



VINCENZO'S

Ristorante Italiano

*11525 Chester Road, Sharonville, OH 45246
(513) 771-0022*

Private Room Information Packet 2008



Vincenzo's Private Party Room offers a more comfortable and intimate setting for you and your party.

The room rental requires a minimum of 25 guests and accommodates a maximum of 60 guests. It is available for both lunch and dinner during our regular business hours. Please take a moment to read through this packet and familiarize yourself with the possibilities for your party.

Private Room General Information

The following pages describe Vincenzo's offerings for private dinner parties and luncheons. We can work with you on table arrangement and seating to make your party more or less formal depending on the occasion and can also assist with floral arrangements and coordinating table settings.

If you are a business and would like to use the room for meetings or presentations, please contact our catering coordinator and he/she will be happy to work with you.

Hours of Availability

The party room is available during our regular business hours – Lunch - Monday through Friday 11:00 – 2:30, Dinner - Monday through Thursday 5:00 – 9:00, Friday and Saturday 5:00 – 10:00. Weekday dinner parties have access to the room until 10:30 p.m., weekend dinner parties until 11:30 p.m.; lunch parties until 3:30pm. If time will be an issue with your event, please let us know so we can make proper arrangements together.

Music

We do provide a satellite radio service with a number of different musical genres that can provide background music while you dine. Choice of music is up to you but, if unspecified, will be the same as the main dining room. We do not provide live music, but may allow the host to bring in a live musical act at our discretion, provided it will not be disruptive to the rest of our customers.

Service Fees

We are fortunate to have a mature and professional service staff that will provide you with excellent attention. To ensure that your guests receive the attention they deserve we suggest one server for 25 guests, not to exceed 30 guests per server. Our staff agrees to work private parties in addition to their regular schedules. If a specific server is desired, please make your request well in advance and we will try to accommodate it by adjusting schedules.

The service fee is as follows:

Dinner - \$100 per server or 18% of bill, whichever is greater.

Lunch - \$50 per server or 18% of bill, whichever is greater.

Taxes

Sales tax of 6.5%, or the current rate, will apply as well. Neither taxes nor gratuity is included in the base per-person cost. Unfortunately, there are no separate checks available for parties held in the private room.

Deposit and Cancellation Policy

A deposit of approximately one third of the anticipated total cost of the party is required for both lunch and dinner parties and is due at the time of signing. The remainder of the full cost is to be paid the day of your party. There is a 25-person minimum to reserve the private room, and should the number of guests drop below that, you are still responsible for the minimum payment. Final menu choices must be received one week prior and final guest count three days prior to your event. If the cancellation of your party is absolutely necessary, the amount of your deposit to be refunded will be as follows from the day that you notify us of your cancellation:

120 days prior or more – 100%

119 – 90 days – 90%

89 – 60 days – 70%

59 – 30 days – 50%

Less than 30 days – 0%

Alcoholic Beverages

Additional pricing options are listed below for the inclusion of alcoholic beverages as a per-person cost. If you prefer, you may run a bar tab for drinks ordered, at regular menu prices, to be added to your bill.

If you do not wish to provide alcoholic beverages for your guests, they may purchase them individually. This requires payment upon ordering or a credit card to run a tab.

We can also special order any wines, champagnes, etc. that you may want served at your event, or you can order any of our dining room menu wines to be served with dinner. Please do not hesitate to ask about your options.

The following pricing options apply to both lunch and dinner parties:

*\$11 per person – Unlimited domestic beer and house wines. (for 3 hours)
Beers include Budweiser, Bud Light, Coors Light, Killian's, Michelob Ultra and Miller Lite. Wines include our house Chianti and Pinot Grigio, as well as your choice of another red and white wine.
Choice of red – Merlot or Cabernet Sauvignon.
Choice of white – White Zinfandel or Riesling*

\$18 per person – Above package, plus unlimited spirituous liquors. (for 3 hours) Excludes top shelf liquors and some liqueurs.

Pricing and Menu Options

To accommodate your budget, the Private Room Menu is divided into three tiers based on the per person cost of the entrée. The price for each includes the entrée, house salad, bread and garlic butter, soft drinks, iced tea, hot tea, and coffee (excludes espresso).

Appetizers, dessert and alcoholic beverages are additional. (See below)

Most of the menu choices come from our dining room menu, with a few available only to private parties. As host of the party, you may choose up to three entrees to offer your guests. You may choose your three entrees from any of the three tiers and you will be charged according to what is actually ordered by your guests. For larger parties it is essential to limit the number of entrée choices to three, however, if there are special dietary limitations for one or more of your guests, additional choices may be selected with our approval and/or an additional charge.

If your guests will be choosing an entrée when they arrive, menus will be needed at the table. We can print these for the nominal fee of \$.30 per menu if you so desire, or you can bring your own. Your dining options are not limited solely to this menu; we can also prepare special requests such as a full prime rib of beef, or special vegetarian dishes. All efforts will be made to meet any special dietary needs of yours or your guests.

Entrée Choices

Choose three from the following...

