

BIAGIO'S ITALIAN KITCHEN

Helping You Creating a Memorable Wedding Day!



Congratulations on your Engagement!

Your wedding day is one of the most exciting events in your life and we look forward to the opportunity of assisting you to make it everything you hoped for and more.

Our professional planning and service expertise will help you achieve all of your goals for a most memorable day. Allow us to look after the details and, thereby, make your special time less complicated and stress free.

Biagio's has a variety of private space options to accommodate weddings of most sizes. We also offer competitive rates, free consulting and co-ordination assistance, and the flexibility to create customized group menus to fit your budget.

We are committed to working with you to ensure the success of your Big Day!

*1394 Richmond Road, Ottawa, Ontario K2B 6R8 | www.biagios.ca | T (613) 828-0770
Alexandra Mongrain – Event Coordinator – alexandra@biagios.ca*

PRIVATE SPACE OPTIONS

Vista Sala (Front Room)

This room has a warm and intimate feel with large windows, a beautiful fireplace and Tuscan inspired walls. It is an ideal space to host small wedding rehearsal dinners or wedding receptions. It seats a maximum of 25 guests comfortably.



Banchetto Sala (Banquet Room)

This banquet space is our largest private facility and is located in the downstairs of our restaurant. This room features a separate entrance on the side of the building, a full service bar, private washrooms and ample space for a dance floor. We also offer you free use of our sound system. The room is ideal for larger wedding receptions.

It seats a maximum of 90 guests for a sit-down reception, and allows for up to 140 guests for a cocktail style function.



Sala da Pranzo Principale (Dining Room)

Our dining room has an authentic "old world" Italian feel which will create a unique experience for your guests. We have a semi private area of the dining room that seats up to 40 guests, ideal for your rehearsal dinner.

The overall area accomodates a maximum of 120 guests. This space is perfectly suited for large rehearsal dinners or can be completely rented out for your wedding event.



Wireless internet is available in all our facilities.

Ample FREE parking is available

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CO-ORDINATION SERVICES

Biagio's offers a free co-ordination service to help you plan every aspect of your wedding. Our event and management staff is available to help you with everything from menu selection to equipment rentals. We are here to ensure the success of every part of your wedding day.



We can recommend and assist you with:

Photographers

Florists

Wedding Cakes

Music /Bands /DJ's

Printed Menu's

Linen Rentals

Equipment Rentals

AV Rentals

(Screens & Projectors, Microphones & Sound Systems)

Menu Selections

We would be happy to assist you in creating personalized menus for your special day. We can customize hors d'oeuvre menus, lunch/dinner menus, wine lists and more to better suit the needs and budget of your event. We pride ourselves on being able to accommodate most of guest needs and dietary restrictions.

Floor plans of our facilities can be provided upon request.

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WEDDING TASTINGS

To ensure peace of mind, Wedding Tastings are made available to sample your chosen menu items. Tastings are similar to regular dining reservations in that, once you arrive at the restaurant, you will be seated in our dining room. Our staff will serve you your pre-arranged meal along with any additional items you may choose to order.



Please observe the following guidelines for Wedding Tastings:

- *Wedding Tasting Reservations can be made for lunch or dinner between Sunday to Thursday.*
- *We ask that your reservation be made a week in advance at our chef's request.*
- *We are pleased to offer you and your fiancé one Antipasti, two main courses and one dessert from your wedding menu at a discounted price. If you wish to try additional dishes from your menu, we are happy to provide them at half price per dish.*
- *Throughout your tasting you are welcome to order additional items from our menu along with wine or any other alcoholic beverages. You will be billed accordingly for any extras you may choose to order.*
- *Hors D'oeuvre Tastings: Due to the complexity of creating hors d'oeuvres in small quantities, they are generally not available for tasting.*

To reserve your Wedding Tasting, please call our event coordinator who will make the reservation for you and confirm the menu items that you will be sampling throughout the afternoon or evening.

**Wedding tastings can only be made once you have finalized your booking with a deposit.*

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FREQUENTLY ASKED QUESTIONS

May we bring in our own cake?

Yes, we welcome guests to bring in their own cake. You may bring it in the day before your event and we will gladly store it in our fridge until it is ready to make an appearance. We can, also, set up a cake station for you that include plates, napkins, cutlery and serving utensils free of charge.

**Let the staff take care of dessert! For servers to cut and distribute your wedding cake, a \$30 cake cutting fee will apply.*

May we bring our own wine?

We would be more than happy to order in any special wine or alcohol that you wish to have for your event. Should you prefer to bring your own, please be advised that a \$15 corkage fee will apply per 750ml bottle. Alcohol must be ordered through our liquor license.

Can we decorate the room?

Feel free to decorate the room to create the right atmosphere for your event. Please check with the events co-ordinator to discuss times to come in and how we can be of assistance.

Are you able to accommodate allergies and dietary restriction?

All of our dishes are made 'A la Minute!'. This means we can easily accommodate any dietary requirements your guests may have. Please advise the events co-ordinator in advance so that Biagio's can accommodate your needs.

Do you offer gluten free meals?

For guests with this dietary need, we can offer a variety of our entrée choices along with any one of our pasta dishes. For pastas, we offer a gluten free, rice-based fussily pasta.

Do you have a children's menu?

We have a children's menu for children aged 12 and under. It has a wide selection to choose from, it also includes ice cream for dessert. Please ask the events co-ordinator to send you a copy.

May we bring in our own food?

Due to health regulations, we cannot allow outside food to be brought into our restaurant.

What are our billing options?

Whether you want to supply your guests with drink tickets, cash bar, open bar, separate dinner checks or all on one bill... we can accommodate your billing needs. Please ask the events co-ordinator about your options and make sure to let us know ahead of time to ensure a smooth evening.

Can we invite more guests after dinner?

Yes, you may invite additional guests after the dinner service. We simply ask that your guest count does not exceed the maximum capacity of the room and that we are notified in advance.

BOOKING POLICIES

Room Minimums:

We do not charge a set room fee. All our private rooms are booked based on a minimum requirement being spent on food and beverage (ie excluding taxes and gratuity).

Additional event charges may include:

- *Linens for the tables*
- *Event rentals*
- *AV equipment*

**Please inquire with our Events Coordinator for full details.*

Booking Confirmations:

Once you have booked your event with our Events Coordinator, you will receive an online confirmation of your reservation outlining the details.

A \$250.00 non-refundable deposit is required to finalize ALL bookings; even those involving attendees paying individually.

Final Menu:

Our menus can be customized to better suit the needs of your event and/or guests and to ensure the prompt and simultaneous delivery of all items.

*All menu orders must be finalized and received at least **one week** prior to your event.*

Guest Count Guarantee:

To provide you with a highest level of service, we will prepare and staff based on your final guest count. Throughout the event planning process, it is very important to keep us informed of any guest count changes.

*A Final Guest Count is required **one week** prior to the booking; your total event bill will be based on this Guest Count Guarantee.*

Cancellation Policy:

If for some reason you must cancel the event, our refund policies are as follows:

- *Full refund of your deposit if the event is cancelled 3 months prior to the event date.*
- *Cancellations up to 1 month prior to the event are subject to a 50% refund of your deposit.*
- *For Cancellations less than 1 month in advance, Biagio's reserves the right to keep all non-refundable deposits to cover the loss of revenue for this date.*
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**Please note that all cancellations should be received in writing or electronically to avoid miscommunication.*

If you think Biagio's is the right venue for your special day and would like to schedule a meeting to further discuss and view our facilities, please contact:

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