



11525 Chester Road, Sharonville, OH 45246  
(513) 771-0022  
[www.vincenzos.net](http://www.vincenzos.net)

## Private Room Information Packet 2016



Vincenzo's Private Party Rooms offer a more comfortable and intimate setting for your party, special event or business meeting. We have two distinctly different rooms available to meet the needs of large and small groups alike.

Please contact our event coordinator for help in booking a room and creating a very special occasion.

513-771-0022

## **Hours of Availability**

The private rooms are available during regular business hours:

Lunch - Monday through Friday 11:00am – 2:00pm

Dinner - Monday through Thursday 5:00 – 9:00

Friday and Saturday 5:00 – 10:00

Weekday dinner parties have access to the room until 10:00 p.m

Weekend dinner parties have access to the room until 11:00 p.m

Lunch parties until 3:00pm.

If time will be an issue with your event, please let us know when booking, so we can make appropriate arrangements.

## **The Small Private Room**

This is a very intimate setting which seats 16 adults comfortably.

The regular menu applies, however, should you wish to limit the menu, we will be happy to work with you to design a custom one.

A \$100 deposit is required to reserve the room and will be deducted from the final bill.

The cancellation policy is the same as that for the large room outlined below.

There is a minimum expenditure requirement of \$250 for lunch and \$450 for dinner exclusive of tax and gratuity.

A 20% gratuity is automatically added.

## **The Large Private Room**

The room rental requires a minimum of 25 guests or minimum \$550 expenditure (\$375 for lunch) exclusive of tax, gratuity, and alcohol. This room can accommodate up to 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 event.

# Large Room Deposit and Cancellation Policy

A deposit of approximately one third of the anticipated total cost of the party is required to reserve the large room and is due at the time of signing.

The remainder of the full cost is to be paid the day of your party.

Final menu choices must be received one week prior and final guest count two days prior to your event. You will be expected to pay for the number of guests confirmed even if less attend. 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%

## 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 28 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 - \$110 per server or 18% of bill, whichever is greater.

Lunch - \$75 per server or 18% of bill, whichever is greater.

## **Taxes**

Sales tax of 7.0%, or the current rate, will apply as well. Neither taxes nor gratuity is included in the base per-person cost.

## **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, we are very flexible and will help you find the best way to stay within budget.

*\$12 per person – Unlimited domestic beer and house wines. (for 3 hours)*

*Beers include Budweiser, Bud Light, Miller Light, Killian's, and Yuengling*

*Wines include our house Chianti, Merlot, Pinot Grigio,*

*Chardonney, and White Zinfandel*

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

## **Pricing and Menu Options**

Events at Vincenzo's are served plated; if you prefer a buffet, let us know.

The price for each menu item below includes the room fee, entrée, house salad, bread and garlic butter, Coca Cola products, iced tea, hot tea, and coffee (excludes espresso).

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

The most popular entrée items are listed below. If you wish to include a pasta only item (ie ravioli, tortellini, spaghetti and meat balls), please check the dinner menu for options. We can also prepare special requests such as prime rib of beef or lobster (note: these require guaranteed minimums).

You may choose up to three entrees to offer your guests. If they are in different price tiers you will be charged for the entrees ordered by your guests.

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.

Since 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 \$.50 per menu if you so desire, or you may bring your own.

# Entrée Choices

*Choose three from the following 2 Tiers...*

## Tier 1 - \$22 per person (\$15 per person for lunch)

1. *Penne Campagnola*  
*Italian sausage, peppers, mushrooms and onions in a tomato sauce, penne pasta*
2. *Penne con Verdura*  
*Penne pasta tossed with fresh mixed vegetables, garlic, olive oil, and herbs*
3. *Pollo Piccata*  
*Breast of chicken in a light lemon white wine sauce, served with one of the following sides:  
pasta Alfredo, pasta marinara, mixed fresh vegetables, pasta con verdura*
4. *Pollo Tre Formaggi*  
*Breast of chicken in a mozzarella, provolone, and parmigiano cream sauce, served with farfalle pasta*
5. *Pollo Parmigiana*  
*Breaded breast of chicken, in a tomato sauce with melted mozzarella cheese and penne pasta*
6. *Pollo Ripieno Dante*  
*Breast of chicken, stuffed with spinach and cheese, served over farfalle pasta with a mushroom prosciutto cream sauce*
7. *Fresh Catch of the Day (choose Piccata or Grilled)*  
*Piccata - served with a light lemon-white wine sauce.  
Both preparations served with one of the following sides:  
pasta Alfredo, pasta marinara, mixed fresh vegetables, pasta con verdura*
8. *Grilled fresh catch with vegetable risotto (Gluten Free)*
9. *Maiale al forno*  
*Boneless pork loin roasted with garlic and rosemary, served with roasted potatoes and fresh vegetable mix*

## Tier 2 - \$26 per person (\$19 per person for lunch)

10. *Bistecca alla Griglia*  
*Grilled 10 oz. prime aged New York strip steak served with potatoes and a fresh mixed vegetables*
11. *Veal Parmigiana*  
*Breaded veal in a tomato sauce with mozzarella and parmigiana cheese*
12. *Salmone con Farfalle e Gamberetti*  
*Salmon fillet, with rock shrimp, asparagus and diced tomatoes in a light alfredo sauce, with farfalle pasta*
13. *Salmone al Granchio*  
*Salmon fillet in a roasted red pepper cream sauce with crab meat and spinach, with farfalle pasta*
14. *Tonno con Gamberetti*  
*Tuna fillet and rock shrimp in a lemon white-wine sauce with roasted red peppers, asparagus and farfalle pasta*

# Appetizers

*For an additional \$6 per person you may choose two appetizers from the list below. Our chefs will prepare a sufficient amount for all your guests. Please remember that these are meant to be appetizers and not dinner. For an additional \$2.00 per person, a third appetizer may be selected. Appetizers can be served buffet style, (especially nice with cocktails) or at the tables. The appetizer 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*
5. *Zucchini Fritti\**  
*Breaded fried zucchini served with horseradish sauce*
6. *Calamari Fritti – calamari, lightly floured and fried is served with a spicy marinara sauce*

## Cold Appetizers

*Mozzarella Capricciosa \**  
*Roma tomatoes with fresh mozzarella, herbs, olive oil and balsamic vinegar drizzled over top*

## Also Available

*Antipasto Misto (meats, cheeses, crackers) serves 12-15 \$60 tray*  
*Shrimp Cocktail - market price*

*\* indicates vegetarian choice*

## Dessert

We offer a full line of delicious, homemade, authentic Italian desserts. You can choose any dessert off our regular menu or we can make smaller portions of one or two items or provide a specialty cake. This can be arranged with our pastry chef in advance. Please call for more information.

Thank you for taking a moment to look through our Private Room Packet.  
If you would like to arrange your party at Vincenzos, 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 Vincenzos

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

