



## **PRIVATE EVENTS**

### *Information Packet*

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Our facility is an outstanding choice for group events such as rehearsal dinners, cocktail parties, birthdays, business meetings and other special occasions. We welcome families and offer an excellent selection of menu offerings for children. The Mill's banquet menus provide guests with a variety of options for all types of events. In addition, we offer an excellent selection of premium spirits, wines, and a variety of seasonal craft beers that only further complement our cuisine.

Our goal at The Mill is to create a positive and memorable experience for every guest who visits our restaurant. We achieve this by providing the highest quality of food, beverage and service to our guests in a casual and friendly environment

**Please visit us at [www.TheMillinHershey.com](http://www.TheMillinHershey.com) for additional information.**

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## **PRIVATE PARTY AND CORPORATE EVENT SPACES**

**THE SWATARA ROOM:** Looking for a warm, handsome space for your next party or event? Located on the first floor, The Swatara Room is perfect for corporate events or private parties with up to 32 guests. A stone wall, beamed ceiling, and working fireplace give it a cozy feel. Large doors can be closed for privacy, and like all private event spaces in the restaurant, it's easy to include audio-visual resources.

**THE CURRY ROOM:** This third-floor meeting and party space features whitewashed plank walls and high ceilings. The meticulously restored Curry Room overlooks the train tracks: a nod to the rich history of the former Curry Mill and the role it's played

in Hershey, PA since 1858. This event space comfortably seats 28 people and has doors that can open up into larger areas of the restaurant.

**THE THIRD FLOOR:** For larger groups we are proud to offer our third floor space; This sweeping space features high, vaulted ceilings crossed with thick beams salvaged from the original Curry Mill. One of the best-kept secrets in Hershey, PA, the third floor allows our top-rated restaurant to accommodate up to 75 guests while still providing a completely private experience. Guests may also enjoy a dedicated bar, ADA-compliant restrooms, and a no-step, elevator access.

**THE PATIO AT 810:** Seasonally, we are able to offer our covered outdoor patio that is great for groups of up to 45 guests. The combination of our fireplace with the wood and other metal elements of the patio structure, has created not only a great space for casual dining but in addition a unique new option for your special events. This space is perfect for birthdays, showers or anniversaries.

## **FOOD AND BEVERAGE MINIMUM**

In lieu of a room charge or room fee, we impose a Food and Beverage Minimum to host your event in a private room. This minimum includes all food and beverage consumed by the party. If the minimum is not met, the difference is charged as an “unmet minimum”. Please note, the food and beverage minimum does not include tax and gratuity. Although this is listed as a “Food and Beverage Minimum”, this minimum is inclusive of:

- Guaranteed Space, Date and Time of Event
- Guaranteed Privacy
- Room Set-Up and Furniture: Tables, Chairs and Floor Plan Arrangement
- Break Down and Cleaning

We do also require a Credit Card Authorization to be kept on file in the event of cancellation. Private rooms will be reserved under the following guidelines: Event spaces are typically available for three (3) hour increments, starting with the

reservation time. If you should need the room for a longer duration, contact the event coordinator to arrange additional time.

## **FOOD AND BEVERAGE MINIMUMS FOR EACH SPACE LISTED BELOW**

(Everything you eat and drink including alcohol will go towards your minimum)

**DINNER EVENTS:** (Wednesday - Sunday starting at 4pm) Spaces are booked in 3-hour increments with additional time available upon purchase.

	WED-THURS	FRI-SAT	SUNDAY
SWATARA ROOM (32 People)	<b>\$2500</b>	<b>\$3500</b>	<b>\$2500</b>
CURRY ROOM (28 People)	<b>\$2500</b>	<b>\$3500</b>	<b>\$2500</b>
THIRD FLOOR (75 People)	<b>\$4000</b>	<b>\$6000</b>	<b>\$4000</b>
PATIO (45 People)	<b>\$4000</b>	<b>\$5000</b>	<b>\$4000</b>

**LUNCH EVENTS:** (Saturdays starting at 12pm | Sundays starting at 11am) Spaces are booked in 3-hour increments with additional time available upon purchase.