Tier 1 - \$12 per person Lunch - \$18 per person Dinner

1. *Fettuccine Alfredo **
2. *Fettuccine Marinara **
3. *Tortellini Bolognese*
Choice of beef or cheese tortellini in a tomato cream sauce with ground beef
4. *Penne Campagnola*
Italian sausage, peppers, mushrooms and onions in a tomato sauce
5. *Gnocchi Alfredo **
Potato and flour dumplings served in our famous Alfredo sauce
6. *Ravioli Carbonara*
Beef ravioli in a cream sauce with pancetta and peas

** indicates vegetarian choice*

Tier 2 - \$14 per person Lunch - \$20 per person Dinner

(Note: Lunch includes choice of pasta or vegetable, dinner includes both where indicated)

8. *Pollo Piccata*

Breast of chicken in a light lemon white wine sauce, served with your choice of pasta Alfredo or Marinara, and a mix of fresh vegetables

9. *Pollo Aurora*

Breast of chicken in our famous aurora sauce with broccoli and mushrooms, served with farfalle pasta

10. *Pollo Tre Formaggi*

Breast of chicken in a mozzarella, provolone, and parmigiano cream sauce, served with farfalle pasta

11. *Pollo Parmigiana*

Breaded breast of chicken, in a tomato sauce with melted mozzarella cheese and penne pasta

12. *Pollo Marsala*

Breast of chicken in a marsala wine sauce with mushrooms and penne pasta

13. *Fresh Catch of the Day, Piccata or Grilled*

Picatta - served with a light lemon-white wine sauce. Both preparations served with choice of pasta Alfredo or Marinara and fresh vegetable mix

14. *Maiale al Forno*

Boneless pork loin roasted with garlic and fresh rosemary, served with roasted potatoes and fresh vegetable mix

15. *Maiale al Chianti*

Baked boneless center cut pork loin in a Chianti wine sauce, with garlic, mushrooms, and penne pasta

Tier 3 - \$16 per person Lunch - \$24 per person Dinner

16. *Vitello Pizzaiola*

Veal scaloppini in a tomato and fresh basil sauce, with gnocchi pasta

17. *Bistecca alla Griglia*

*Grilled 10 oz. prime aged New York strip steak served with choice of pasta Alfredo or Marinara and fresh vegetables (8 oz. lunch portion comes with either pasta **or** vegetables)*

18. *Salmone con Farfalle e Gamberetti*

Salmon filet, with rock shrimp, asparagus and diced tomato in a light alfredo sauce – one of our most popular dishes!

19. *Salmone al Granchio*

Salmon filet in a roasted red pepper cream sauce with crab meat and spinach, with farfalle pasta.

Appetizers

Appetizers carry an additional charge of \$4.00 per person for both lunch and dinner parties. With this option, you can choose two appetizers from the list below, and our chefs will prepare a sufficient amount for all your guests. For an additional \$2.00 per person, a third appetizer may be chosen. Appetizers can be served buffet style, (especially nice with cocktails) or at the tables. The appetizers menu is divided into Hot and Cold choices, although any combination may be chosen. Unfortunately, due to the high cost of shrimp, the Gamberoni al Vapore is not included as a choice, but can be bought by the tray.

Hot Appetizers

1. *Funghi con Salsicce*
Italian sausage and fresh mushrooms in a Chianti wine sauce
2. *Funghi Ripieni **
Small mushrooms stuffed with spinach and cheese and seasoned with herbs and olive oil
3. *Pane All' Aglio con Formaggio e Pomodoro**
Toasted garlic bread with olive oil and herb dressing, melted provolone and mozzarella cheese and fresh tomato over top
4. *Provolone Fritto*
Breaded provolone cheese, golden fried and served with our marinara sauce for dipping

Cold Appetizers

5. *Pinzimonio**
Raw vegetable platter with an olive oil herb sauce for dipping
 6. *Mozzarella Capricciosa **
Roma tomatoes with fresh mozzarella, herbs, olive oil and balsamic vinegar drizzled over top
 7. *Pommodori con Pesto**
Pesto and parmesan cheese, spread over fresh marinated tomatoes
 8. *Frittata **
Our version of the traditional "baked omelet." Bite-sized portions of egg, sun dried tomato, spinach and cheeses, served room temperature - Fantastic!
- Also available - Gamberoni al Vapore*
Shrimp cocktail with a special cocktail sauce made in-house
Tray of 25 shrimp - \$ market price

** indicates vegetarian choice*

Dessert

We offer a full line of delicious, home-made, authentic Italian desserts. Charges listed are per person if you wish to offer full portions of each to your guests. You can save on dessert costs by offering smaller portions of only one or two items. This can be arranged with our pastry chef in advance. We can also provide specialty cakes. This list varies according to the dining room menu.

Panna Cotta – Our house specialty... \$5

An Italian-style flan made with heavy cream, rum, espresso and caramelized sugar

Cannoli - \$4

Classic Italian crisp pastry shell with ricotta cream filling

Tiramisu - \$5

A true Italian “pick me up” made with espresso soaked lady fingers and mascarpone cheese

Chocolate Grand Marnier Mousse Cake - \$5

Chocolate lovers will adore this rich, orange flavored, flourless slice of heaven

Spumoni Ice Cream - \$3

Tri-flavored Italian ice cream combining strawberry, pistachio, and chocolate

Tartufo - \$4

Premium ice cream on a caramel and chocolate wafer, dipped in dark chocolate and covered with walnuts

Half portions of some of our desserts are available – please ask.

Thank you for taking a moment to look through our Private Room Packet and Menu. If you would like to arrange your party here, please don't hesitate to call, and we will do all we can to work with you to create a perfect and memorable occasion.

Sincerely,

The Management and Staff of Vincenzo's

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