

Amici | **BANQUET & MEETING CENTER**

For your Special Occasion...

Our beautiful banquet facilities will accommodate groups from 10 to 200. Whether your function is strictly business or purely social, the **Amici Banquet & Meeting Center** Staff and I look forward to serving you and your guests.

Enclosed in this packet are a variety of menu choices that can be tailored to meet your budget and customized to suit your event. Please feel free to call me with any questions you may have or to set up an appointment. I would be more than happy to provide you with a tour of our facilities and personally discuss your function.

Thank you for considering the **Amici Banquet & Meeting Center**.

Sincerely,

Kathy Bereksazi

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General Information

DEPOSIT AND PAYMENT

- The date of your event is not guaranteed until Amici's has received a deposit based on the guest count.
- Final counts must be given 1 week prior to your event and will be the minimum charged for your event.
- Final payment is due on day of the event. Payable with cash, credit card, or certified checks.
- No personal checks accepted, unless payment is made 10 days prior to your function date.

TAXES AND SERVICE CHARGES

- A gratuity of 20% will be added to all food and beverage charges.
- A 7% Pennsylvania and Allegheny County sales tax will be added to all taxable items. If your organization is exempt from sales tax, a Tax Exemption certification form must be submitted prior to your event.
- A 7% liquor tax will be added on to all alcoholic beverages served.

ADDITIONAL SERVICES AND INFORMATION

- Customized Menus to fit your unique needs, tastes and budget are available. We also offer vegetarian and other specialty menu items upon request.
- Coat-check services are available.
- All luncheon banquets must vacate the room by 4:00 p.m.
- For groups of any size we require a count on each entrée item of choice at least one week prior to the event.
- All deposits are non-refundable, and we require a 7 day cancellation notice or a cancellation fee may be in effect.
- Please no outside food, non-alcoholic beverages or alcohol beverages permitted. (Except special occasion cakes)
- Linens are provided for dining.