



Catering Information

Poggio Trattoria is the exclusive caterer for all events. Our food is described as “Healthy Upscale Italian Cuisine”. Directed by award-winning Chef Ben Balesteri, Poggio’s kitchen creates vibrant dishes using organic farmers market produce, local fish (often caught by the chef himself) and high-quality meats. The entire Poggio culinary team pays great attention to detail for every dish we offer.

Menus

Menu choices must be submitted to the Catering Department 10 days prior to the function. All menus are subject to change due to seasonal availability. 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.

Plated Meals

For groups of 35 guests or more, please pre-select (1) First Course, up to (4) Entrée Courses, and (1) Dessert Course for the entire group. If additional options are selected, exact counts must be provided to the Catering Department 72 business hours prior to the function.

Parking

Please note that there is currently no valet parking due to County health department restrictions. When permitted, valet parking can be provided for your guests through the Casa Madrona hotel. The cost is \$15 per vehicle for event parking.

Taxes

All facility fees and food and beverage are subject to an 8.75% sales tax.

Service Charge

A recommended 16% gratuity and 6% booking fee will be added to the final bill.

Corkage Charge; Cake-Cutting Fee

A corkage charge in the amount of \$25.00 per 750 ml bottle of wine will be assessed on all customer provided wine. A cake-cutting service fee will be charged in the amount of \$3.00 per person.

Menu

Menu selections and prices are as listed in the information packet. Alternatively, Poggio will be happy to create a custom menu for your event. Due to matters of seasonality and market conditions, all menu items are subject to change.



Private Dining Rooms

Salone Brescia & Salone Topolino

Salone Brescia room is Poggio restaurant's premier private dining space. The use of this space requires a food and beverage minimum that varies depending on time and season. Brescia is elegantly decorated with floor length ivory linens, mahogany chiavari chairs, personalized menus, votive candles and signage for each event, with several windows overlooking the Sausalito harbor and downtown Sausalito. Separated by wooden doors, the Salone Topolino room is adjacent to Salone Brescia and can be used for additional socially distanced seating. Combined the two rooms offer 600 square feet of private space.

Brio Ballroom

Located on the second floor of the hotel's contemporary building, the flexible Brio Ballroom has oversized windows with views of the Sausalito harbor. Brio Ballroom divides into three sections (Brio 1, Brio 2, and Brio 3). Three 16x9 screens and high-definition projectors retract into the ceiling providing the perfect ambiance for social events and special celebrations. The entire Brio ballroom is 1,620 square-feet.

Junto

Junto is a 1,700 square-foot meeting and event space featuring brilliant views of the Bay and San Francisco skyline. Located on the 4th floor, Junto is filled with natural light from the floor-to-ceiling windows and glass doors that open to reveal a breathtaking deck overlooking the marina. Presentations are seamless with advanced technology systems and equipment including a striking media wall with multi-point video conferencing capabilities. The space is perfect for social events, engagement parties, business meetings, closing dinners and important celebrations.

Alexandrite Suite

A unique experience that is simply beyond compare. The Alexandrite Suite is a penthouse luxury venue featuring 5,000 square-feet of newly renovated living and entertaining space. Designed to create a spacious layout, complete with floor-to-ceiling glass doors that fold away connecting the impeccably appointed interior with panoramic bay views for every socially distanced table. 3,500 square-feet of indoor space suitable for business meetings or well-spaced seated meals. 1,500 square-feet of outdoor space features a two-tiered deck. The HD media wall is ideal for multi-point video conferencing.