

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.

Administrative Fees

\$750 or \$250 deposit is required to confirm and hold your date. Deposits are non refundable. During our peak wedding season, the months of May through October, we require Saturday weddings to guarantee a \$7,500.00 minimum total invoice.

- 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 dated for day of payment 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 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.*

- The Grand Ballroom accommodates up to 228 that includes 28 guests on the balcony.
- The Third Floor accommodates up to 120 guests.
- The Fire Place Room and Bar Area accommodates up to 64 guests.

Wedding Rentals include The Grand Ballroom, The Fire Place Room and Bar Area, The Balcony, and the third floor if needed for guest seating only.

- Additional rooms outside of guest tables are available to rent for additional space and are as follows: Balcony- \$100, Third Floor (includes Balcony)- \$250

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 day of the function.
- 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, command strips 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.**
- Setup times must occur during business hours. Additional time will be charged \$50 per hour.
- The Corinthian has additional decoration options available to rent.

Ceremonies

- The Corinthian is able to accommodate Ceremonies for a \$300 fee within the 5 hour time allotment. Included is chair setup as well as 1 hr for rehearsal.
- There will be a \$200 per half hour charge for additional ceremony time including the time for the bridal party to prepare.

Security/Parking

- The Corinthian will subcontract security for your event if agreed upon and at your expense.
- Security is available at the rate of \$125.00 per event, 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.
- Valet Parking is available upon request at an additional charge of \$60 per attendant. (One attendant per 50 people is recommended)

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. Any additional charges may be applied for damages to property of The Corinthian including, but not limited to, woodwork, carpeting, small-wares, restroom fixtures, and excessive cleaning requirements.

Bar Service

- The Corinthian is a licensed venue through the Pennsylvania State Liquor Control Board and we are required by law to provide all beverages for any event. No "outside" beverages are permitted on site.
- Under no circumstance is any person outside of Corinthian staff permitted behind bar areas.
- Unlimited bar packages do not include shots, Long Island drinks, or "on the rocks".
- Bartenders are available at the rate of \$50.00 per bartender for 1-5 hours, additional hours available at 10/hr. per bartender.

Services/Fees

- Linen tablecloths and napkins are provided 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. Specialty long linens and chair covers are available for an additional cost based on your choices.
- There is an agreed upon time limit to all events and functions. There will be a \$200.00 per half hour charge for additional use over the agreed upon time.
- Cookie displays are subject to a \$150.00 minimum set up fee. Parties of 175 people or more will be \$1 per person. 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.
- Saturday weddings require a \$500 room rental. Friday and Sunday weddings require a \$250 room rental.
- All other events require a room rental fee based on guest attendance and room selection.
 - Fireplace Room- \$150
 - Third Floor- \$150
 - Ballroom w/ Main Bar area and Fireplace Room (as needed)- \$250
- Audio Visual Equipment is available for rental upon request, fees apply.
- Coat Check attendees are available for a fee of \$50.
- 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