



### La Piazza Request For Proposal

\*\*This form is for guests who are interested in scheduling an event at La Piazza by Mediterraneo

We at La Piazza, by Mediterraneo are delighted that you are interested in holding your upcoming event at our location. Our goal is to help make your event a success!

Below is a list of items that will help us accommodate your specific needs. Please fill out all the information and fax to or email to Jessica Bassett at 734-332-9702 or [ray@mediterrano.com](mailto:ray@mediterrano.com). (This form must be filled out before we can confirm your event on our calendar.) We look forward to working with you.

#### Contact Information:

Name: \_\_\_\_\_ Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

#### Room Interested in Reserving:

- Board Room (accommodates 25 guests)
- Pomegranate Room (accommodates 85 people)
- Adjoin both rooms (accommodates 110 guests)
- Barside (accommodates 40 guests)
- Patio (accommodates 35 guests)

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Event Time: \_\_\_\_\_ Number of guests attending \_\_\_\_\_

Event Description (Please describe a short summary of your event)

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#### Audio/Visual Needs:

All items listed below are La Piazza amenities that we provide free of charge or we can rent them for you at a minimal cost. In order to accommodate your needs, please check all that apply to your event.

- Microphone (handheld cordless)
- Internet Access
- Screen & Projector (Pomegranate Room)
- Television screen with computer hook-up (Board Room)
- Podium - \$25 rental fee
- Dance Floor - \$125 rental fee

#### Special Needs:

Please note any special needs for your event below including room set-up (ie: u-shape, crescent rounds, cocktail tables, etc)

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\*\*Charges based on guaranteed headcount:

**Board Room** (lunch: minimum service charge of \$50, Dinner: \$350 food and beverage minimum plus a minimum service charge of \$100)

**Pomegranate Room** (lunch: minimum service charge of \$100, Dinner: \$750 food and beverage minimum plus a minimum service charge \$200)

**Cancellation Policy:** There is a \$150 cancellation fee applied to all events that do not cancel at least 2 weeks in

advanceSignature \_\_\_\_\_ Date \_\_\_\_\_