

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