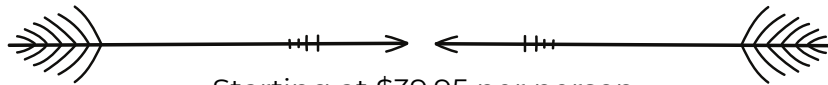


Traditional Served Buffet



Starting at \$39.95 per person.

Minimum number of guests depends on date.

Administrative fee and sales tax not included.

All menus can be customized upon request, pricing may vary.

HORS D'OEUVRES

- Assorted Domestic Cheese and Crackers
- A Bountiful, Cascading Tabletop Display of Garden-Fresh Vegetables with Country Herb Ranch

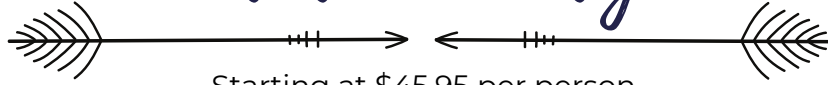
COLD SALADS

- Italian Pasta Salad
- Cucumber, Tomato and Onion Salad with Fresh Basil
- Harro East's Famous Crabmeat Salad

ALL THE FOLLOWING ARE INCLUDED:

- Hand Carved Top Round of Beef
- Chicken Marsala, Chicken Sesame or Italian Sausage with Peppers and Onions
- Carved Ham or Lemon Herb Baked Tilapia
- Salt Potatoes, Roasted Red Potatoes or Potato Au Gratin
- Local Seasonal Vegetables
- Baked Penne Marinara
- Served Mixed Garden Salad or Traditional Caesar Salad
- Fresh Rolls and Butter
- Coffee & Tea Station

Station Party



Starting at \$45.95 per person.

Minimum number of guests depends on date.

Administrative fee and sales tax not included.

All menus can be customized upon request, pricing may vary.

COLD HORS D'OEUVRES

- Assorted Domestic Cheese and Crackers
- A Bountiful, Cascading Tabletop Display of Garden-Fresh Vegetables with Country Herb Ranch

HOT HORS D'OEUVRES

- Swedish Meatballs
- Stuffed Mushrooms: Sausage, Crab or Spinach and Feta
- Spanakopita: Spinach and Feta Cheese Wrapped in Light Phyllo Dough

SALAD STATION

- Chef Salad with Two Dressings
- Caesar Salad
- Garlic Bread Sticks

PASTA STATION

- Penne
- Bowtie
- Sauces
 - Marinara
 - Alfredo
- Meatballs

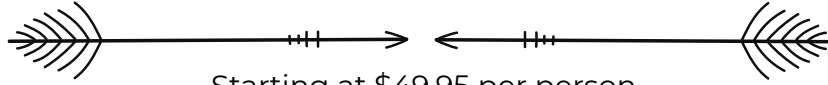
MEAT CARVING STATION

- Hand Carved Sirloin
- Roasted Turkey

COFFEE AND TEA STATION



Served Dinner



Starting at \$49.95 per person.

Minimum number of guests depends on date.

Administrative fee and sales tax not included.

All menus can be customized upon request, pricing may vary.

HORS D'OEUVRES

- Assorted Domestic Cheese and Crackers
- A Bountiful, Cascading Tabletop Display of Garden-Fresh Vegetables with Country Herb Ranch

SERVED STARTERS

- Served Fresh Fruit Cup with Fresh Mint
- Served Caesar Salad
- Fresh Baked Rolls with Butter

ENTREES

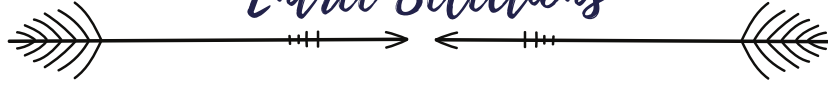
- Fresh Chicken French: Sautéed in Lemon and Sherry Wine Sauce
- Sliced Roast Tenderloin of Beef Bordelaise:
Juicy Medallions with Rich Burgundy Sauce
- Fresh North Atlantic Salmon: Served with an
Lemon Dill Sauce
- Pasta Primavera: Bowtie Pasta with Artichokes,
Portobello Mushrooms and Seasonal Vegetables, with
Garlic and Oil or Alfredo Sauce

