



VIA MINA & POMODORO
are very honored to host your private event.

INFORMATION and POLICIES

We Offer 5 different private event rooms between our two locations.

VIA MINA, located at 3400 Monroe Avenue, Pittsford, offers our very elegant and intimate atmosphere.

The TOSCANA ROOM holds up to 30 guests.

Our SIENA ROOM holds up to 65 guests & offers a private bar, fireplace & access to the patio. Our VERONA ROOM holds up to 75 guests & also offers a private bar, fireplace & access to the patio. There is a privacy wall between Siena and Verona that opens to offer a large room that will hold up to 130 guests. Do you have guest list of 200 or more??? You could rent the entire restaurant to host your private event.

POMODORO, located at 1290 University Avenue, Rochester, offers a very rustic industrial feel!

The MILANO ROOM holds up to 100 guests and

Our AMALFI ROOM holds up to 30 guests for an intimate private event.

FOOD and BEVERAGE

The attached information is an overview of what we offer. We will work together to create a dining experience that will compliment your special occasion.

Your final numbers will be expected **10 days** prior to the event. The number guaranteed will be charged even if fewer guests attend.

New York State regulates that **NO** food and beverages will be brought into or on our premises. **NO** take-out service permitted on left over buffet items.

PAYMENT REQUIREMENTS

All final payments are made by the conclusion of event unless other arrangements have been made.

DEPOSIT and CANCELLATION

A \$500 non-refundable deposit is required at the time of booking to reserve our event spaces, if your event is booked more than 6 months out there will be another deposit of \$500 non-refundable required. All deposits are put towards your final bill. Your balance will be due 10 days prior with final counts.

In the event of cancellation, the deposit and payments will not be refunded.

Deposits check made out to Mina Management for your events at Via Mina OR made out to Pomodoro Grill can be mailed to:

Mina Management
3400 Monroe Avenue
Rochester, New York 14618
Attention: Event Director

PRICING

All prices are subject to change. Final invoices are subject to a 10% Administration Fee, 10% gratuity & New York State sales tax. Each room has a room rental fee starting at \$250.00. Please contract me for pricing.

ENTERTAINMENT ~ DECORATIONS ~ DISPLAYS

You may arrange for your own entertainment if prior approval has been obtained from our Event Director. Management reserves the right to limit the volume of your entertainment to acceptable levels and hours. Any special requirements for receiving or setting up of displays, decorations, floral arrangements, computers, etc., should be discussed with the Event Director in advance. No material or decorations may be attached to walls or trim by nails, pins, staples, tape or glue. Confetti, glitter and birdseed are not permitted. If using candles, the wick needs to be below the glass you have them in.

I look forward to helping make your private event enjoyable and special. Please do not hesitate to call or e-mail me with any questions.

Sincerely,
Sara Goff

Event Director

Sara@theviamina.com

Phone: (585) 586-7000 x. 221

Cell: (585) 381-8000

www.theviamina.com