



Salvi's Bistro & Special Events Policies

Thank you for your interest in our professional services. We will work with you to ensure your special event reflects your own taste and personal touches. Our goal is to relieve you of the many details that go along with hosting a successful event so that you and your guests can thoroughly...Remember the Extraordinary!

Guarantees on Number of Guests

Add-on items, food, and beverage charges based on guest count will be determined by the Client's final guest count guarantee. Final guest count and menu selections are due at least 7 days prior to the date of your event. Salvi's would prefer to receive your final guest count as soon as possible. If the final guest count falls below 75% of the proposed guest count, you may be charged accordingly in the form of a price increase per guest, a percentage charge of the proposed guest count and/or the loss of your room deposit depending on size and specifications of your particular event. We will make every effort to accommodate any last minute increases in the guest count. Please note, menu items and prices are subject to change.

Private Bar Service

If your event will need alcohol beverage service, we recommend a private bar. You and your guests will enjoy a stocked bar with personal service with a \$25 set-up fee. Please note, under Ohio law, alcohol cannot be consumed on our premises unless it was purchased under our Ohio Liquor License and open alcohol containers may not leave our premises. Additionally, no one under the age of twenty-one is permitted to purchase, possess or consume alcoholic beverages.

Start Time -End Time

Your 3 hour maximum event time in our private facility includes staffing from the start time through the end time of your event as specified in your contract. Overtime is billed at the rate of \$15.00 per hour unless otherwise approved. No overtime will be incurred if the event ends on schedule.

Decorations

If you need to add personal décor for your event, you may arrive one-half hour prior to your event, unless otherwise specified. All personal décor must be approved by the Special Events Coordinator prior to your event. Please note, we contract specific times for your event and there may be another special event scheduled before or after your event.

Banquet Information

We are here to customize the perfect party for you. With notice, every effort will be made to accommodate any specific requests or requirements you may have. Special menu items, floral arrangements, table configurations, décor assistance and enhanced personal service are available to you and your guests. We look forward to the opportunity to make your event a special and memorable occasion.

In planning your event, you may choose from one of our buffet selections or from a fixed menu of banquet item selections. If you choose a fixed menu, wait staff members will ask your guests for their entrée choices from your specified selections.

Please make your final menu and beverage arrangements at least two weeks prior to the date of your event. We also require that you provide us with a guaranteed guest count at least three business days prior to your event. If the guaranteed guest count is not met, the lowest cost menu selection will be assessed for any guests not attending.

If your event will require alcohol beverage service, we recommend a private bar. You and your guests will be treated to a stocked private bar with personal service. There is a \$25.00 set-up fee for the private bar. Please note, under Ohio law, alcohol cannot be consumed on our premises unless it was purchased under our liquor license and open alcohol containers may not leave our premises. Additionally, no one under the age of twenty-one is permitted to purchase, possess or consume alcoholic beverages.

We provide a variety of delicious desserts, however if you wish to bring your own cake, a \$25.00 cutting fee will be assessed.

A room deposit is required based on the size of your party. It is used to guarantee the availability of the room. This deposit will be credited to your bill. However, the deposit is non-refundable in the event you cancel your function. If your guest count drops dramatically, we reserve the right to relocate your party to an open seating area, unless you consent to converting your room deposit into a room charge.

If you choose to decorate the room, you may arrive one-half hour prior to your event, unless otherwise specified. Please note, we contract specific times with you for your event and there may be another function scheduled before or after your times.

All guest charges will be placed on one bill, including sales tax and 18% gratuity.

Please contact Pam Zerbe, Banquet Coordinator, at 614-889-9707, from 9:00 am until 5:00 pm, Monday through Friday. Thank you for considering Salvi's Bistro for your banquet event needs.

Salvi's Special Event Contract

Function _____ Day _____ Date _____

Type of Event _____

Estimated Guest Count _____ *Final Guest Count _____ (required at least 7 days prior to event)

*Date required for final guest count and final menu selections: Mo _____ Day _____ Date _____ Year _____

*Failure to finalize the above as agreed may result in the cancellation of your event at Salvi's and forfeiture of all deposits.

Salvi's Bistro & Special Events Hours of Business

Monday - Thursday 11 am - 10 pm Friday & Saturday 11 am - 11 pm

Sunday Brunch Buffet 10 am - 3 pm Sunday Dinner 3 pm - 9 pm

Event Start Time _____ Event End Time _____

Client Name _____ Address _____

City _____ State _____ Zip _____

Cell Phone _____ Home Phone _____ Work Phone _____

Fax _____ Email _____

Upon review and acceptance of our special event policies, please sign below and return this contract with your applicable refundable deposit made payable to: Salvi's Bistro

Special Event Coordinator

Date

Client

Date

Amount of Deposit \$ _____

Applicable Room Charge \$ _____

Cashier's Check

Credit Card (please circle) Amex Visa MasterCard Discover

Account: _____ Expiration Date: _____ 3 digit code _____

Final Payment _____ Credit Card _____ Corporate Check _____ Cash

Thank You for Choosing Salvi's Bistro & Special Events

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