

Villa Russo

***We welcome all of you, to make your special event an unforgettable memory.
Our staff will gladly design a catered event suited to your preferences.***

Office hours:

Monday to Saturday 11:00 AM to 8:00 PM (Except Tuesday/ closed) | Sunday 11:00 AM to 6:00 PM

GUEST COUNT

Palace Room **100 - 250 guests** | Grotto Room **75 - 150 guests** | Party room **30 - 60 guests**

DEPOSIT AND PAYMENTS

Palace Room or Grotto Room | First deposit \$1000.00 | Second deposit \$1500 three months later.

Party Room | First deposit \$500.00 | Second deposit \$1000 three months later.

Unless your affair is within the three months, second deposit will be determined.

Final payment is due a week before the date of your affair.

First and second deposit can be made by cash, credit/ debit card, or check (certificated check if it is final payment). When using a credit/ debit card please note that there is a 3% surcharge (check with us).

ADD ONS

Center pieces – *Standard style*

Up lighting – *Your choice of color*

Chair covers and sashes – *Your choice of color*

Cake – *Your choice of cake and filling*

Additional desserts – *Request options*

Champagne Toast/ Apple Cider

Extra hours

START TIMES:

MORNING

Earliest **10:00am**

Latest **1:00 pm**

EVENING

Earliest **6:00 pm**

Latest **9:00 pm**

VENDORS:

If you would like to feed your vendors, they are 25% off.

DJ's need to be insured; if they don't have insurance there will be a \$150 fee to use the Villa Russo insurance for the night.

All our Packages Include:

Staff (set-up/ break-down)

Unlimited Soda Selection at Your Tables

Homemade Baked Bread

Your Choice of Napkin Color

Place Cards for your Seating Arrangements

Valet Parking

***Office: 118-16 101st Ave, Richmond Hill • Il Palazzo: 101-12 Lefferts Blvd.
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