

Casa Madrona Hotel & Spa

Featuring Poggio Trattoria

~Catering Information~

SALONE BRESCIA AND SALONE TOPOLINO ROOM

The Salone Brescia room can accommodate groups up to 40 guests comfortably for a seated meal. The use of this space does require a food and beverage minimum of \$1,000.00 for dinner or \$500.00 for lunch. We do not require any additional room rental fees. Our Salone Brescia room is Poggio's premier private dining space. The rooms are elegantly appointed and have several windows overlooking the Sausalito harbor. Separated by wooden doors, the Salone Topolino room is adjacent to the Salone Brescia room and can be used for a private reception prior to dinner or as an area to set up your buffet.

VILLA MADRONA ROOM

The Villa Madrona Room provides a unique location and this is a truly memorable site for a gathering. French doors open to private verandas overlooking a beautiful view of the Sausalito Harbor. This room also has two private bathrooms. Separated by doors, the Villa Madrona is adjacent to the Villa Poquita, which could be used as a breakout room or as a separate lunch space. This room can accommodate up to 30 people for a board meeting or up to 50 people for a buffet lunch or dinner. Plated meals are not available in the Villa Madrona room.

MIKAYLA

Mikayla is a romantic and elegant location with sweeping bayside views and a spacious area for all types of events. The Mikayla room can accommodate groups up to 120 guests for a sit-down function or up to 150 guests for a standing reception. The use of this space does require a food and beverage minimum of \$6,000.00 and an additional \$1,000.00 room rental fee. The room is 1304 square feet with three-sided glass windows and a partially retractable ceiling with panoramic views that look across to the Sausalito Harbor, Angel Island and San Francisco. There are sections that can be used for both dancing and a DJ, and a fireplace for when it's cold outside.

TERRACE DECK

Located directly below the Victorian House is a 1,300 square foot deck overlooking the Sausalito Bay. It is a spectacular setting for wedding ceremonies or an outdoor reception. This deck is available only in conjunction with the Banquet Rooms. There is a cost of \$1,000.00 for the use of the terrace deck for wedding ceremonies prior to the reception in the Mikayla room.

SALONE GRANDE (SALONE ROMA, ARTIMINO, FIRENZE)

Casa Madrona Hotel & Spa's premier meeting space. The rooms are sub-divided into three sections (Salone Roma, Salone Artimino & Salone Firenze) and can be rented individually or as a whole. Each of the rooms has built in audiovisual screens, partial bay view, state of the art lighting system, high speed internet connection and flex back meeting chairs.

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The following outlines the number of guests that can be accommodated:

	<u>Seated Banquet</u>	<u>Standing Reception</u>
VILLA MADRONA	50	70
MIKAYLA	120	150
SALONE ROMA	50	50
SALONE ARTIMINO	50	50
SALONE FIRENZE	50	50
SALONE GRANDE	150	150
SALONE BRESCIA	40	50
SALONE TOPOLINO	20	20
CEREMONY DECK	N/A	110

Additional Information

Poggio Trattoria is a neighborhood restaurant serving three star Italian Cuisine and named one of the Top 100 Restaurants in the Bay Area. Our kitchen creates vibrant dishes using organic farm market produce, local fish and quality meats. Our Poggio staff pays great attention to detail for every dish they create.

Beverages

Poggio Trattoria offers an outstanding selection of wine, spirits and beer.

Music & Dancing

Live music is permitted at Casa Madrona Hotel; however, there are time and volume restrictions. All music for Mikayla and Villa Madrona must conclude at 10:00PM.

Guest Rooms

We will put you in contact with our Sales Department to reserve your hotel rooms for your family and friends. There will be a \$3.00 per room charge for all gift deliveries to guest rooms.

Parking

Valet parking can be provided for your guests. Please confirm no later than two weeks prior to event date. Requests made after this cannot be guaranteed. Cost of parking will be based on the number of vehicles:

Taxes

All facility fees and food and beverage are subject to a 9.25% tax.

Service Charge

A 20% service charge will be added to the final bill. Per state regulation #1603, the service charge is also taxed.