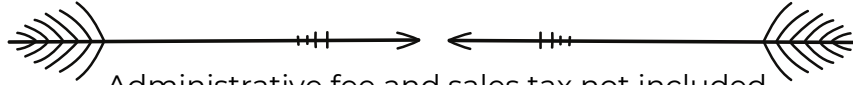


Served Buffet



Administrative fee and sales tax not included.
Additional beverages available, call for pricing.
All menus can be customized upon request, pricing may vary.

Served Breakfast Buffet

Add unlimited Blood Mary's, Mimosa and Champagne \$7 per person

THE CONTINENTAL \$9.95 PER PERSON

- Assorted Breakfast Pastries
- Fresh Fruit Basket
- Selection of Chilled Juices
- Freshly Brewed Coffee and Tea

THE HARRO SUNRISE \$15.95 PER PERSON

- Assorted Pastries and Bagels
- Freshly Sliced Fruit
- Scrambled Eggs
- Sausage and Ham
- Home-Fried Potatoes
- Silver Dollar Pancakes with Syrup
- Selection of Chilled Juices
- Freshly Brewed Coffee and Tea

Served Luncheon Buffet

SERVED DELI BUFFET \$15.95 PER PERSON

- Sliced Roast Beef, Turkey and Ham
- Assorted Sliced Cheeses
- Sliced Onions, Tomatoes, Lettuce, and Pickles
- Individually Packaged Potato Chips
- Two Cold Salads – Chef's Choice
- Assorted Deli Breads and Rolls
- Brownies and Cookies
- Freshly Brewed Coffee and Tea

Served Dinner Buffet

THE THEATER DINNER \$22.95 PER PERSON

- Mixed Field Green Salad or Caesar Salad
- Crabmeat Salad
- Italian Pasta Salad
- Salt Potatoes
- Baked Ziti with Marinara Sauce
- Baked Chicken or Chicken Marsala
- Smoked Beef Brisket
- Rolls and Butter
- Dessert
- Freshly Brewed Coffee and Tea

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.

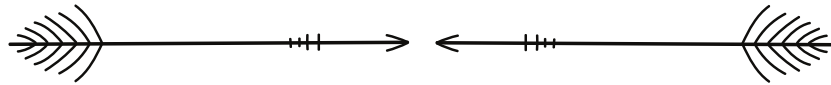
SECURITY AND ROOM FEES

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.

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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.

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 of 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.