

PRIVATE DINING & GROUP EVENTS

CONTACT:
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TRUE LOCAL FLAVOR



ABOUT US

Prati Italia is built on Chef Tom Gray's unique but familiar contemporary menu of Roman-inspired pizzas, housemade pastas, and expertly-crafted cocktails.

The attention to ingredients, flavor, sourcing, seasonality and service hospitality help define Prati Italia as the premier local Italian restaurant in the Town Center and greater Jacksonville community.

Prati Italia's exciting open kitchen, warm vibe, relaxing outdoor patios, flexible private dining spaces and convenient location make it your go-to for every occasion! Off-site catering also available for events of all sizes.

TO INQUIRE

CONTACT

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SUBMIT A REQUEST

pratiitalia.com/private-events

OUR OFFERINGS

- Flexible private dining spaces.
- Personal event coordination.
- Customized event & menu planning.
- Audio Visual capabilities.
- Ample parking.
- Seated or reception-style events.
- Partial & full venue buy-outs available.
- Curated bar packages.
- Indoor & outdoor space.



OUR SPACES | BUY-OUTS



FULL VENUE BUY-OUT

With two floors, built in audio visual capabilities, two large bar areas, and indoor and outdoor space, Prati Italia is both expansive and flexible. The intentional design and focus on versatile spaces makes Prati Italia an ideal location for your next reception, seated affair, or a combination of both! Please inquire about a full restaurant buy-out if your event is larger than 150 guests.

combined capacities:
180 seated / 300 reception style

SECOND FLOOR BUY-OUT

The second floor of Prati Italia includes a centrally located Bar Area, with the Cow Hide Room and Outdoor Terrace on either side. A second-floor buy-out would include exclusive use of these three unique spaces, each providing a different style of seating and pleasant ambiance for guests. Access to the second floor is available via the main staircase or elevator.

combined capacities:
100 seated / 125 reception style



FIRST FLOOR BUY-OUT

Anchored by our open-style kitchen, the main floor of Prati Italia creates a lively and inviting atmosphere for your next event. Comprised of our Main Dining Room, Coast to Coast Room, Main Bar and Outdoor Patio & Pavilion (weather permitting), the first floor provides a large variety of seating and reception style options.

combined capacities:
120 seated / 150 reception style

OUR SPACES

PRIVATE ROOMS



COWHIDE ROOM

The Cowhide Room boasts a personality all it's own! Adjoining the upstairs bar, the room comes equipped with sliding glass barn doors with curtains, which can be fully closed for privacy, or left ajar allowing your guests to enjoy the lively atmosphere of the bar and lounge area. Need more space? Add the adjacent reception area to your reservation to accommodate larger groups or a cocktail hour prior to your event. The room also comes equipped with audio visual capabilities.

capacities: 28 seated / 20 reception style

COAST TO COAST ROOM

Separated from the main dining area by an impressive floor to ceiling soundproof glass wall, the Coast To Coast Room offers a flexible private space for your next business meeting, presentation or group dining event. It can be divided into two fully separate spaces, the "East Coast" & "West Coast" rooms, or rented as a whole. Classroom, boardroom or u-shape configurations can all be accommodated. All three spaces are equipped with drop down screens, ceiling-mounted projectors and wifi access.

capacities: 40 seated / 30 reception style



OUR SPACES

OUTDOOR SPACES



UPSTAIRS TERRACE

Our covered Upstairs Terrace equipped with two flat screen televisions, is the perfect location for your next game day watch party or social gathering. Complete with built-in heaters & retractable shades, for near year-round comfort!

capacities: 40 seated / 50 reception style

LAKESIDE PAVILION & PATIO

Our spacious covered Lakeside Pavilion is a beautiful addition to our partially covered Patio, adding more seating and flexibility for your next event. Whether you're looking to host a casual happy hour or formal reception, our outdoor spaces provide a memorable setting that is sure to 'wow' your guests. This is the perfect location for Live Music, which is permitted for fully private bookings.

**combined capacities:
70 seated / 100 reception style**





FREQUENTLY ASKED QUESTIONS

WHAT IS A FOOD & BEVERAGE MINIMUM?

In order to reserve a private or semi-private space, you must agree to a minimum spend on food and beverage. This spend goes towards all items in your package, excluding tax, gratuity and fees. If the minimum requirement is not met with the items selected in your package, the balance due will be considered a "room charge". Please keep in mind that minimums vary based on the event date, room and group size.

WHAT FEES ARE ASSOCIATED WITH MY EVENT?

