



Osteria Marco

1453 Larimer Square
Denver, Colorado 80202



Thank you for considering Osteria Marco for your event. We look forward to showcasing our commitment to excellence -from our wine list, to artisan Italian food and great service. Whether planning a professional function or a social celebration, Osteria Marco is the perfect location.

There are many ways our staff can work with you to make your event at Osteria Marco a sensation-- from collaborating food and wine selections, organizing audio visual equipment or helping plan flower arrangements. Please let us know how you envision your event and we will be delighted to assist you.



Please click [here](#)
For an interactive virtual tour of Osteria Marco

Wine Room (semi-private)

Groups ≤ 17 at one table
Groups ≥ 18 at 2-3 tables



Tavern Room (fully-private)

Groups ≤ 24 at one table
Groups ≥ 25 at 3 tables



Group Dining Information:

If you are interested in a large party reservation, we offer two distinctive dining areas for all groups 7 and larger. Parties of up to 18 can share the Wine Room with other diners and groups up to 20 can share the Tavern Room with other diners. Anything larger in size would necessitate reserving the respective rooms in full (see below for private dining information). There is no fee to share the space with others diners but please note **all groups 13 and larger are required to put together a custom menu**. The meal is served family style and continuously which means the host will pre-select the menu and on the day/night of the event, everything is served on large platters, passed around the table and guests can help themselves to as little or as much of each item as they would like.

All beverages are charged a la carte and on consumption.

Private Dining Information:

We offer two private dining spaces that are ideal for all types of events, from a professional to a social celebration.

Wine Room (*seats up to 30 people*) - This semi-private dining space offers your group a secluded space without feeling left out of Osteria Marco's lively atmosphere. Separated from the dining room by floor to ceiling wine racks, this room allows for a fun and upbeat dining experience created just for you. This room comfortably seats up to 30 guests (parties over 18 will be seated at two or three tables). **Parties up to 18 guests have the option of reserving the private dining room or sharing their space with other diners. Parties over 18 guests are required to reserve the room.**

Tavern Room (*seats up to 35 people*)- This fully private dining area is closed off from the rest of the restaurant by sound buffering, sliding panels, offering your group more privacy. This room is perfect for business meetings, rehearsal dinners and surprise parties. Osteria Marco will cater to your guests, offering them a one of a kind private dining experience. This room seats up to 35 guests at three tables. Groups up to 24 people can be seated at one long table. **Parties up to 20 guests have the option of reserving the private dining room or sharing their space with other diners. Parties over 20 guests are required to reserve the room.**

Reservation Date	F&B Minimum
Dinner Monday, Tuesday and Wednesday	\$1500*
Dinner Thursday and Sunday	\$2000*
Dinner Friday and Saturday (We offer two seatings: $\geq 5:30\text{pm}$ reservation or $8:30\text{pm} \leq$) **	\$2000*
Lunch	\$500*

*Minimums must be met prior to 8% Colorado Sales tax, 18% gratuity, 2% Facilities Fee & 1% Larimer Historic Preservation Fee

**A fee of \$350 per half hour will be applied for groups staying past their allotted time (Fri and Sat evenings only)

*** Holidays and specific calendar dates, regardless of what day they fall, are subject to Friday/Saturday seating times & pricing with regards to the food and beverage minimum and set menu price (ie: New Years Eve, Valentine's Day, Labor Day...etc).

All groups 13 and larger are required to put together a custom menu. The meal is served family style which means the host will pre-select the menu and on the day/night of the event, everything is served on large platters, passed around the table and guests can help themselves to as little or as much of each item as they would like.

Reception Style Event Information

Reservation Day	# of Guests	F&B Minimum
Sunday-Wednesday	Up to 40 (Wine Room or Tavern Room)	\$1,500
Thursday, Friday-Saturday (We offer two seatings: $\geq 5:30\text{pm}$ reservation or $8:30\text{pm} \leq$) **	Up to 40 (Wine Room or Tavern Room)	\$2,000

*Minimums must be met prior to 8% Colorado Sales tax, 18% gratuity, 2% Facilities Fee & 1% Larimer Historic Preservation Fee

**Holidays and specific calendar dates, regardless of what day they fall, are subject to Friday/Saturday seating times & pricing with regards to the food and beverage minimum and set menu price (ie: New Years Eve, Valentine's Day, Labor Day...etc).

You may choose a variety of options for a total of 6 items from the reception style menu. **Items will be served stationary and continuously for your guests to enjoy at their convenience.**

Group Dining and Private Events Booking Policies

To move forward with the booking process for either a group dining or private room reservation, please let the event coordinator know as soon as possible so they can recheck availability, tentatively hold the space for you and send the contract and credit card authorization form. Anytime a guest requests a custom menu or the party size necessitates a custom menu, a contract and credit card authorization form is also required. A reservation is confirmed once the event coordinator has received the completed forms. **Osteria Marco cannot hold any reservations without a signed event contract. We ask that you please provide us with a signed dining contract and menu selection form no later than one week prior to your event.**

Beverages All beverages are charged a la carte and on consumption. We request that you make selections from our wine list in advance; if you would like assistance or suggestions, our sommelier will be happy to assist you. We have plenty of ways to customize the beverage options- please ask for details.