	SATURDAY	SUNDAY
SWATARA ROOM (32 People)	<b>\$1750</b>	<b>\$1750</b>
CURRY ROOM (28 People)	<b>\$1750</b>	<b>\$1750</b>
THIRD FLOOR (75 People)	<b>\$3000</b>	<b>\$3000</b>
PATIO (45 People)	<b>\$3000</b>	<b>\$3000</b>

All parties are based off of a 3 hour event time slot. We allow one (1) hour prior for set up plus a half hour (30 mins) for clean up.

## **GUEST COUNT**

Upon scheduling your event, you will need to provide us with an approximate guest count. The final guest count needs to be provided no later than fourteen (14) days prior to the reservation. Please note, if a buffet option is chosen, the final charges will be based on the confirmed count or actual guests served, whichever is greater. If you did not provide us with menu and beverage options at the time of booking, it will need to be confirmed fourteen (14) days prior to the event. If menu choices are not selected fourteen (14) days prior to your event, the event coordinator reserves the right to choose a menu for you.

## **OUR PRICE GUARANTEE**

All prices quoted herein are firm through December 31, 2024. Events booked beyond this date are subject to possible price increase in costs of food and beverage by the restaurant. The Mill implements seasonal menu changes that occur a few times a year. Occasionally, new menu changes may affect your pre-determined menu selections. We will do our best to honor all menu choices made at the time of booking if a menu change has occurred.

## **BEVERAGE OPTIONS**

The Mill has an excellent selection of beverage options available to our guests. Everything from non-alcoholic refreshments (soda, house made lemonade, iced tea, coffee, etc.), to a custom bar for you to offer your guests. Premium liquors, beer, and wine are all available to suit your needs.

The Mill is happy to accommodate and control alcohol consumption by your group based on the information you provide us. You are not required to offer alcohol to your guests. Prior notification needs to be made if you choose to limit or not offer alcohol to your guests. If the Open Bar or Limited Bar option are chosen, drinks will be billed based on consumption.

Type of Bar Service must be submitted with menu options fourteen (14) days prior to reservation date. Please note that Cash Bar purchases cannot be applied to the Food and Beverage Minimum contracted.

## **MENU OPTIONS**

The Mill offers many menu options to choose from, tailored to meet the specific requirements of our guests for all occasions. Our event planner will work with you to select the appropriate options from our current menu for your special event. Please inform us if you have dietary restrictions to facilitate an appropriate menu.

**A LA CARTE MENU:** This option will be charged based on consumption and is only available for Private parties of 20 or less. It allows you and your guests to order directly from the full restaurant menu.

**PRESET/LIMITED MENU:** This option is ideal for smaller private parties up to 35. This option is also charged based on consumption and it limits the menu in which guests can order from. This allows for excellent service and food served in a timely manner. If a party chooses this option and does not return their menu options within fourteen days of their event, the event coordinator will choose a menu that will best fit the event.

**BUFFET MENU:** This option is great for any size event. This menu creates the perfect option for a party that would include a lot of socialization. A custom buffet menu can be built to offer everything from heavy appetizers to a full 3 course meal.

Please note, the items on the menu may vary slightly due to seasonality of the ingredients. If any changes need to be made, the event coordinator will contact you with this information.

## **PA SALES TAX**

Pennsylvania's Sales tax is assessed at 6% for all prepared food.

## **SERVICE FEE OR GRATUITY**

The gratuity assessed is paid to the service staff as compensation for set-up, food and beverage service, and breakdown of the party or special event. Our standard gratuity of 20% will be added to your food and beverage minimum or final bill, whichever is greater.

## **CANCELLATION POLICY**

Cancellation or change in date must be provided to the event coordinator no less than fourteen (14) days prior to your scheduled event. All events scheduled during the month of December are subject to a thirty (30) day cancellation notice. A \$300 cancellation fee will be issued if cancellation is not within the above-mentioned parameters.

A \$600 cancellation fee will be issued if you cancel within seven (7) days of your event date. If you cancel within 72 hours of your event start time, you will be charged the full contracted amount.

**\*\*Cancellations made through anyone other than the event coordinator or manager on duty are not valid\*\***

