

Name: _____ Date of Event: _____
Phone number: _____ Email: _____

The Corinthian

*47 Vine Avenue
Sharon Pennsylvania 16146
724-983-9020*

Contract Agreement and Banquet Policies

Food And Beverage Service

The Corinthian is responsible for the quality of the food served to our guests. Due to current health regulations, all food served at The Corinthian must be prepared by our culinary staff. Food may not be taken off the premises after it has been prepared and served.

Sales of alcoholic beverages are regulated by the state. As a result, the state does not allow guests to bring alcoholic beverages into The Corinthian or take alcoholic beverages off premises.

During our peak wedding season, the months of May through October, we require Saturday weddings to guarantee a \$7500.00 minimum total invoice.

Administrative Fees

\$750 or \$250 deposit is required to confirm and hold your date. Deposits are non refundable.

- All catering and banquet charges are subject to 6% PA sales tax on food, 20% food service charge, 18% beverage service charge, and any applicable room fees or set up charge.
- An acceptable form of payment must be agreed upon during the initial booking arrangements. Acceptable forms include advanced deposit (pre-payment), check or credit card. All credit card payments will be subject to an additional fee of 3% of the total amount charged.
- Final payment for guarantee count must be paid and checks cleared no later than 7 days prior to the date of the event; failure to pay in full by said date will result in a 5% fee. Any additional charges must be paid immediately following the event.

Function Room Assignments

Room assignments are made according to the number guaranteed minimum number of people anticipated. Because these attendance figures may vary from the expected attendance, The Corinthian reserves the right to change room reservations to best accommodate either increasing or decreasing attendance. *Weddings excluded.*

Guarantees

- A guarantee guest figure is required for all meal functions 10 days prior to the function date, and is not subject to reduction.

Menu Pricing

- Due to fluctuating market conditions, menu prices may be subject to proportionate price increases to meet any additional cost of food and beverages.
- Quotes cannot be guaranteed until 30 days prior to the time that the function takes place.
- The Corinthian will prepare and charge for food based on the final count received 10 days prior to the event.

Entrée Selection

- In the event that your group requires a multiple choice menu, entrée selections are limited to a maximum of 2 selections. The Corinthian requires that the engager produce place cards or tickets identifying the particular entrée selected by each guest. Final, detailed guest selections must be relayed to The Corinthian 10 days prior to the event, unless agreed otherwise.
- For buffet service, our kitchen will prepare more than is anticipated in order to ensure the event a well stocked buffet. Therefore, The Corinthian does not allow carry out food from the buffet during or after the function.

Decorations

- **The Corinthian does not permit the affixing of anything to walls, floors or ceilings with nails, staples, tape or any other substance.**
- **** Rice, confetti, glitter or the like is not permitted inside the premises****
- **Candles must be contained in holders taller than the flame. Removal of all decorations must be immediately after the event.**

Security/Parking

- **The Corinthian will subcontract security for your event if agreed upon and at your expense.**
- **Security is a rate of \$20.00/hr and is booked for 1/2 hr prior and 1/2 hour following your event to allow for safe parking assistance which includes roadside and adjacent parking garage.**
- **The Corinthian will not be held responsible for any loss, theft, or damages to personal property or personal injury incurred prior, during or following any event. The Corinthian does not assume responsibility for damage or loss of any merchandise or articles left on the premises.**

Damages

- **The Corinthian and its professional staff will make every effort to ensure that your event is a memorable and enjoyable occasion. However, The Corinthian cannot be held responsible for power failures, acts of God, and other circumstances beyond our control.**
- **The engager is responsible for any damage caused by the engager, engager's employees, agents, or guest of the engager. An additional charge may be assessed if rooms are damaged or extremely dirty.**

Services/Fees

- Bartenders are available at the rate of \$50.00 per bartender for 1-5 hours, additional hours available at 10/hr. per bartender.
- Linen tablecloths and napkins are available and required at \$1.00 per person. In addition to all dinner tables, Linen charge will include the dressing and skirting of all side-function tables.
- There is an agreed upon time limit to all events and functions. There will be a \$100.00 per half hour charge for additional use over the agreed upon time.
- Cookie displays are subject to a \$150.00 minimum set up fee dependant on the amount of cookies to be displayed. All plates and napkins for the cookie display must be delivered with the cookies no later than one day prior to the date of the event. No cake cutting fees.
- Table lighting is available and negotiable due to the number of tables.
- Applicable room fees may apply according to your event and needs.
- Saturday weddings require a \$500.00 room rental.
- All events with 100 guests or less, with the exception of Saturday weddings, are subject to a room setup fee based on the guest count.
- Events held on a holiday are subject to an upcharge of no more than \$500.00 to compensate for holiday labor costs.

Engagers Name

Engagers Signature

Date

Corinthian Representative's Name

Representative's Signature

Date

The Corinthian (724) 983-9020 Fax: (724) 983-9025