



# GENERAL INFORMATION

## DEPOSITS/CANCELLATIONS

In order to secure your function, a deposit and signed contract must be received. All deposits are non-refundable and an additional fee will apply for cancellations within seven days of the function.

## GUARANTEE

The final guaranteed number of guests must be received by Maggiano's via phone, fax or email three business days prior to your function; otherwise, the guest count listed on the signed contract will be considered your guarantee. You will be charged for the actual guest count in the case it exceeds your guaranteed number.

## SALES MINIMUMS

Each function room is assigned a "Sales Minimum" based on the day of the week and the meal period. The sales minimum represents the minimum dollars that must be spent to secure the function room(s). If the sales minimum is not met, then a room rental charge will be added to the final bill. Only Maggiano's food, beverage and in-house audio-visual sales are applied toward the sales minimum; taxes, event fees and any other items do not apply.

## EVENT FEE

Food, beverages and other services provided by Maggiano's will be subject to state and local taxes along with a 20% event fee. The 20% event fee is an administrative fee retained entirely by Maggiano's for the set up and administration expenses related to hosting your function. The event fee is not a tip and is not distributed to servers, bartenders or other service employees working your Function. The employees working your Function are non-tipped employees, and are compensated at a higher hourly wage. Tipping is not required and is at your discretion.

## CHEF REQUESTS

At Maggiano's, we believe every guest deserves to enjoy fresh, made-from-scratch food served in abundance. If you or any of your guests have an allergy or dietary restriction, please inform the staff and our chefs will be happy to accommodate your needs.

## PREFERRED VENDORS

Each of our restaurants work with experienced vendors to provide specialty items and services for your functions. For a list of vendors, please consult your local Banquet Sales Manager.

## V.I.P. (VERY IMPORTANT PLANNER'S) CLUB

For those of you who plan multiple banquet events throughout the year, Maggiano's offers our V.I.P. Club rewards program. Enroll now to receive perks year-round and following your first qualifying event\*, you will be eligible to receive your choice of reward for each qualifying event hosted thereafter in the calendar year.

### YEAR-ROUND PERKS:

- Complimentary WiFi
- Waived deposit
- Free event consultation

### REWARD OPTIONS:

- Complimentary in-house audio-visual equipment, up to \$200
- \$100 in V.I.P. Rewards certificates to use in the dining room, carryout, or toward a future banquet function
- Complimentary truffles for each event guest

Contact your local Banquet Sales Manager for more details or to enroll.

# AUDIO-VISUAL EQUIPMENT

Maggiano's is able to provide audio-visual support for most functions. Listed prices are for Maggiano's in-house audio-visual equipment only. Inventory varies by location and items are rented to the first guest to request them. Any additional audio-visual needs can be accommodated through rental partners. Prices may vary.

LCD PROJECTOR WITH SCREEN .....	\$200.00	IPOD DOCK .....	\$ 50.00
6', 8' OR DROPDOWN SCREEN .....	\$ 60.00	46" LCD TV .....	\$150.00
WIRELESS HANDHELD MICROPHONE .....	\$100.00	DVD PLAYER .....	\$ 35.00
(Includes sound system)		TRIPOD EASEL .....	\$ 15.00
WIRELESS LAVALIER MICROPHONE .....	\$150.00	EASEL PACKAGE .....	\$ 45.00
(Includes sound system)		(easel, flip chart and markers)	
PODIUM .....	\$ 50.00	WIRELESS INTERNET SERVICE .....	\$ 19.95
WIRELESS CLICKER .....	\$ 25.00		

Above prices do not include tax or event fee. Prices are subject to change.

\*Qualifying events require a \$750 minimum spend for the V.I.P. Club rewards.

