



# GENERAL POLICIES

---

## CONTACT

Becky King, Event Coordinator

[bking@greystonepa.com](mailto:bking@greystonepa.com)

717-502-2155

# GENERAL POLICIES



## TERMS AND CONDITIONS

### MENUS

Menus should be submitted to Greystone Brew House at least 3 weeks prior to your event. Our staff is happy to plan a custom menu for your event. Please let us know if you have any special requests for menu items. Menu Items and Prices are subject to availability and are subject to change. To maintain quality control over the food being served, we require all food being served be prepared by our kitchen and that no food be taken from the venue at the conclusion of your event.

### GUEST COUNT

Guaranteed minimum guest count, meal choices, and seating chart are due by 12 (noon) one week prior to the event. You may add to your guest count 3 business days prior to your event. If the deadline passes, and no guarantee has been given, we will consider the original number given to be the correct and guaranteed number of guests.

### TAXES & FEES

All Food & Beverage are subject to 21% Gratuity and 6% PA Sales Tax. Any Additional Staff Required by the client will be charged at a negotiable rate. Tax Exempt Organizations which would like their sales tax waived, must furnish an authorized original letter prior to their event.

Greystone Brew House will allow outside desserts to be brought in with a \$2.00 per person fee. No outside Beverages are permitted onsite.

All Daytime parties will have access to the space between the hours of 10:00 AM until 4:00PM. All Dinner parties will have access to the space after 5:00 PM. Should you require the space outside of these hours, you will be subject to a \$500.00 room fee. Greystone Brew House allows rental spaces to be decorated for your event. You must coordinate with the Event Coordinator prior to the event for times in which you would like to be onsite. Any and all decorations must have approval from Greystone Brew House Management.

All personal property brought to the venue will be at the sole risk of the guest and the venue will not be liable for any loss or damage to this property for any reason. Greystone Brew House will not assume any responsibility for property left on the premises more than two weeks after the conclusion of your event.

# GENERAL POLICIES



Packages may be delivered two business days prior to your event date. The Name of the Group, Group's Contact, and Date of Event must be included on all boxes.

The following deposits are due upon booking in order to reserve the space. If the Food & Beverage Minimum is not met, you will be assessed a Room Fee for the remainder.

ROOM	CAPACITY	DEPOSITS	FOOD & BEVERAGE MINIMUM
Ballroom A	40 People Seated	\$100 (Breakfast), \$150 (Lunch), \$500 (Dinner)	\$100 (Breakfast), \$150 (Lunch), \$600 (Dinner)
Ballroom B	120 People Seated	\$200 (Breakfast), \$350 (Lunch), \$600 (Dinner)	\$300 (Breakfast), \$600 (Lunch), \$1,200 (Dinner)
Grand Ballroom	160 People Seated	\$500 (Breakfast), \$600 (Lunch), \$1,000 (Dinner)	\$800 (Breakfast), \$1,400 (Lunch), \$3,000 (Dinner)

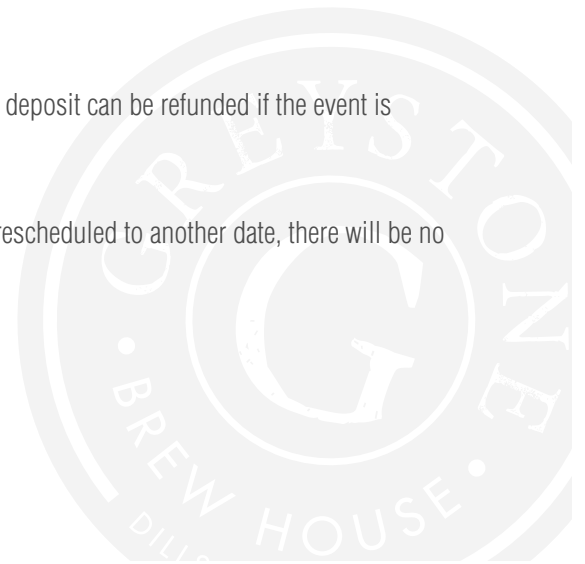
## PAYMENT

All deposits are due upon booking your event. All deposits will be applied to the final total. For all Social Events, final amount is due one week prior to your event. Any additional charges will be due at the end of your event.

## CANCELLATION POLICY

If circumstances require you to cancel your event, please advise us immediately. Your deposit can be refunded if the event is canceled ten business days prior to your event date.

**Inclement Weather Clause:** In the event of a weather emergency; if your event is rescheduled to another date, there will be no penalties. If the event is not rescheduled, there will be no refund.



# GENERAL POLICIES



## RENTALS

Greystone Brew House will provide banquet tables, white or ivory linen, chairs, and appropriate tableware. All other tables, chairs and linen are to be contracted at the responsibility of the client.

## TIMING OF EVENT

If the event exceeds the proposed timeframe, the client will incur a 15% surcharge per hour based on the total bill.

## SERVICE STAFF

Greystone Brew House staff will be dressed in a dress shirt, black jeans & black bistro apron. If another uniform is required, the client will be responsible to provide.

## EQUIPMENT

Beverage Cart

Dance Floor

Screen

LCD Projector

Coat Check

Center Pieces

Podium

Microphone

Speakers

Outside Dessert Fee

