

POLICIES

FUNCTION SPACE

Function space will be assigned based on group size. Function space may be reserved for another group before or after your scheduled time.

On the day of the event, functions that run over the allotted time scheduled will be charged \$250 per hour for an event that runs more than 1 hour past contracted end time.

Any setup changes that occur within 24 hours of the event start time are subject to an additional charge of \$250.

FOOD AND BEVERAGE GUARANTEES

Outside food and beverage is not permitted in the function space.

Initial guest counts are needed 21 business days prior to the event. We require final guaranteed guest counts no later than 10 business days prior to the event date. All charges will be based on the guaranteed guest count or the number of guests in attendance, whichever is higher.

A bartender is required for any events that include alcoholic beverages. A ratio of 1 bartender per 75 guests will apply.

Prices do not include 6% sales tax and 21% service charge and are based on 90 min. of consumption.

Menus require a minimum of 20 guests.

A \$5 pp preparation charge will be applied to groups who do not meet the minimum guest requirement.

SPECIAL MEALS

Special meals are defined as those meals requested for service other than the principal menu, either contracted in advance or at the time of service.

If the number of special meals requested at the time of service exceeds the contracted number, the special meals will be charged over and above the guaranteed number.

This facility also handles/prepares foods containing gluten, tree nuts, eggs, fish, shellfish, soy, wheat and dairy. Cross contamination is possible.

PAYMENT

Final payment method must be selected on the contract and will be billed according to that selection.

The current service charge is 21%. Service charge is subject to change with or without notification.

Current Pennsylvania sales tax is 6% and will be billed to the account on all rentals, audio visual equipment, food and beverage and labor fees. Sales tax is subject to change with or without notification.

UPGRADES

Dance floor - 21x21 complimentary (additional dancefloor pieces \$75 per piece)

Charger Plates - \$3 each (gold or silver only)

Staging - 16x8 under 36" complimentary (additional staging pieces \$110 per 4x8 piece)

Balloon Drop Cleaning Fee - \$400

Tradeshow Cleaning Fee - \$1200 per day. Table Top Exhibits with excess trash removal and clean up will be assessed a \$1200 per day cleaning fee

Floor Covering Fee - \$150 per booth

Vehicle Staging Permit - \$75

Chair Covers - \$3 each

Chair Cover & Sash - \$5 each

Coat Check - \$1 pp

The Commonwealth of Pennsylvania suggests that consuming raw or uncooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness.