



400 N Canon Dr. | Beverly Hills, CA 90210

**White Room Private  
Dining Guidelines & Policies**

Type	Days	Time	Location	Room Capacity	Function	Food & Beverage Minimum	Mark Choice
<b>L1</b> <b>D1</b>	Sunday - Thursday	11:30am – 3:30pm 6:00pm – 10:30pm	White Room	Seated: 80 Cocktails: 90	Plated Lunch Plated Dinner	\$2,800 \$3,800	
<b>L2</b> <b>D2</b>	Friday - Saturday	11:30am – 3:30pm 6:00pm – 11:30pm	White Room	Seated: 80 Cocktails: 90	Plated Lunch Plated Dinner	\$4,100 \$6,100	
<b>L3</b> <b>D3</b>	Christmas Eve	11:30am – 3:30pm 6:00pm – 10:30pm	White Room	Seated: 80 Cocktails: 90	Plated Lunch Plated Dinner	\$4,800 \$6,800	
<b>L4</b> <b>D4</b>	New Year's Eve	11:30am – 3:30pm 6:00pm – 10:30pm	White Room	Seated: 80 Cocktails: 90	Plated Lunch Plated Dinner	\$4,800 \$7,800	

**MENU:**

- Il Pastaio’s farm fresh menus are flexible & easily tailored based upon the hosts distinctive requirements. *(see attached)*
- Il Pastaio requests that Menus be confirmed one week prior to the private dining event, so we have ample opportunity to source all our farm fresh ingredients.
- Il Pastaio’s farm fresh menu items and pricing are subject to change depending on daily market availability.

**BEVERAGES:**

- All Alcoholic and Non-Alcoholic beverages are charged according consumption and are in addition to the per person menu pricing.
- Wine can be a critical part of many private dining experiences; thus, we recommend wine selections at least seven (7) days prior to your special day to ensure availability.
- Il Pastaio has an extensive wine selection at competitive prices & prefers not to have outside wines brought into the restaurant, but understands it’s discerning customers want to make a private event more special.
  - If a Customer feels it’s important to supply their own unique wine, a maximum of 5 bottles for 25 guests would be allowed.
  - First bottle Corkage fee is \$30.00, Second bottle Corkage fee is \$30.00 & \$45.00 for each additional bottle.
  - **Corkage Fee is not part of the F&B Minimum**
- Guests are not allowed to bring their own Hard Liquor
- Il Pastaio, also has the ability to offer a Cash & carry bar to groups in the private dining area.

**CAPACITIES:**

- The luxurious Private **White Room** accommodates 25-80 Seated guests and 90 for standing receptions

**MINIMUM REQUIREMENT:**

- To reserve an Il Pastaio’s Private Dining event, we require a total food and beverage minimum spend of \$2,800 to \$7,800 based on day & time
- If the unanticipated occurs, where the food and beverage minimum is NOT met, the balance to cover the minimum will be added to your final bill as **“UNMET MINIMUM”**
- The food and beverage minimum stated does not include tax and tip.

**VALET PARKING:**

- Il Pastaio’s “Lunch” Valet Parking Service is located on Brighton Way.
- Il Pastaio’s “Dinner” Valet Parking Service is located on Canon Drive.
- All Valet Parking fees are subject to change and is not part of the minimum spent in the room.

**RENTALS DECORATIONS:**

- Il Pastaio, Beverly Hills is not responsible for any outside rentals or decorations that are brought into the restaurant and are not picked up the same day as the event before closing.
- Private Event Host’s takes full responsibility for any damages, other than normal wear and tear, done to the property because of Host’s vendors, guests or staff.

- Should any damage to the property occur, Il Pastaio will hire its own vendors & bill Host for the costs of repair.

**MUSIC:**

- Il Pastaio requests that all musical instruments & bands must be approved by Il Pastaio Private Dining Department at least 2 weeks prior to your event.
- Il Pastaio reserves the right to decide if the proposed band or musical instruments will be disruptive to the rest of the restaurant.
- Bands / DJ's must adhere to the restaurants management when told to lower the volume of the music that is disruptive to the rest of the restaurant guests.
- Il Pastaio has enabled the private dining area with Hi-Tech amenities like Sonos System, Apple TV, and Smart TV. Projector rental is also available upon request.

**DEPOSIT / CANCELLATION:**

- A deposit of \$1,000.00 is required to confirm your reservation.
- The deposit is refundable 30 days for weekend Friday-Saturday and 15 days for Sunday - Thursday.
- Additional non-refundable deposits may apply for large events.
- *In the event you must cancel same day or a few days before the event your deposit will be retained by Il Pastaio*
- *If the party fails to show up for their scheduled event without any prior notice, Il Pastaio will charge the full food & beverage minimum as agreed on the event contract.*

**PAYMENT:**

- The total bill is due and payable after the event.
- Il Pastaio, Beverly Hills accepts Visa, MasterCard, American Express, Discover, and Cash. No Gift Certificates allowed for Private Events
- Please note, the credit card on file will be charged after the event unless another form or payment is received.

**GUARANTEE:**

- To allow Il Pastaio to properly plan for and staff your event, we require a minimum # of guaranteed guests 48 hours prior to your event.
- If your party falls below the guaranteed # on the day of the event, the host will still be charged for the guaranteed number.
- If your party exceeds the guaranteed #, you will be charged for the actual number of guests attending.

**SUGGESTED TIP:**

- Il Pastaio base tip for its events is 20%.
- By filling in a percentage & initializing in the space provided, the Host requests that Il Pastaio include such tip on the check presented at the end of the event.
- The Host retains the discretion to adjust the foregoing amount up or down commensurate with the dining experience.
- Please circle a percentage or option below to indicate the desired tip to be paid to the service staff.

20%    22%    25%

By completing, signing, and returning to Il Pastaio's Private Dining Department with a deposit check, the client confirms this engagement reservation.

I understand and agree to the guidelines listed above for Il Pastaio's Private Dining:

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_

Client Name printed \_\_\_\_\_ Client Signature \_\_\_\_\_

Date \_\_\_\_\_