

*John Mineo's Italian Restaurant*  
*13490 Clayton Road*  
*St. Louis, MO 63131*  
*Telephone: (314) 434-5244 Fax: (314) 434-0714*

**EVENT SHEET**

**Today's Date:**

**Event Date:**

**Event Name:**

**Event Contact:**

**Phone:**

**Email:**

**Fax:**

**Type of Event:**

**Event Host (if different from above):**

**Phone:**

**Number of Guests:**

*(a minimum of 10 guests is required to reserve a private room, if guest numbers falls below 10, a \$50 dollar per person charge will be assessed.)*

**Arrival Time:**

**Guests to order off Menu:**

**Guests to have a Pre-Set Menu:**

**Price per Guest:**

**Full Open Bar:**

**Beer and Wine Only:**

**Soft Drinks Only:**

**Table Set Up:**

**Screen Required?** *(there is a \$50 rental fee for screen)*

*For any questions, please contact:*

*Beth Ann Fries, Director of Marketing and Event Planning*

*Cell: (314) 378-9595*

*Email: [jrmineos@gmail.com](mailto:jrmineos@gmail.com)*

**Name on Credit Card:**

**Type of Credit Card:**

**Card Number:**

**Expiration:**

**Signature:**

*\*Credit Card information is required for room reservation. All events are subject to a 20% gratuity plus tax. There will be a \$300 charge for any event canceled within a five day period.*