## Trumbull Kitchen Private Dining General Information

Whether for business or pleasure, an intimate dinner party, or cocktails for a larger gathering, Trumbull Kitchen and its professional staff have the ability to provide accommodations for 8 to 300 people. Our event packages are flexible and include a superb atmosphere, personalized menus, great food, and a most of all – a memorable experience.

Above and beyond our menu choices, we can customize any menu or create a theme party upon request. Our entire wine list is available for your convenience and assistance is provided upon request.

If your function requires audio/visual equipment, flowers, balloons, or any other type of equipment, we will make the arrangements for you through our various rental companies.

# Loft Information

## Seating Arrangements

Our loft seats 20-25 guests comfortably with a maximum capacity of 30.

Various seating styles such as conference, classroom, and traditional may be coordinated for you.

#### Wines

Our entire wine list is available for your convenience. Please let us know if you would like assistance with your selections.

#### **Specialty Menus**

Above and beyond our menu choices you have received, we can customize any menu and create a theme party if you wish.

Wine dinners with unique menu choices and distinctive wines with each course is a refreshing way to entertain any guest.

#### Parking

We offer valet parking directly in front of Trumbull Kitchen for eight dollars a car.

## Rentals

If your function requires audio/visual equipment, we can make arrangements for you through our rental company one week prior to the date of your function.

### **Guest Confirmation**

A final guest count must be given 3 days prior to the event. Once the final guest count is given, that is your guarantee. You will be charged for either the final guest count or for the number of guests that arrive to your event (the greater of the two).

## Minimum Food and Loft Rental Requirements

Parties that fall Sunday through Thursday require a minimum food balance of \$1,000 which also includes the fee to rent the loft area.

Parties that fall on Friday or Saturday require a minimum food balance of \$1,500 which also includes the fee to rent the loft area.

Parties that fall Monday through Friday for lunch require a minimum food balance of \$400 which also includes the fee to rent the loft area.

## Payment

Trumbull Kitchen requires a credit card to be authorized for a \$200 cancellation fee should the party cancel after a signed contract has been received. Payment may be made in cash, company check, or credit card (Master card, Visa, American Express, Discover, and Diners).

#### **Additional Charges**

~6% Sales Tax

- ~18% Gratuity
- ~All beverages upon consumption