



Stokesay Castle

*2016 General Wedding Catering Contract
(60 guest minimum)*

General Catering Information

DEPOSITS AND PAYMENT SCHEDULE

Your initial deposit of **\$2,500.00** is required with the signed contract. This deposit is non-refundable and non-transferable, but it is credited towards your final balance.

In the event of cancellation, all deposits and payments are non-refundable.

50% of your final **ESTIMATED** proposal will be due **120** days prior to the date of your scheduled function. The remaining balance will be due **14** days prior to your scheduled function. All charges incurred on the evening of the function, which is above and beyond the estimated proposal, will be due at the conclusion of the function. In case of over payment, a check will be issued to you within ten (10) business days.

ATTENDANCE GUARANTEES AND PAYMENT

- A guarantee confirmation of attendees is required fourteen (14) business days prior to your event.
- If an attendance guarantee is not received by the above noted deadline, the original estimate attendance number will be used.
- Attendance guarantee numbers may not be reduced after the 14 day deadline. Charges will be based on the attendance guarantee count or actual attendance, whichever is greater.

PRICING, GRATUITY AND SALES TAX

- A 20% service charge is added to all food and beverage purchases. A 6% sales tax is added to all applicable areas.
- Due to constant fluctuations of wholesale food prices, Stokesay Castle is unable to guarantee prices more than **120 days** prior to the function.

FOOD & BEVERAGE ROOM MINIMUMS

Royal Ballroom

Peak Season (April - June, September, October, and December:)

Saturday	\$15,500 Food and Beverage Room Minimum
Friday and Sunday	\$9,500 Food and Beverage Room Minimum

Off Peak (January, February, March, July, August and November:)

Saturday	\$9,500 Food and Beverage Room Minimum
Friday and Sunday	\$7,500 Food and Beverage Room Minimum

- If the Food & Beverage minimum is not met, the Host will be charged the difference between the actual amount of Food and Beverage incurred, prior to tax and service, and the specified Food & Beverage minimum.
- Stokesay Castle asks that the ballroom be cleared by 12AM. Additional fees may apply for receptions that exceed the 12AM timeline.
- The Food and Beverage minimum includes food and beverage costs only. Tax, service charge, room fees, and set-up fees are not included.

SET-UP

A general **\$1,000.00** set-up fee will be charged for all weddings. This set-up fee includes ballroom set-up (chairs, tables, basic linens, flatware, and glassware), outdoor terrace set-up, wedding garden set-up, and dance floor set-up. Additional fees may apply for set-up of additional or hanging décor.

CATERING AND MENU REQUIREMENTS

All reservations and catering requirements for private banquet functions are made upon and subject to the following conditions:

- If the actual attendance exceeds the guaranteed amount, and additional food is required, the Client will be responsible for the cost of any meals prepared above and beyond the guaranteed amount, which will be due and payable on the day of the event.
- No food or beverages of any kind may be brought onto the Stokesay Castle premises by the Client or attendees.
- Stokesay Castle shall not be liable or responsible in any manner whatsoever for damages sustained by any party or caused by any person, firm, or corporation; and the Client agrees and undertakes to indemnify Stokesay Castle against any and all claims and expenses presented by any persons, firm, or corporation for any loss or damages resulting from:
 - **This establishment being unable to perform the services set in our banquet event order as a result of any strike, flood, fire, force majeure, or Act of God.**
 - **The conduct of any person or persons attending the function.**
 - **The conduct of the designated supervisor, or the management of the function.**
- Stokesay Castle reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged accordingly. The Client is held responsible for any damage to the premises by their guest or independent contractors on their behalf.
- To assure the very best quality of food, your menu must be selected fourteen (14) days in advance. All food and beverage must be consumed on the premises and purchased solely through Stokesay Castle.
- For all plated meals, we do require that clients provide placecards for each guest. Placecards **MUST** indicate the entrée chosen by each guest. For expedited service, we recommend color coding the placecards to match each entrée.

ALCOHOLIC BEVERAGES

- The Pennsylvania State Division of Alcohol and Tobacco governs alcoholic beverage sales. Stokesay Castle will monitor alcoholic consumption and intervene when deemed necessary by Management.
- Alcoholic beverages may not be brought in or taken out of the premises.
- Banquet Bar Policies:
 - Stokesay Castle strictly adheres and enforces all PLCB laws.
 - Shots are not permitted.
 - Identification will be requested if guests appear to be under 30 years of age. Service will be refused if proper ID is not presented.
- Up to two specialty cocktails may be added to your bar package free of charge. Additional specialty beverages may be offered at an additional fee of \$250.00 per cocktail.

