



Thank you for considering La Grotta® Ristorante as a possible venue for your event. The following information is provided to assist in planning for the most success event possible. For your convenience, you can view our prix fixe menus and wine list for groups on our web site.

#### General Information

- Menus can be personalized with the name of your event, company or any other message. Also, you can substitute any item(s) from our regular dinner menu at no additional charge. The menu also includes the choice of two desserts.
- Children under 12 years of age can order a la carte from our children's menu.
- No beverages other than tap water are included in the menu fee. Wine and liquor are charged by consumption only. Also, Richmond food tax is eleven percent (11%) and parties of six or more have a twenty percent (20%) gratuity included. La Grotta does not accept personal checks.
- Our group dining agreement must be signed, which will provide for:
  - \$300.00 deposit is required to hold your reservation
  - To reserve entire restaurant, \$1,000.00 deposit and minimum of 90 guests guaranteed
  - Deposits are refundable up to the cancellation date we agree upon
- Complimentary parking is available for dinner only from 5:30 p.m. until 10:30 p.m. in the parking deck on Virginia Street. Driving east on Cary Street, Virginia Street is located between 13<sup>th</sup> and 14<sup>th</sup> Streets on the right side. Other parking options include on-street parking and a variety of public parking garages within three blocks.

*Please provide the following information to begin the reservation process. Reservations are not confirmed until the signed group dinner agreement and deposit are received.*

Date of Event: \_\_\_\_\_

1. Credit Card Type: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name as it appears in the Credit Card: \_\_\_\_\_

2. Name of person in charge of the event who will handle payment and any other decisions concerning the event: \_\_\_\_\_

3. Menu:

Information regarding type of food allergies: \_\_\_\_\_

\_\_\_\_\_

Special needs that your guests may have: \_\_\_\_\_

\_\_\_\_\_

4. Is the host paying for the entire event? (One check for everything): \_\_\_\_\_

Are guests allowed to order liquor or any other additional costs items? \_\_\_\_\_

5. If you are having a toast, would it be at the beginning of the event or before dessert?: \_\_\_\_\_

Toasting preference: wine, sparkling wine or champagne? \_\_\_\_\_

6. Number of guests: \_\_\_\_\_

Time for the event: \_\_\_\_\_

7. Message or names for your personalized menu. \_\_\_\_\_

\_\_\_\_\_

Contact:

If you need further assistance, please do not hesitate to call:

Andrea Capece  
(804) 644-2466

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_