



GENERAL POLICIES

A guarantee of **175 adult guests**, sit down dinner, hors d'oeuvres and 4 hour bar package is required to reserve the London Ballroom for a Saturday date in the months of May through September.

There is no minimum number of guests required for January, February, March, April, October or November.

Or

A guarantee of **200 adult guests**, buffet dinner, hors d'oeuvres and 4 hour bar package is required to reserve the London Ballroom for a Saturday date in the months of May through September.

There is no minimum number of guests required for January, February, March, April, October or November.

A deposit and signed contract is required for all wedding receptions. The deposit is **non-refundable** in case of cancellation. The deposit will be held and used towards your final bill.

You will have three weeks to send the deposit to Chestnut Ridge.

Final Payment for a Wedding Reception is Due 1-3 Days Prior to Your Function

TAXES AND SERVICE CHARGES

A House Charge of 20% will be added to all food and beverage charges.

A 6% PA Sales Tax will be added to all taxable items.

HOSTED BAR

All alcoholic beverage sales and services are subjected to the rules and regulations of the Pennsylvania State Liquor Control Board.

No beverages, alcoholic or otherwise, may be brought into or leave Chestnut Ridge.

No substitutions can be made to the bar package. All Juices, Mixers & Sodas are included in the bar package.

No shots will be offered at the bar.

There is a \$75.00 bartender fee per 100 people.

MENU

All menus and other details for your function should be completed six to eight weeks prior to your event.

A final count must be given 7 days prior to your event; adjustments to the count can be made up to 48 hours prior to the event.

You may offer your guests two entrée selections. We will need an exact count of each of these selections 7 days prior. Additionally, we need to be able to identify each guest's selections at their table to assist our wait staff in better servicing your guests.

Additional Information

To rent the London Ballroom & Fountain Bar is \$1,000.00 for 6 hours.

To have a ceremony at Chestnut Ridge, there is a chair fee of \$3.25 per chair.

If a client provides a wedding cake, there is a \$1.00 per person cutting fee to cut and serve the cake.

Chestnut Ridge will tray your wedding cookies for \$150.00, or if the cookies are already on trays there is no additional fee.

A complimentary meal tasting will be held prior to your reception to select appetizers, entrée selections and side dishes. Along with a cake tasting if you are interested in purchasing your cake from Chestnut Ridge.

Meal Tastings can be done in the months of March – December.

There is a maximum of 6 people that can attend the meal tasting.

All menu selections for the tasting need to be turned in a week prior so the kitchen can prepare your selections.

