

# BIAGIO'S ITALIAN KITCHEN

*Helping You Creating a Memorable Event!*



Biagio's proudly opened its doors in December 1999. Since then we have worked hard to acquire a reputation for delicious fresh food, great service and a welcoming atmosphere.

We have a variety of private space options to accommodate events 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 look forward to working with you!

*1394 Richmond Road, Ottawa, Ontario K2B 6R8 | [www.biagios.ca](http://www.biagios.ca) | T (613) 828-0770  
Alexandra Mongrain – Event Coordinator – [alexandra@biagios.ca](mailto: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 meetings or private outing with friends and family.. 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 lower level 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. 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 in the dining room that seats up to 40 guests, ideal for larger dinner groups. The overall area accomodates a maximum of 120 guests. This space is perfectly suited for large events such as annual meetings.



***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 event. 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 your special occasion.



We can recommend and assist you with:

Florists  
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 gathering. 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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# FREQUENTLY ASKED QUESTIONS

## **May we bring in our own cake?**

Yes, we welcome guests to bring in their own cake. 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 \$20 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 event and would like to schedule a meeting to further discuss and view our facilities, please contact:*

*Alexandra Mongrain*  
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