Administrative Fees are applied to private & semi-private events. These are taxable fees that go toward the operating costs of your event. An 8% Administrative Fee is applied to all full and semi-private events, and a 4% fee for non-private. Gratuity may also be applied at your sole discretion, and is paid in full to the staff. Please keep in mind that private and semi-private events may require additional staffing fees. Please refer to your contract for more details.

HOW DO I CONFIRM MY EVENT?

Events are not confirmed until a contract is fully executed and signed by the due date outlined in your contract. We require a credit card on file for confirmation purposes. This card will not be charged unless a cancellation fee is applied. You can opt to use the card on file to pay the balance due at the conclusion of your event. In some instances, you may be required to provide a deposit to confirm the contract. In the event a deposit is taken, it will be applied to your final check and the remaining balance will be due at the conclusion of your event.

WHEN DO I PROVIDE MY FINAL GUEST COUNT?

If you have booked a private event, we ask that you provide your final guest count at least 1 week in advance of your contracted event date. For non-private events, we ask that you provide your final guest count at least 72 hours in advance of your contracted event date. If you do not provide an updated guest count, we will prepare for the number of guests included on your signed contract and do our best to accommodate any increases.

ARE YOU ABLE TO ACCOMMODATE DIETARY RESTRICTIONS & ALLERGIES?

Prati Italia is happy to accommodate vegan, vegetarian and gluten-free dietary restrictions as well as most allergies and special menu requests. Please be sure to clearly communicate your needs during the menu planning process.

WHEN DO I SUBMIT MY FOOD & BEVERAGE SELECTIONS?

Your menu selections can be submitted once your event is confirmed with a fully executed and signed contract. We ask that all menu selections be submitted 2 weeks in advance of the event date.

WHAT HAPPENS IF I BOOK AN OUTDOOR EVENT & IT RAINS?

If inclement weather is projected, we will reach out to you to discuss options to find an alternative space for your event. If no alternative space is available due to other confirmed reservations, you may cancel your event at no penalty or explore options to reschedule. All plans for inclement weather will be handled on a case-by-case basis, but no penalty will apply should weather prohibit you from hosting your event.

FREQUENTLY ASKED QUESTIONS

WHAT IS YOUR CANCELLATION POLICY?

Cancellation fees only apply to private & semi-private events. Non-private events are excluded from cancellation penalties. To avoid cancellation fees, please make sure to cancel your private or semi-private event more than 2-weeks in advance of your contracted event date. Events canceled within 2-weeks of the event date will result in the card on file being charged for 50-100% of the contracted total, based on the amount of time before the event date. Please discuss details with our Director of Sales & Hospitality.

WHAT HAPPENS IF I'M LATE TO MY EVENT?

If you are more than 30 minutes late to your private or semi-private event without notifying our management team, we will consider your event canceled and release the space. Cancellation fees will apply. If you are more than 15 minutes late to a non-private event without notifying our management team, we will consider your event canceled and release the space. Please notify our team by calling the restaurant and asking to speak with the manager on duty.

ARE YOUR SPACES EQUIPPED WITH AUDIO VISUAL CAPABILITIES?

Our spaces are equipped with audio visual equipment to include drop-down screens, HDMI cables and ceiling mounted projectors. Please inquire about each room's capabilities with our Director of Sales & Hospitality. We encourage event hosts using AV equipment to arrive at least 30 minutes prior to their contacted start time, to test connectivity and troubleshoot any technical issues. Any cables or equipment removed from Prati Italia's premises must be returned within 24 hours of the event, or the card on file will be charged for the cost of a replacement.

ARE DECORATIONS ALLOWED?

Event decorations are limited to items that can be easily removed at the conclusion of your event; such as florals, centerpieces, candles, weighted balloons and decorative table linens. Glitter, feathers, silly string, confetti, adhesives on walls or tables, and items of that nature are not allowed.

Event hosts may arrive an hour prior to their contracted event time to set up décor; please inform us if you plan to do so.

DO YOU ALLOW OUTSIDE FOOD & BEVERAGE?

We do not allow any outside food, liquor or beer; however you are permitted to bring celebratory sweets for an additional \$2 per guest dessert fee. Outside wine is limited to 2 standard 750ml bottles and subject to a \$35 per bottle corkage fee.

OFF-SITE EVENTS & CATERING

We are happy to cater off-site events! Please contact us with details and we will put together a customized quote to fit your needs.



Our sister restaurant, Town Hall, located in Historic San Marco, can also accommodate both private and non-private events as well as offsite catering. Visit www.townhalljax.com for more information.

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