Is there a fee or deposit required? We do not have a room rental charge or require a deposit for our private dining room. However, there is a food and beverage minimum that must be met prior to tax and gratuity if you are reserving the room in full. If the party fails to hit the minimum with food and beverage revenue, Osteria Marco will total the bill to the minimum amount and then add the Larimer fee, the facilities fee, gratuity and tax.

In the event of a cancellation, we ask for at least **24 hours' notice**. If an event is cancelled within 24 hours of the agreed upon event date, the food and beverage minimum (private events) or the menu price x contracted # of guests (group dining) will be charged to the card on file.

Menu Selections - All events with more than 13 guests are asked to create a custom menu which is served family style and continuously to the group. The menu guidelines will help you in selecting the appropriate number of choices based on the current group/private dining menu. I am happy to help you with suggestions or make a menu that is suitable for your special event. The meal is served family style which means the host will pre-select the menu and on the day/night of the event, everything is served on large platters, passed around the table and guests can help themselves to as little or as much of each item as they would like. With the exception of the individually plated dessert, the remainder of the meal is served continuously as requested until all guests are satisfied. **We ask for finalized menu selection no later than one week prior to your event.**

Final Guest Count -Osteria Marco requires a **final confirmed guest count 24 hours prior to the event**. Menu charges and seating arrangements will be based on the confirmed guest total given. Should no final count be received, the estimated count will be used. Final charges will be based on confirmed guest count or actual guest count, whichever is greater.

Accessibility -The restaurant is wheelchair accessible but please speak with the coordinator.

Allergies and Dietary Restrictions - In the spirit of hospitality, be assured that we will go to great lengths to accommodate dietary needs with advance notice. Additional fees may apply.

Parking -There is street and garage parking available within walking distance. Larimer Square provides valet service through LEG Valet. The valet rates are \$10.00 with validation / \$20.00 without validation. Valet locations on Larimer in front of Ocean Prime and Rioja.

Additional Fees – applied to the final bill include an 18% suggested gratuity, 1% [Historic Larimer Preservation Fee](#) and 8% Sales Tax. There is also a 2% Facilities Fee which is calculated on the food and beverage minimum or the menu price x the confirmed guest count, whichever is greater. The facilities fee will not be applied to the food and beverage minimum and is subject only to sales tax.

AV Equipment – Equipment can be rented through a third party company for an additional expense. We can accommodate parties of up to 30 people (seated or standing) with AV needs in the Tavern Room.

Final Payment – Osteria Marco will allow for a **maximum** of 6 separate checks and the Event Coordinator must be made aware of this request when making the reservation.



Menu Guides

Groups of 13 or more require a custom menu | We can readily accommodate dietary restrictions with advance notice.

**All meals are served family style and continuously. Dessert is the only course that is plated and served individually.*

What this means: The meal is served family style which means the host will pre-select the menu and on the day/night of the event, everything is served on large platters, passed around the table and guests can help themselves to as little or as much of each item as they would like. With the exception of the individually plated dessert, the remainder of the meal is served continuously as requested until all guests are satisfied.

Group & Private Seated Dining Events : (Please select your items from our private dining menu)

Three Course Menu- \$25 per person for lunch daily & dinner Sunday-Thursday; \$30 per person Friday & Saturday

Chef's selection of Antipasti including Almonds, Olives & Ciabatta Bread

Choice of **two** Salads

Choice of **three** items (total) from Pizzas or Pressed Panini

Choice of **one** dessert (plated & served individually)

Four Course Menu- \$35 per person for lunch daily & dinner Sunday-Thursday; \$40 per person Friday & Saturday

Chef's selection of Antipasti including Formaggio, Salumi, Almonds, Olives & Ciabatta Bread

& Choice of **one** additional Antipasti item

Choice of **two** Salads

Choice of **three** items (total) from Pizzas or Pressed Panini

Choice of **one** dessert (plated & served individually)

Four Course + Secondi Menu

\$45 per person for lunch daily & dinner Sunday-Thursday; \$50 per person Friday & Saturday

Chef's selection of Antipasti including Formaggio, Salumi, Almonds, Olives & Ciabatta Bread

& Choice of **one** additional Antipasti item

Choice of **two** Salads

Choice of **three** items (total) from Pizzas/Pressed Panini/Secondi

Choice of **one** dessert (plated & served individually)

Reception Events (Standing Events with Stationary Appetizers)

(Please select your items from our reception menu)

\$30 per person; Menu is served stationary and continuously

Choice of **6** items including Antipasti, Pizza and Panini

Add Ons

Additional menu items can be added a la carte (menu pricing) or continuously with a per person fee (see pricing below):

Additional antipasti *+\$3 fee per person*

Additional pizza/panini *+\$5 fee per person*

Additional family style side *+\$5 fee per person*

Additional secondi *+\$8 fee per person (Four Course Secondi menu ONLY)*

Gluten Free Accommodations We offer special accommodations a la carte and in addition to the set menu price. We offer gluten free pizza crust *+\$8 supplemental fee per crust* and gluten free bread for *+\$3 supplemental fee*

Beverage & Wine Selection

Private groups may order their drinks ala carte or preselect wine and cocktails to be served with their meal. All beverages are charged a la carte and on consumption.

*Set menu prices are exclusive of beverages, 8% Colorado Sales tax, 18% gratuity, 2% Facilities Fee and 1% Larimer Historic Preservation Fee