

Monterey Bay Fish Grotto – Mt. Washington location  
Private Dining Guidelines

Thank you for considering Monterey Bay Fish Grotto for your affair. Our award-winning restaurant has always taken pride in its level of standards and excellence. These exceptional standards are reflected in our mouth-watering fresh fish and impeccable service. Our guests have come to expect this level of quality in every aspect of the main dining room as well as our private facilities.

#### Classic Private Dining

Located on the lower level of the restaurant, our rooms can accommodate 20 to 90 guests with a spectacular view of Pittsburgh's skyline through our floor to ceiling glass windows. Our banquet menu was created to cater to each guest's individual preference. We have accomplished this by offering all guests six entrée selections the night of their event in addition to having our superior serving staff take on-site orders. This attention to detail is what sets Monterey Bay Fish Grotto apart from any other restaurant in the city.

#### Private Wine Room

Our private "Wine Cellar in the Sky" affords a spectacular view of the North Shore and West End of Pittsburgh. Imagine being surrounded by Pittsburgh's breathtaking views while delighting in a five to six course dinner, each course being paired perfectly with a magnificent wine. Our private Wine Room features handmade sunburst oak tables, chandeliers, Riedel crystal stemware and fine china, and can accommodate eight to 27 guests. An evening in our exquisite Wine Room is an evening not soon forgotten.

#### Reservations

To reserve either a Private Dining Room or our Wine Room, we require a signed contract with a deposit of \$250. A credit card on a signed contract acts as a deposit and will NOT be charged prior to your event.

#### Hours

All private rooms are available 7 days a week for dinner beginning at 5:00 p.m. and lunch Monday through Friday 11:00 a.m. to 3:00 p.m.

#### Minimums

We require minimum guest counts for all private rooms. You will be notified of minimum requirements at the time of booking. These minimums are based on guest minimum along with menu pricing and do not include tax and gratuity as well as any additional food and beverage options.

#### Menus

To ensure a successful event, all food and beverage selections must be given 7 days prior to your event.

#### Guest Guarantee

The final guest count must be received 7 days prior to the event. You will be charged based on your actual guest count within no less than 10% of the final guest count guarantee provided. In the event that the actual attendance exceeds 10% of the final guarantee, substitutions may be necessary.

#### Payment

The full balance is due at the end of the event. Payment may be made with either credit card or cash only. Monterey Bay Fish Grotto accepts all major credit cards. One final bill will be issued with 18% service fee and 7% sales tax applied to all sales. Personal checks or multiple separate checks cannot be issued for group reservations. Tax-exempt organizations must provide a certificate of exemption at the time the reservation is made.

#### Cancellation

In the event of a cancellation, we must receive notice in writing up to 21 days in advance of the reserved date. In the event of a cancellation inside of 21 days prior to the reserved date, the \$250 deposit will be charged to the credit card holding the reservation.

To reserve one of our private rooms or ask any questions pertaining to private events, please contact Kelly Kasznel, special events coordinator.

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