



Private Function General Information

Reservations and Deposits

All reservations for private events are considered tentative and not considered final until a deposit is received. A \$500 deposit (may be less based on size of event) is required to book an event. Siena allows for cancellation five days prior to event with full reimbursement of your deposit. After that time, the deposit is non-refundable. All deposits are applied to your final bill.

Food and Beverage Minimums

Siena sets a food and beverage minimum for all private events. The food and beverage minimum varies based on day, time and size of your event. The food and beverage minimum includes food and beverage sales only and is exclusive of tax and gratuity. If spending minimum is not reached, a room rental fee will be applied to final bill to reach the spending minimum. Tax and gratuity are applied to entire bill including any room fees.

Payment

All charges must be paid in full following the conclusion of your event. Siena accepts all major credit cards and cash for payment. Checks are not accepted without prior permission.

Gratuity and Tax

A 20% service charge and 8% tax is applied to final bill including any room rental fees.

Flowers and Decorations

You may supply your own flowers and decorations for your event. However, decorations cannot be affixed to the walls, doors, or lighting fixtures. Guests are strictly prohibited from using any decorations that includes flames/candles. Due to allergy risk, latex balloons are also prohibited. We reserve the right to refuse any decorations deemed inappropriate. All decorations & flowers must be delivered on the day of the event and prior to restaurant opening.

Menu Selections

All menu selections are required one week prior to the event. Please note that special individual dietary constraints (Gluten Allergy, Vegan, etc..) will be handled individually on the night of the event. As a result, we strongly recommend not including specific items on your menu that address these individual issues. Advance notice on all dietary restrictions would be appreciated and allow us to better serve your guests. Parties of 35 people or more require menu selections in advance.

Private Function Spaces

The information below is general guidelines for available space. Please note that we will work with you to identify the best time and location to hold your event. While open only at night for normal business, we regularly open earlier to host events throughout the year.

Restriction to private function space may apply.

Entire Restaurant - The entire Siena Providence and Siena East Greenwich locations are available for daytime events on a daily basis. In addition, the entire Siena East Greenwich location is also available for private events on Monday nights as the restaurant is normally closed on this night. Both restaurants can hold 100 people. However, please note that this sitting capacity exists across 3 dining areas in both restaurants and doesn't reside in one large banquet room. Food and beverage minimums range from \$1500 to \$3000.

Providence's Palio Room- Siena Providence's Palio room holds up to 30 people and is wired with state of the art electronics including a 60" flat screen TV. The room is available for private events nightly excluding Saturdays. Food and beverage minimums range from \$1000 to \$2000.

Providence's Back Dining Area- The entire back dining area (two rooms on split levels) can hold up to 65 people. The area is available for private events from Sunday to Thursday night. Food and beverage minimums range from \$1750 to \$2500.

East Greenwich Wine Room- The round wine room holds up to 38 people and is available Sunday to Thursday night for private events. Food and beverage minimums range from \$1000 to \$1500.

Contact Information

If you have any additional questions or would like to enquire about availability, please feel free to contact us directly via phone or email.

Siena Providence	401.521.3311	management@sienaprovidence.com
Siena East Greenwich	401.885.8850	management@sienacucina.com