

CONTRACT INFORMATION

Deposits & Payment Schedule

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

Deposit amount is based on the number of invited guests:

Less than 100 people	\$150.00
100-199 people	\$350.00
over 200 people	\$500.00

Payments: 50% of the balance is due two weeks prior to the event.

Payment in full is due on or before day of event.

Cash, Check, Master Card, Visa, Discover & American Express accepted.

Guest Count & Menu Deadlines

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 is required five days prior to your event. The head count

that we have 72 hours 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.

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Gratuity & Sales Tax:

Gratuity includes set-up, serving and cleanup whether it be buffet, platter or family style. Normal gratuity is 20% but may vary for smaller parties when gratuity does not cover server/staff time.

Should you require assistance with room/facility set up, additional servers for items not ordered from Franconia Heritage, or extended clean-up after your event, please make this known to Franconia Heritage. An additional charge of \$35. per server per hour will be added.

Tipping is at the customer's discretion, but is not required.

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

Leftover Food Policy

If you have arranged in advance that Franconia Heritage is to leave extra food, the general rule is as follows:

There must be containers provided to put food in.

Only food from buffet itself can be left and someone must be assigned to handle storage.

On-Site Service

Travel to catering jobs will be charged at a rate of \$2.10 per mile based on round trip mileage with a minimum charge of \$15.00.

If you would like our staff to set up your buffet, there will be an additional charge of \$15.00 per buffet line.

Wire Chafing Dishes with Sterno can be rented for \$3.75 each. Wire Chafing Dishes must be returned to Franconia Heritage within 3 business days.

We do not provide trash removal service. Please arrange accordingly.

A credit card is required for security purposes for any equipment (chafing dishes, utensils, etc.) that we are leaving. These items must be returned clean to Franconia Heritage between 6 am and 8 pm Monday through Saturday and within 3 business days unless alternate arrangements have been made.

Children's Pricing

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

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Tablecloths and Napkins

White plastic tablecloths can be purchased for a cost of
\$3.50 for a long banquet cloth or
\$4.00 for a round cloth

Linen Cloths and Napkins are available at an additional charge.

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Tables Chairs

We do not rent tables and chairs for guests as it requires a storage facility that we do not have. We can provide buffet tables for most parties. Please advise us in advance if you will need buffet tables.

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Dinnerware & Flatware

Paper products including plastic flatware and everything you will need for your menu is \$.75 per person for foam and \$1.25 per person for plastic. This includes bowl, cups, flatware and napkins. Stainless

flatware is available for rent for an additional cost

Full china service with stainless flatware, French dinnerware, cups & saucers, glass salad plates and water goblets is available. Please contact us for pricing as it varies with the number of courses offered.

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Additional Costs

Any catered event scheduled less than 24 hours in advance will incur at 20% premium.

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