MANGIAMO!
BANQUETS & CATERING

MANGIAMO! INDOOR EVENT CONTRACT

Banquet Sales Office Hours: 8:30am – 3:30pm, Monday – Thursday (Closed Friday – Sunday)
Phone: 616.742.0600 ext. 12 Fax: 616.742.0846 Email: hbeyer@gilmorec.com
Catering Sales Manager: Heidi Beyer
Catering Assistant Manager: Michael Clarno
appointment recommended to assure you the personal service our many satisfied clients have come to appreciate

Thank you for thinking of Mangiamo! for your special event.
We will do our best to accommodate any unique needs or special requests.

The following holds for all private or corporate events that schedules
food and/or beverage service with Mangiamo!.

INDOOR EVENTS AT MANGIAMO! WILL HAVE A $50.00 ROOM RENTAL FEE

Minimum Food & Beverage Spending for Rooms are as Follows:
Any event with a conclusion time prior or at 4:00pm has a $400.00 minimum
spending in food and beverage per booked event space

For events that concluded after 4:00pm, following minimums must
be met in food and beverage sales before tax and gratuity

LIBRARY
Seats Maximum 50 People
$400 Sun-Tue / $1,500 Wed-Sat
40 person minimum required Wed-Sat

LIBRARY IN DECEMBER
$1,500 Mon-Tue / $2,500 Wed-Sat
40 person minimum required for all evening events

RED ROOM
Seats Maximum 38 People
$400 Sun-Thu / $700 Fri-Sat

BLUE ROOM
Seats Maximum 26 People
$400 Sun-Thurs / $700 Fri-Sat

GREEN ROOM
Seats Maximum 20 People

$400 Sun-Thurs / $700 Fri-Sat

WINE CELLAR
Seats Maximum 20 People / Standing Room 35 People
$400 Sun-Thurs / $700 Fri-Sat

LAWN (seasonal)
Maximum 150 People
$500 Rental Fee (includes chairs, tent, lawn games, linen, china, silverware, glassware)
$700 Sun-Thurs / $1,500 Fri-Sat
Buffet Menu only available on lawn

WEDDING CEREMONY SITE
$300.00 Rental Fee
Weddings must conclude by 4:00pm
Lawn - up to 200ppl
Blue Room - up to 35ppl
Includes
*chair setup chapel style
*rooms for bride and groom to get ready
*an appetizer of restaurants choosing - serves 4-6 people
*bottle of house wine or 6 pack of beer

If the preceding spending minimums are not met, the difference will be charged and added to the room rental fee. If the spending minimums are met or exceeded, no additional fees will be charged.
$45.00 bar fee will apply for parties with a cash bar

Mangiamo! has availability for private functions in several private dining rooms, with capacities ranging from 10 to 85 guests. Rooms are reserved based on function size estimates given at the time of initial booking. Mangiamo! reserves the right to conduct your event in the most appropriate sized room, even if not the room originally booked for your event. Mangiamo! also reserves the right to change your room if needed.

Mangiamo! does not allow anything hung on any painted wall surfaces.
If damage is done to any surfaces, your credit card will be charged to cover repair costs.

All non-alcoholic & alcoholic beverages must be supplied by The Gilmore Collection.
The Gilmore Collection does not allow any type of beer, wine or liquor to be brought into the establishment, i.e. coolers, bottles, cans, etc.

Mangiamo! reserves the right to review and adjust any price quotations issued more than 14 days prior to the date of your scheduled event.

All menu selections and room setups must be completed with the
Catering Sales Manager ten business days (2 weeks) prior.

The guaranteed final number of guests must be confirmed 5 business days prior to your event.
At this point you will not be able to decrease your number and you will be charged accordingly.

You will have up to 24 hours prior to your event to increase any final counts. At this point it is up to the Sales Manager's discretion if the restaurant will be able to handle the changes.

SEPARATE CHECKS FOR FOOD ARE NOT AVAILABLE FOR PRIVATE BANQUET EVENTS. IF GUESTS NEED TO PAY SEPARATE, IT IS UP TO THE HOST/PARTY PLANNER TO COLLECT MONEY FROM THE GUESTS AND PAY THE BILL.

Special promotions, discounts or coupons for in restaurant dining are not available for private events

All food and beverage charges are subject to a 6% sales tax and a 20% gratuity. If your party is tax exempt, please supply your tax exemption number and proper paperwork to our office.

Please note that in accordance to health department codes, all perishable food will be removed after 2.5 hours.

Mangiamo! is not responsible for items lost, left, stolen, or damaged at our location. For liability reasons, guests are asked to remain in contracted areas only. Mangiamo! reserves the right to charge a $50.00 labor fee for any setup that falls outside the "standard" setup or if groups use space outside the contracted area

CANCELLATION POLICY
$20.00 per confirmed/anticipated guest will be charged to the credit card on file.
January - November: 4 Days or Less (from start time of event)
December: 30 Days or Less