*All Entrees are Served with Garlic Smashed Potatoes and
Roasted Green Beans*

COFFEE AND TEA STATION

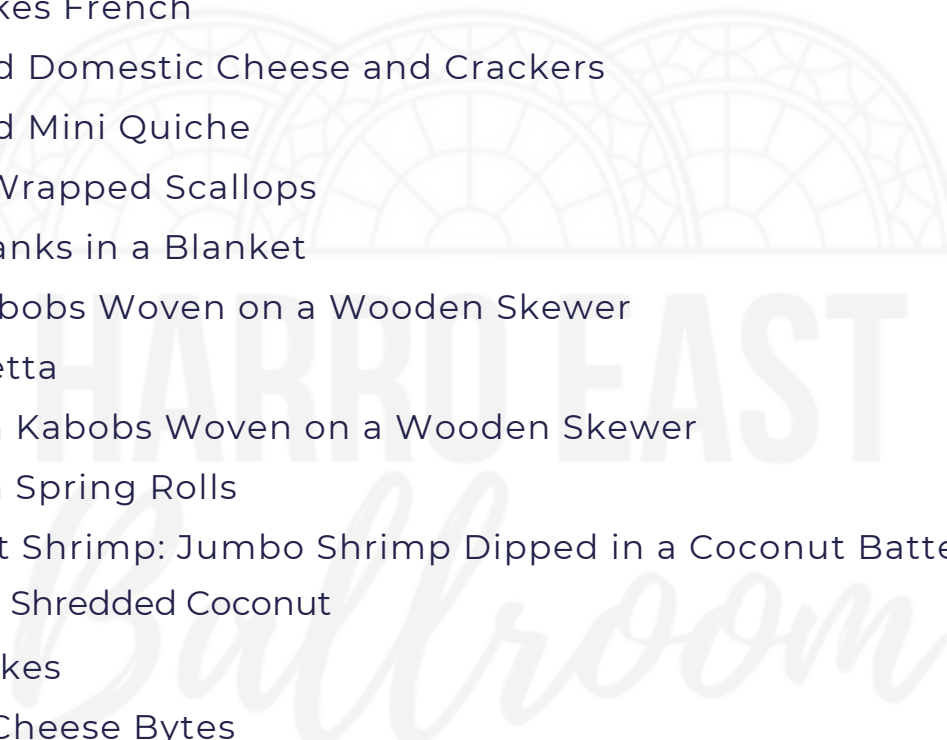


Hors D'oeuvres, Accompaniments, & Entrée Selections

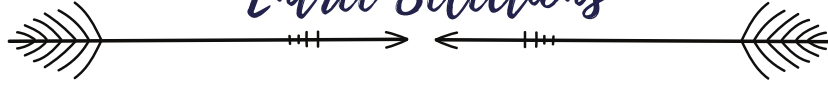


HORS D'OEUVRE CHOICES

- A Bountiful, Cascading Tabletop Display of Garden-Fresh Vegetables with Country Herb Ranch
- Artichokes French
- Assorted Domestic Cheese and Crackers
- Assorted Mini Quiche
- Bacon Wrapped Scallops
- Beef Franks in a Blanket
- Beef Kabobs Woven on a Wooden Skewer
- Bruschetta
- Chicken Kabobs Woven on a Wooden Skewer
- Chicken Spring Rolls
- Coconut Shrimp: Jumbo Shrimp Dipped in a Coconut Batter Rolled in Shredded Coconut
- Crab Cakes
- Grilled Cheese Bytes
- Hand Stuffed Mushrooms: Sausage, Crab or Spinach and Feta
- Italian Sausage with Peppers and Onions
- Jumbo Iced Shrimp Cocktail
- Mini Beef Wellington
- Mini Cordon Bleu Bites
- Philly Cheesesteak Spring Rolls
- Raspberry Brie Wrapped in Light Phyllo Dough
- Seasonal Fresh Fruit and Melons Artistically Displayed
- Spanakopita: Spinach and Feta Wrapped in a Light Phyllo Dough
- Swedish Meatballs



