



Thank you for considering Samba Brazilian Grill for your event. We are happy to work with you to make your event an experience!

Please contact us with all your event questions or requests.

Dale Bartnick

Guest Service Manager

608.257-1111

<mailto:sambabg@gmail.com>

240 West Gilman Street

Madison, WI 53703

Tel: 608-257-1111

[sambabraziliangrill.com](http://sambabraziliangrill.com)

## Samba Brazilian Grill

608-257-1111

### Hours

Dinner service

5-9pm Sun-Thurs

5-10pm Friday

4-10pm Saturday

9:30am-3pm Sun Brunch

## Room Rentals & Capacities

Samba has two private rooms available for your event. Room #1 seats up to 27 guests. Room #2 seats up to 40 guests. Both rooms have a flat screen TV with computer compatibility (PC/Mac) for your presentation needs. If you provide a projector, it may be used to project a large image onto our wall in Banquet Room #2. Our mezzanine level and adjoining private room combined seat up to 100 guests. Our entire facility can seat up to 220, with seating on our stage.

Private rooms #1 & 2 may be reserved with a minimum number of guests and no facility fee (Sunday-Thurs day). If your party wishes to secure the room for Friday, or Saturday evening, minimum guest counts and a \$300 facility fee apply.

For large parties over 20, guests will be sent to the salad bar in groups of 10 to 20 at a time to avoid congestion and allow for restocking.

Samba is available for day time events from 9am until 3pm any day of the week. Minimum guest counts and facility fees may apply. Please inquire about your specific event needs.

Restaurant buy out is available for Samba or Cabana Room. Please inquire about your specific event needs.

## Guaranteed Final Guest Count

An estimated count of those people attending will be requested upon the creation of the reservation. Confirmation, guaranteeing the number of guests to be served, must be made by noon, one week prior to the function, and may not be reduced thereafter. If a guarantee is not received by the specified date, the preliminary guest count will be the official and accountable guarantee. All charges will be based on the guaranteed guest count, or the actual number of guests served, whichever is greater. Children 12 years and under will be charged \$15.

All food, beverage and event details must be confirmed no later than 2 weeks prior to the scheduled event. It is our policy to quote firm prices for menu items no more than 30 days in advance. Prices do not include the appropriate rental charges, staffing fees, 5.5% state sales tax or the 20% gratuity



### Equipment

Samba has three flat screen TV's with computer compatibility (PC/Mac) for your presentation needs. VGA cords are provided at no extra charge. We do not have microphones, extension cords or other AV equipment available.

### Bar Fees & Policies

Samba reserves the right to refuse alcohol beverage service to intoxicated individuals or anyone under the age of 21 years of age.

Our liquor license requires that all bar service must cease by 11:45. Guests must vacate the premises at midnight.

### Decorating Policies

The restaurant does not permit affixing of anything to the walls, floor or ceilings of rooms with staples, tape, glue or nails. No glitter, confetti or balloons are allowed. Existing floral arrangements may not be displaced or altered for events.

All displays, materials, signs, banners and decorations must be removed prior to departure. All areas and function rooms must be in the same condition that they were prior to the event.

### Commencing & Vacating

Schedules and pricing is based on a 2.5-3 hour event. Customer agrees to begin the event promptly at the scheduled start time.

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### Special considerations

With the exception of wedding cakes produced in a State of Wisconsin-licensed professional kitchen, all food and beverage served or consumed on the premise must be purchased, served and prepared by Samba. A \$2 per person cake cutting and plating charge does apply if guests provide their own dessert.

No leftover food or beverages may be taken from the premises (with the exception of wedding cake). At the conclusion of the function, such food and beverage becomes the property of Samba. Samba does not assume responsibility for the loss of, or damage to, articles left at the venue prior to, during, or after any event.

Samba provides live music for our guests from 7pm until 9pm Sunday, Monday, and Wednesday evenings and Packer Games will be broadcast live on a big screen TV for Sunday Brunch. Unless otherwise discussed, band volume and presence will not be adjusted for private presentations. No additional speakers or microphones are allowed or available on live music nights.

### Parking

We have 20 parking spaces available to our customers on a first come, first serve basis. Parking is at no charge and limited to only current customers of Samba. Overnight parking is prohibited and our parking lot closes at 12:15pm. Metered on street parking, metered lot and several parking ramps are all available in the immediate vicinity. We do not have valet service.

### Payment Policies & Guidelines

Final bill payment is due before departure at the end of your event and cannot be split individually. Payment may be made by credit card (Mastercard, Visa, American Express) or cash. We do not accept checks. If your company is tax exempt, a copy of your tax-exempt certificate must be provided with your signed contract.

### Service Charges and Taxes

All food and beverage items are subject to service charge and tax. Service charge is 20%. Once gratuity is applied, state and local sales tax will then be added to the total amount.