

Poggio Trattoria

~Catering Information~

SALONE BRESCIA AND SALONE TOPOLINO ROOM

The Salone Brescia room can accommodate groups up to 40 guests comfortably for a seated meal. The use of this space does require a food and beverage minimum of \$1,000.00. Our Salone Brescia room is Poggio's premier private dining space. The rooms are elegantly appointed and have several windows overlooking the Sausalito harbor. Separated by wooden doors, the Salone Topolino room is adjacent to the Salone Brescia room and can be used for a private reception prior to dinner or as an area to set up your buffet.

SALONE GRANDE (SALONE ROMA, ARTIMINO, FIRENZE)

Casa Madrona Hotel & Spa's premier meeting space. The rooms are sub-divided into three sections (Salone Roma, Salone Artimino & Salone Firenze) and can be rented individually or as a whole (Salone Grande). Each of the rooms has built in audiovisual screens, partial bay view, state of the art lighting system, high speed internet connection and flex back meeting chairs.

The following outlines the number of guests that can be accommodated:

	<u>Seated Banquet</u>	<u>Standing Reception</u>
SALONE ROMA	50	50
SALONE ARTIMINO	50	50
SALONE FIRENZE	50	50
SALONE GRANDE	150	150
SALONE BRESCIA	40	40
SALONE TOPOLINO	20	20

Additional Information

Poggio Trattoria is described as serving Healthy Upscale Italian Cuisine. Our kitchen creates vibrant dishes using organic farm market produce, local fish and quality meats. Our Poggio staff pays great attention to detail for every dish they create.

Event Menus

Menu choices must be submitted to the Catering Department 10 days prior to the function. All final guarantees must be submitted 72 business hours prior to the function. The guarantee is the number of guests attending your event. You will be charged for the guaranteed number of people plus any additional guests over that guarantee.

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Plated Meals

For groups of 35 guest's or more, please select (1) Starter, up to (2) Entrees, and (1) Dessert for the entire group. If two entrees are selected, entree counts must be provided to the Catering Department 72 business hours prior to the function. Please provide placecards at the event to denote who is to be served which entrée.

Parking

Valet parking can be provided for your guests.

Taxes

All facility fees and food and beverage are subject to a 8.25% tax.

Service Charge

A 21% service charge will be added to the final bill. Per state regulation #1603, the service charge is also taxed.