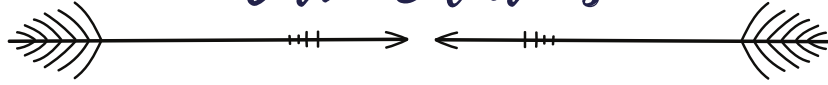
Hors D'oeuvres, Accompaniments, & Entrée Selections



ENTREES

- Carved Ham
- Lemon Herb Baked Tilapia
- Carved Pecan Encrusted Center Cut Pork Loin
- Carved Roasted Turkey
- Chicken Sesame
- Eggplant Parmesan: Fresh Eggplant Breaded and Baked. Served with a Marinara Sauce and Melted Mozzarella
- Fresh Chicken French: Sautéed in Lemon and Sherry Wine Sauce
- Fresh Chicken Marsala: Fresh Mushrooms and Marsala Wine
- Fresh Chicken Parmesan: Lightly Breaded Chicken Breast Topped with Zesty Tomato Basil Sauce & Melted Mozzarella Cheese
- Fresh Mahi Mahi: Served with a Mango Sauce
- Fresh North Atlantic Salmon: Served with an Lemon Dill Sauce
- Hand Carved Sirloin
- Italian Sausage with Peppers & Onions
- Marinated Sliced Flank Steak with a Mushroom Sauce
- New Zealand Orange Roughy: Served with a Citrus Dill Marinade
- Pasta Primavera: Bowtie Pasta, Artichokes, Portobello Mushrooms and Seasonal Vegetables. Choice of Garlic and Oil or Alfredo Sauce
- Pecan Encrusted Mango Chicken: Served with a Mango Sauce
- Sliced Roast Tenderloin of Beef Bordelaise: Juicy Medallions with Rich Burgundy Sauce

Hors D'oeuvres, Accompaniments, & Entrée Selections

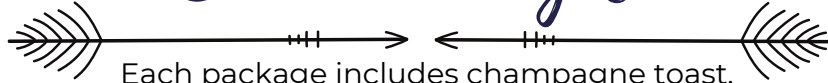


ACCOMPANIMENTS

- Garden Rice Pilaf
- Garlic Bread Sticks
- Garlic Smashed Potatoes
- Herb Roasted Potatoes
- Local Seasonal Vegetables
- Potato Au Gratin
- Roasted Green Beans
- Cucumber, Tomato and Onion Salad with Fresh Basil
- Harro East's Famous Crabmeat Salad
- Homemade Macaroni Salad
- Italian Antipasto Salad - Italian Olives, Marinated Peppers and Mushrooms, Sweet Bell Peppers, Spicy Ham, Hard Salami, Imported Cheese with Garlic and Herb Vinaigrette
- Old Fashioned Potato Salad
- Traditional Broccoli Salad
- Bowtie Pasta with Alfredo Sauce
- Five Cheese Macaroni
- Greens and Beans



Bar Packages



Each package includes champagne toast.
Administration fee and sales tax not included.

OPEN BAR PACKAGES

No extra bartender or setup fees.

	3HRS	4HRS	5HRS
HOUSE BAR	\$17.95	\$19.95	\$21.95
HOUSE BAR WITH WINE	\$19.95	\$21.95	\$23.95
CALL BAR	\$22.95	\$25.95	\$28.95

Add Additional Beer - Draft, Bottled, or Canned - \$2.00/pp for Domestic / \$4.00/pp for Imported, Craft or Hard Seltzers

HOST BAR

Host pays on consumption basis, two options available:

- Time Based: Host pays for the amount the guests consume, per drink within a designated timeframe.
- Dollar Amount Based: Host pays for a specific dollar amount regardless of the timeframe.
- Set up charge \$150.00.
- Bartender fee \$20.00 per bartender, per hour.

