



# Poggio Trattoria

~Catering Information~

## **Salone Brescia and Salone Topolino**

Poggio's Salone Brescia room is Poggio's private dining space and can accommodate groups up to 40 guests. The room has several windows overlooking the Sausalito harbor and downtown Sausalito and is elegantly decorated with floor length ivory linens, mahogany chiavari chairs, votive candles and personalized menus. Separated by wooden doors, the Salone Topolino room is adjacent to the Salone Brescia.

## **The Brio Ballroom**

The Casa Madrona Hotel & Spa's premier meeting space. Conveniently located on the second floor of the hotel. The Brio Ballroom has over-sized windows overlooking the Sausalito harbor and divides into three sections, each with a capacity for a seated banquet up to 50 guests. Three 16x9 screens and high-definition projectors retract into the ceiling providing the perfect ambiance for social events and special celebrations. The Brio Ballroom is 1,620 square-feet and can accommodate 150 guests for a seated banquet.

## **Junto**

Junto is a 1,700 square-foot meeting and event space featuring brilliant views and floor-to-ceiling windows and glass doors that open to reveal a breathtaking deck overlooking the marina and San Francisco skyline. Presentations are seamless, with advanced technology systems and equipment including a striking 9-panel media wall. The space easily accommodates 80 seated and is perfect for social events, business meetings and celebrations.

## **Alexandrite Suite**

The Alexandrite Suite is a premier luxury venue featuring 5,000 square-feet of newly renovated space. Designed with floor-to-ceiling glass doors that fold away connecting the impeccably appointed interior with panoramic bay views. This one of a kind venue has 3,500 square-feet of indoor space and 1,500 square-feet of outdoor space, featuring a two-tiered deck. The Alexandrite Suite is suitable for business meetings or reception style events up to 110 guests with a nine-panel HD medial wall ideal for multi-point video conferencing and multi viewing capabilities.



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### ***Menus***

Poggio Trattoria creates vibrant dishes using organic farmers market produce, local fish and quality meats. Our Poggio culinary staff pays great attention to detail for every dish they create and 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. Event menu choices must be submitted to the Catering Department 10 days prior to the event and guarantees must be submitted 72 business hours prior to the function. You will be charged for the guaranteed number of people plus any additional guests over that guarantee.

### ***Plated Meals***

For groups up to 35 guests, please pre-select (1) First Course, (5) Entrée Courses, and (4) Dessert Courses. For groups of 40 guests or more, please pre-select (1) First Course, (2) Entrée Courses, and (1) Dessert Course for the entire group. Exact entrée counts must be provided to the Catering Department 72 business hours prior to the function.

### ***Parking***

Valet parking can be provided for your guests through The Casa Madrona Hotel. The cost is \$10 per vehicle for event parking and is subject to availability.

### ***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.

### ***Taxes***

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

### ***Service Charge***

A recommended 16% service charge and 5% booking fee will be added to the final bill.