

# **BANQUET INFORMATION**

## **Deposit & Payment Schedule:**

Deposits are required to hold your scheduled date and time of event.

A contract must be completed to reserve a banquet room. The non-refundable deposit amount is 20% of the total estimated cost for your menu selection. In the event a menu has not been selected, the cost per person will be estimated and adjusted upon final menu selection. If no deposit is received, Franconia Heritage has the option to reserve the room to another party.

Payments: 20% due at time of booking.

Final payment in full is due on or before your event day.

**Cash, Check, Master Card, Visa, Discover or American Express accepted.**

**Tax exempt forms must be on file with us before that status can be honored.**

## **Menu Deadlines:**

Final menu selection must be given to Franconia Heritage at least 2 weeks prior to your event.

## **Guest Count**

**When you book the date with us, let us know how many guests you are planning.**

- Two weeks before, please call with your best estimate.
- Final head count if required four days prior to your event. The head count

that we have four days prior to your event will be considered the final head count and will be the minimum number for which you will be billed. If more than the final count attends, you will be charged for the greater number of guests. Any guests added after 48 hours before your event will be charged a 20% premium.

## **Gratuity & Sales Tax:**

Gratuity includes set-up, serving and cleanup. Normal gratuity is 20% but may vary for parties when gratuity does not cover server/staff time. Minimum Gratuity is \$65. for breakfast & lunch, \$75. for dinner.

6% Pennsylvania Sales Tax will be added to all prices.

## **Children's Pricing:**

Children 3 and under are FREE. Children ages 4-10 are ½ price.

## **Additional Costs:**

Any banquet scheduled less than 48 hours in advance will incur a 20% premium.

NO OUTSIDE FOOD IS PERMITTED.

**Franconia Heritage Banquet & Conference Center, Franconia, PA 215-721-8900\_**