

# Private Dining & Group Events Guidelines

## BOOKING PROCEDURES

Bookings and enquiries can be made through our Private Dining & Special Events Manager via our on-line request form or email [admin@lafenice.ca](mailto:admin@lafenice.ca), or call us at 416-585-2377

## ROOM CAPACITIES

Private Dining Room: Seated: 35 guests      Cocktails Event: 42 guests

Main Dining Room: Seated: 70 guests      Cocktails Event: 70 guests

## HOURS OF OPERATION

Below outline the hours you will have access to the private room:

Lunch (Monday through Friday): 11:00 a.m. to 3:00 p.m.

Dinner (Monday through Saturday): 4:00 p.m. – 11:00 p.m.

Access outside of the specified hours must be approved by the Private Dining & Special Events Manager.

## MINIMUM FOOD AND BEVERAGE EXPENDITURES

Although there are no room rental fees for the use of our private room, a minimum food and beverage expenditure is in effect (not inclusive of tax and gratuity).

During lunch and dinner hours the following minimum food and beverage charges will apply to the Private Room: Lunch \$1000    Dinner \$1200

## EXCLUSIVE USE OF LA FENICE

La Fenice in its entirety (Main Dining Room) is available for private bookings as follows:

Monday to Friday Lunch: 11 a.m. to 4 p.m. (hard stop)

Monday to Friday Dinner: 4:00 p.m. to 11 p.m.

Saturday Lunch: 11 a.m. to 4:00 p.m. (hard stop)

Sunday (Upon Request, date must be approved)

## MAIN DINING ROOM EXCLUSIVE USE - MINIMUM EXPENDITURE:

Monday and Tuesday: Lunch - \$2500      Dinner - \$4500

Wednesday to Friday: Lunch - \$3500      Dinner - \$5500

Saturday: Lunch - \$4500      Not Available

Sunday: Lunch - \$6500      Dinner - \$8500

*Minimums subject to change*

Special staffing rates may apply to buyouts. Staffing rates at \$250.00 per extra staff. La Fenice agrees to notify you in advance.

## FOOD AND BEVERAGE MINIMUMS ARE ASSESSED BEFORE TAX AND GRATUITY.

Please speak to the Private Dining Manager at 416-585-2377, should you be looking to host a buyout outside of our typical hours of operation. These event requests along with a food and beverage minimum expenditure will need to be approved and communicated by the management.

### **FOOD DETAILS**

All private dining events or large group events will need to select from pre-set menus. Cost of menus will be adjusted accordingly should you wish to customize a menu from the pre-set sample items. Menu items are based from current menu selections and change throughout the year based on availability. Food items are subject to change and are based on current market prices and availability.

La Fenice agrees to notify you of any changes or substitutions required.

### **FOOD AND BEVERAGE ORDER DEADLINES**

All food and beverage orders must be received no later than the 5 business days prior to the date of your event

### **DEPOSITS AND SETTLEMENT TERMS**

Events in the private dining room or our main dining room require a \$500 security deposit to secure the reservation.

Exclusive use or buyout events require a \$1000 security deposit to secure the dining room and a pre-payment of 25% of the anticipated total 30 days prior to the event.

All events which are estimated to exceed \$10,000, LA FENICE requires a \$2500 deposit to hold the room(s) and a pre-payment of 50% of the anticipated total 30 days prior to the event.

Pre-Payments are generally non-refundable unless after cancellation the room(s) is rebooked for a function of similar size.

Please note that the reservation is not considered confirmed until a deposit and contract with a valid credit card number are received.

Full payment, less any deposit and pre-payment is to be paid at the end of the event via cash or credit card unless alternate payment/billing has been previously approved by the Event Manager.

### **CONFIRMATION OF BOOKING AND FINAL NUMBERS**

a) In advance of your event our Private Dining & Events Department will provide you with a detailed event order (DEO) outlining the specific costs, timelines and other information of your event.

b) Confirmation of final numbers must be communicated no later than 48hrs in advance of your booking.

c) Guests who are 'no shows' will be charged at full value for food, applicable tax and gratuity.

### **CANCELLATIONS**

- a) More than 14 days notice - deposit is refundable less a \$25 administration fee.
- b) Less than 14 days notice - Deposit is forfeited and any additional charges incurred to the restaurant will be charged to the guest's credit card on file. La Fenice agrees to notify you in advance of these charges.
- c) Less than 48 business hours' notice, all pre-ordered food and beverage or the food and beverage minimum spend (whichever is greater) plus 18% gratuity and taxes will be charged to the guest's credit card on file. La Fenice agrees to notify you in advance of these charges

### **ADJUSTMENTS TO ROOM CONFIGURATIONS**

La Fenice reserves the right to make minor adjustments to room configurations based on final Confirmed number of guests. These Changes will be communicated via email or telephone.

### **ADDITIONAL STAFF**

La Fenice reserves the right to assess an additional staffing charge should the specifics of an event fall outside of our normal operation model. This is generally \$ 250 per additional staff member. La Fenice agrees to notify you in advance if this is required.

### **AUTOMATIC GRATUITY**

A standard 18% pre-tax gratuity will be applied to all private event bookings or group bookings.

### **MUSIC/QUIET ENJOYMENT**

Live music is welcome on our premise but must be expressly approved by the Private Dining & Events Manager. We do not allow amplified music or any music which may affect the enjoyment of other guests in the restaurant. LA FENICE reserves the right to limit the sound of music or any other activity that may negatively affect other LA FENICE patrons.

### **RENTAL EQUIPMENT**

LA FENICE has a limited selection of Audio-Visual Equipment available. should you require equipment we do not already have on site, we can make arrangements to rent these items, a minimum notice of 10 business days is required. We strongly suggest a site inspection prior to your event of all audio-visual equipment to ensure compatibility. Rental charges will be at the clients' expense and added to your final bill for payment.

### **OUTSIDE FOOD AND BEVERAGE**

Outside food and beverage is not allowed without advance agreement by LA FENICE. LA FENICE reserves the right to assess a fee based on any approved external food and beverage brought onto the premises. Cake Cutting and External Desserts \$ 6 /person, Kosher Meals \$ 25 per meal brought onto premise.

### **KOSHER MEALS**

We will arrange for the delivery of Kosher meals to service your guests upon prior notification. LA FENICE uses an independent Kosher Catering Service to provide Kosher meals and requires a minimum 72 hours notice to order the meal. Charges for the kosher meal will be added to the final bill with a \$25 service fee

### **MAILING ADDRESS**

319 King Street West, Toronto, Ontario, M5V 1J5

### **FEEDBACK**

Our goal is to exceed your expectations on each event that you host at LA FENICE. If you have feedback regarding the planning or execution of your meeting or event, we ask that you direct your comments to the Director of Operations at [info@lafenice.ca](mailto:info@lafenice.ca)