ROOM CAPACITIES

- Royal Ballroom – accommodates up to 400 guests with a dance floor
- *Room capacities may vary depending on any additional equipment that might be needed for the room. Please check with the Stokesay Wedding Coordinator for more information.*

PERSONAL & STOKESAY PROPERTY

- Stokesay Castle does not assume any responsibility for the loss or damage of any merchandise or articles left on the premises at any time.
- Stokesay Castle will hold the client liable for any damages caused by attendees or outside vendors.
- Stokesay Castle requires a credit card on file for any damage incurred during the event.

DECORATIONS

- Decorations or displays brought into Stokesay Castle by any guest must be approved prior to arrival.
- Items may not be attached to any stationary wall, floor, window or ceiling with nails, staples, tape or any other substance in order to prevent damage to the fine fixtures and furnishings.

SMOKING POLICY

- Smoking is not permitted inside Stokesay Castle or outside the entrances.

CANCELATION POLICY

- All payments/deposits made are non-refundable in the event of a cancellation.
- If any function is cancelled within 120 days of the scheduled date, and Stokesay Castle is unable to re-book the room at an equivalent revenue value, the client will be charged 50% of the planned menu cost or minimum revenues required.
- Functions cancelled due to the force of nature (*force majeure*) will be reviewed on a per function basis.
- Any requests for rescheduling an event must be made a minimum of 120 days in advance of the scheduled date. A twenty percent (20%) charge of the room minimum will be added for rescheduled events.

EQUIPMENT AND RENTAL FEES:

- | | |
|--|-----------------------------------|
| • Stage | \$750-\$2,000 (depending on size) |
| • Board Room (includes light snacks and beverages at 10AM) | \$250.00 |
| • Princess Suite (includes light snacks and beverages at 10AM) | \$250.00 |
| • Tent (for ceremony or terrace) | \$1,000.00-\$1,500.00 |

WEDDING CAKES

- All packages include a basic customized wedding cake. Additional fees may apply. Cakes brought in from an outside source may be subject to \$2.00 per person cake cutting fee.

SPECIAL LINENS

- Tablecloths are provided in Ivory only. Specialty linens may be ordered for an additional charge.
- Napkins are provided in ivory and black. A variety of colors may be ordered for an additional charge.

TRANSPORTATION

- At your request, Stokesay Castle can arrange local transportation for you or your visiting guests through our fully loaded limousine. Rental of the limousine is \$100.00 per hour (excluding gratuity), and it can accommodate up to 8 adults.

PREFERRED VENDORS

- Our philosophy is that Stokesay Castle is the stage on which you create your vision. Our flexibility is our hallmark. We are happy to recommend, but do not require that you use our preferred vendors.
- **Please note that all vendors that a client engages with must provide Stokesay Castle with proof of insurance 60 days prior to the event (Examples include DJs, Bands, Photographers, etc.)**

2016 WEDDING CATERING AGREEMENT

DATE: _____

This agreement is made by Stokesay Castle and:

Name: _____

Address: _____

Phone: _____

(herein after referred to as "Client"). Client listed above personally accepts responsibility for all charges arising from this agreement.

Date of Function: _____

Type of Function: _____

Estimated Guest Count: _____

Room(s): _____

Deposit Paid: _____

This agreement and a deposit of **\$2,500.00** together will confirm the above arrangements as definite. If these are not returned by the date indicated, Stokesay Castle reserves the right to release the space outlined above for general sale.

50% of your final **ESTIMATED** proposal will be due **120 days** prior to the date of your scheduled function. The remaining 50% of your **FINAL PROPOSAL** will be due **14 days** prior to your scheduled function. All charges incurred on the evening of the function, which is above, and beyond the estimated proposal you will be due at the conclusion of the function. In case of over payment a check will be issued to you within ten (10) business days.

<u>Stokesay Castle Management</u>	<u>Accepted by: Client</u>
Wedding Coordinator	Client
<u>Name:</u>	<u>Names:</u>
<u>Signature:</u>	<u>Signature:</u>
<u>Date:</u>	<u>Date:</u>