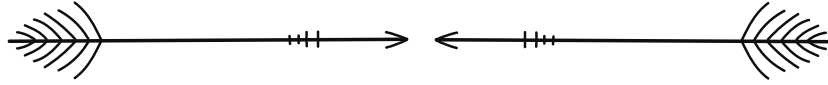
CASH BAR

Guest pays for their own drink on a per drink basis.

- Set up charge \$150.00.
- Bartender fee \$20.00 per bartender, per hour.



Policies



BEER, WINE AND LIQUOR

We offer a complete selection of beverages to compliment your function. Please note that alcoholic beverage sales are regulated by the State of New York, Harro East Ballroom, as a licensee, is responsible for administration of these regulations. It is our policy that no liquor, beer or wine be brought into the facility from outside sources. We will be happy to order what you would like.

SECURITY AND ROOM FEES

There is a \$1,000.00 room usage fee (room fee waived depending on date and type of event) in addition to administration fees and taxes. This encompasses normal set up, normal clean up, labor to do such, linens, air conditioning/heating. This also includes cake cutting fees, linen fees or parking fees (all the Harro East lots are free). Security includes inside and out.

DEPOSITS AND CANCELATIONS

Harro East Theatre and Ballroom requires a non-refundable deposit to secure your date as a confirmed event. We require a 1/3 down payment - \$500.00 secures the date and 30 days from booking the balance of the 1/3 is due. In the event that your function should cancel, or you should need to change the date, FOR ANY REASON, all of your deposits and final payment are non-refundable.

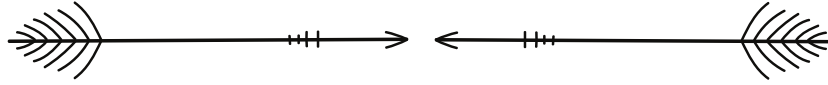
GUARANTEES

We must have your final guaranteed number of guests within nine business days prior to the scheduled event. You will be charged for the guarantee or the number of guests, whichever is greater. Please note that ALL menu selections must be made at least 14 business days prior to the event.

PAYMENT

All payments are due, in full, seven business days prior to the event. Any additional costs MUST be paid the day of the event. Payment can be made in the form of cash, check or money order. Any legal or collection fees incurred by the Harro East Theatre and Ballroom, regarding the collection of your bill, will be added to the total amount due.

Policies Continued



ADMINISTRATION FEE AND TAXES

A *25% administration fee (subject to change) and 8% sales tax will be applied to all food, beverage and room rental charges. Tax exempt organizations are responsible for providing us with applicable documentation prior to the event or sales tax will be applied to the final bill.

* The Harro East Ballroom has a 25% administration fee as stated in all of our marketing material and in our contracts. We are not a restaurant, that is open every day. We choose to compensate all our staff at our discretion and gratuities are not part of our pricing - that is at the sole discretion of our guests. These administration fees help to ensure that our hospitality exceeds your expectations and provides price guarantees at the time of booking, no matter how far in advance and until your event is completed. The fees also include unlimited appointment times either in person, over the phone or through emails to handle all if your additional questions and concerns, in order to achieve the perfect event. Also included in the administration fee, that we also have a complimentary Food Tasting Party, once a year, that is included with your booked event.

PARKING

Parking is available at the three Liberty Pole Way lots, the Andrews Street lot, and there is ample on street parking available.

SECURITY

Harro East Ballroom will not assume responsibility for the damage or loss of any merchandise or articles left in our facility prior to, during or following your event. Special arrangements for security of items may be arranged in advance. If additional security is required for events an additional charge will be incurred.

VENDORS

Outside vendors have 30 minutes to pack up equipment and vacate the premises or additional charges would be incurred.

