



Vincenzo's

11525 Chester Road, Sharonville, OH 45246

(513) 771-0022

www.vincenzos.net

Private Room Information Packet 2018-2019



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

Please take a moment to read through this packet and familiarize yourself with the possibilities for your event.

Hours of Availability

The private rooms are available during regular business hours:

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

Dinner - Tuesday 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 (\$400 for lunch) exclusive of tax, gratuity, and alcohol.

This room can accommodate up to 50 guests. It is available for both lunch and dinner during our regular business hours.

Large Room Deposit & 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 at the conclusion of your event. 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 attends.

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% refund

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 permit you 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 their utmost attention.

To ensure that your guests receive the attention they deserve we suggest no less than one server for every 25 guests.

Our staff agrees to work private parties in addition to their regular schedule, 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 be added to the bill.

Neither taxes nor gratuity is included in the base per-person price.

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.

\$14 per person – *Unlimited domestic beer and house wines. (for 3 hours)*

Beers include: *Budweiser, Bud Light, Miller Lite, Mich Ultra, and Yuengling*

House wines include: *Chianti, Merlot, Pinot Grigio, & Chardonnay*

\$20 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)

Some of 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.

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 individual menus for a nominal fee of \$.60 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 (\$16 per person for lunch)

1. Penne Campagnola

Italian sausage, peppers, mushrooms and onions in a tomato sauce, penne pasta

2. Ravioli Arrosto

Cheese filled ravioli with a roasted red pepper cream sauce

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

10. Maiale Boscaiola

Bone-in pork chop in a marsala wine sauce with mushrooms and roasted red peppers, served with gnocchi

Tier 2 - \$26 per person (\$20 per person for lunch)

11. Bistecca alla Griglia

Grilled 10 oz. prime aged New York strip steak served with potatoes and a fresh mixed vegetables

12. Veal Parmigiana

Breaded veal in a tomato sauce with mozzarella and parmigiana cheese

13. Salmone con Farfalle e Gamberi

Salmon fillet, with rock shrimp, spinach, and diced tomatoes in a light alfredo sauce, with farfalle pasta

14. Salmone al Granchio

Salmon fillet in a roasted red pepper cream sauce with crab meat and spinach, with 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.

Hot Appetizers

1. Funghi con Salsicce
Italian sausage and fresh mushrooms in a Chianti wine sauce
2. 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
3. Provolone Fritto *
Breaded provolone cheese, golden fried and served with our marinara sauce for dipping
4. Calamari Fritti – calamari, lightly floured and fried is served with a spicy marinara sauce

Cold Appetizers

5. 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 \$75 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 special event at Vincenzos, please don't
hesitate to call. We will do all that we can to create a perfect and
memorable occasion.**

**Sincerely,
The Management and Staff of Vincenzos**

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