



Event Policies & Procedures



- To confirm a Event Booking general details to be confirmed by phone or e-mail by Management, following that, a completed Booking Form sent as an attachment to be emailed to pulcinellatoronto@gmail.com
- Cancellations must be sent by email a minimum of 7 days prior to event in order to avoid a cancellation fee or loss of deposit, set out by Management based on group event details
- Final Guest Count to be provided 72 hours prior to event, otherwise initial Guest count on Booking form will be charged
- Standard Event time permitted is 4 hrs. Additional time is at the discretion of Management
- Table decorations should be discussed with Management to ensure feasibility
- Requests for a private area are subject to availability and party size
- Menu substitutions, additions and alteration allowed up to 72 hours before Event
- Room set ups & decorations are to be agreed to by Management
- All decorations and cake deliveries will be accepted during agreed time frame
- Decorations are not permitted to be taped or nailed to walls
- Audio and Video arrangements to be agreed to with Management
- Our Party room is equipped with screen and projector. Laptop is to be provided by Host
- Parking is available along the Lake Shore at no charge
- Damages to Pulcinella property are subject to charge
- All beverages are charged by consumption unless beverage package is purchased
- 13 % HST & 20 % gratuity are in addition to menu prices
- Minimum spend may be applicable
- Free parking is available along Lake Shore Blvd.



Pulcinella Booking Form

Name of Booking Person _____

Date of Event: _____

START TIME _____ END TIME _____

Occasion Type _____

Total Guests _____

Adult Meals _____

Children under 12 Meals _____

Infants _____

of High chairs _____

Cake table needed _____yes or no /Gift table needed _____yes or no

Menu Selection Title _____ Menu Price \$ _____
or

Customized Menu preferred _____ yes/no

Final Menus to be completed with Management

I undersigned acknowledge that I have read and are in agreement with Puclinella's Event policies. I agree that a cancellation fee of \$500 may apply if cancellation notice is received less than 7 calendar days from event

Signed by Booking Person

Credit Card # _____

Exp. Date _____ CVC # _____