

## 2019 Wedding Policies



### **GENERAL POLICIES:**

- ◆ A guarantee of 200 adult guests, plated or buffet dinner, hors d'oeuvres, and a 4 hour bar package is required to reserve the London Ballroom for a Saturday in the months of April through October.

### **DEPOSIT:**

- ◆ A \$2,000.00 deposit and signed contract is required for all wedding receptions.
- ◆ The deposit is **NON-REFUNDABLE** in **ANY** case of event cancellation. The deposit will be processed immediately upon receipt, will be held as a guarantee, and will be applied as payment to the final invoice.
- ◆ Upon signing the contract, the deposit must be paid within 2 weeks.

**\*\*Final payment for a Wedding Reception is due 1-3 days prior to your event.\*\***

### **TAXES AND SERVICE CHARGES:**

- ◆ 20% House Charge will be added to all food and beverage charges.
- ◆ 6% 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. Due to licensing requirements from the PLCB and quality control issues, all food and beverage items to be served must be supplied and prepared by the Caterer.
- ◆ All adults 21 and older will be charged the bar package price. Guests aged 13 to 20 will be charged 1/2 price for the bar package, as they will consume large quantities of sodas from the bar. Guests 12 and under will not be charged any price for the bar package.
- ◆ No beverages, alcoholic or otherwise, may be brought into or taken from Chestnut Ridge.
- ◆ No substitutions can be made to the bar package. All juices, mixers, and sodas are included in the bar package.
- ◆ NO SHOTS WILL BE SERVED AT THE BAR.
- ◆ There is a \$75.00 fee per bartender.



## **MENU:**

- ◆ All menus and other details for your function should be finalized 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 before the event.
- ◆ You may offer your guests up to three entrée selections. We will need an exact count of each of these selections 7 days prior to your event. Additionally, it is your responsibility to provide Chestnut Ridge with a way to identify each guest's meal selection at their table, in order to assist our wait staff in better serving your guests.

## **ADDITIONAL INFORMATION:**

- ◆ The cost to rent the London Ballroom & Fountain Bar is \$1,000.00 for 6 hours.  
  
\*\*Events needing access to the room(s) reserved for their event in addition to the times agreed upon in the contract must make arrangements in advance, and may be subject to additional rental fees.\*\*
- ◆ To have a ceremony at Chestnut Ridge, there is a chair fee of \$3.25 per chair.
- ◆ If a client provides their wedding cake from an outside vendor, there is a \$1.00 per person fee for cutting and serving the cake. *Client may not cut and serve their own cake.*
- ◆ For \$150.00, Chestnut Ridge will tray your cookies: or if the cookies are already on trays, there is no additional fee.

## **MEAL TASTING:**

- ◆ A complimentary meal tasting will be held prior to your reception to select appetizers, entrée selections, side dishes, and wedding cake (if you are interested in purchasing your wedding cake from Chestnut Ridge).
- ◆ A maximum of 6 people may attend the meal tasting.
- ◆ All menu selections for the tasting must be turned in two weeks prior, so that the chef may prepare accordingly for your selections.