

Thank you for considering Positano Coast to host your event. Please fill out and sign the form below in order to secure the room for your event. We can accommodate up to 150 guests to celebrate all occasions. We provide options for formal sit-down dining in our Meridiana and Sirenuse rooms, and casual buffet-style dining, as well as cocktail party options in Sopra Lounge. Our staff will work with you to create the perfect menu and setting. Positano Coast offers a wide variety of private party packages that can be suited for the needs of your event, including customizable menus.

Please note the following details regarding private events:

- A minimum of 20 guests is necessary for event pricing to apply.
- A minimum of 50 guests is necessary to book the entire Sopra Lounge on a Friday or Saturday night. Minimum pricing requirement applies for Fridays and Saturdays.
- A \$200 deposit is required to reserve space for your event. It is non-refundable, but will be subtracted from your final bill.
- Tax (8% sales, 10% liquor) will be added to all event pricing.
- We suggest a gratuity of 20% for all events.
- All event rooms are available for a maximum of 3 hours. Food service will start no later than 45 minutes after the starting time of the event.
- Menu selections are required 3 weeks prior to your event.
- **A final guest count must be confirmed 48 hours prior to your event. Pricing will apply based on this number if fewer guests are in attendance.**
- Should you choose to bring in your own cake, there will be a cake cutting fee of \$2.00 per guest. All cakes must be from a licensed bakery or store.
- Please alert the staff of Positano Coast of any dietary restrictions or allergies in your party.
- In order to obtain a private bartender (Sopra Lounge only), there will be a \$100 bar set-up fee.
- Valet parking is available after 5:30pm Tuesday-Sunday. If you would like to offer valet service for your guests in the afternoon, this must be arranged directly with Royal Park Valet at 267-228-3900. If you would like to pay the valet fees on behalf of your guests, they require payment by cash or check the date of your event.
- **Final payment is due the day of your event. Payments by cash or check are preferred.**

Event Type: _____

Event Information Date: _____ Time: _____ # of Guests: _____ Room: _____

Deposit amount: _____ Payment type: _____

Guest Name (Please Print): _____

Guest Signature: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Restaurant Manager Signature: _____