



3324 Cobb Parkway SE | Atlanta, GA 30339 | 770.272.9825 | tavernafiorentina.com

### **Private Dining Information**

#### **Deposit**

Thank you for considering Taverna Fiorentina for your upcoming event.  
In order to hold and reserve the space,  
we require a deposit of \$500.

#### **Guarantee**

Final guarantee of the number of guests is due 3 business days prior to your event.  
If fewer guests attend, you will be charged your selected menu price for the  
final number of guaranteed guests.

#### **Food and Beverage Minimum**

Taverna Fiorentina does not charge for room rental.  
For private parties booked Sunday through Thursday evenings,  
there is a \$750 minimum food and beverage purchase requirement  
For private parties booked Friday and Saturday evenings,  
there is a \$1,500 minimum food and beverage purchase requirement  
During the holiday season – November and December –  
for private parties booked Thursday through Saturday evenings,  
there is a \$1,500 minimum food and beverage purchase requirement.  
The minimum is non-inclusive of service charge, tax and gratuity.

#### **Service Charge and Tax**

There is an 18% service charge applied to each event.  
7% sales tax will be charged on food and beverage charges.

#### **Menu**

Menu selections should be made no later than 10 days prior to your event.  
Taverna Fiorentina customizes all private dining menus.  
We are delighted to work with you in creating a menu  
that features the tastes of Tuscany.  
Taverna Fiorentina is more than happy to  
accommodate any dietary needs upon request.

#### **Cancellation Policy**

If the reservation is cancelled 30 days prior to the event, the full deposit will be refunded.  
If cancellation is made less than 10 days prior to the event, the deposit will not be refunded.

Taverna Fiorentina is delighted to work with you to create a signature event  
that will exceed your expectations and delight your guests.



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PRIVATE DINING AGREEMENT

CONTACT: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

DATE OF FUNCTION: \_\_\_\_\_

TIME: \_\_\_\_\_

EVENT: \_\_\_\_\_

ATTENDANCE: \_\_\_\_\_

# OF GUESTS  
GUARANTEED: \_\_\_\_\_

**DEPOSIT OF \$500.00 IS REQUIRED TO SECURE PRIVATE ROOM (BALANCE PAYABLE AT END OF EVENT)**

Thank you for selecting Taverna Fiorentina for your upcoming event. In order to hold and reserve the space, we require a deposit of **\$500.00**. If you wish to pay by credit card, please complete the enclosed authorization form.

Please note that the guaranteed number of guests will be due three (3) business days prior to the date of your event. The final payment is due the day of your event.

Please return all signed copies of this agreement and retain a copy for your records. Menus are to be determined 10 days prior to the event.

We look forward to working with you and hope that we will exceed all of your expectations. Should you have any questions, please feel free to call us at 770.272.9825 or via e-mail at [taverna@bellsouth.net](mailto:taverna@bellsouth.net).

TAVERNA FIORENTINA

PATRON

PER: \_\_\_\_\_

PER: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



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### CREDIT CARD AUTHORIZATION

DATE: \_\_\_\_\_

Taverna Fiorentina  
3324 Cobb Parkway SE  
Atlanta, GA 30339

Please let this letter serve as written authorization and approval for you to charge the below described credit card for any and all charges and costs associated with the event that is being held on \_\_\_\_\_ at Taverna Fiorentina. This letter shall constitute my express written permission for you to charge my credit card for the initial deposit of \$500.00 and the balance due at the end of the event.

Sincerely,

\_\_\_\_\_

### CREDIT CARD INFORMATION

TYPE OF CREDIT CARD \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

CARD HOLDER'S NAME \_\_\_\_\_

CARD HOLDER'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_

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