

Guarantees:

The guaranteed number of attendees must be provided a minimum of three (3) business days prior to the event. This number shall be the guarantee and will not be subject to reduction. The Hotel will prepare for an additional 5% beyond the guaranteed number and shall not be responsible for an attendance greater than the 5%. In the event that the final guaranteed attendance is not received by the Hotel, the stated attendance count in the contract or the actual number of guests, whichever is greater, will be utilized and billed as the guaranteed count.

Service Charge and Taxes:

A taxable service charge of 22% and 8% Philadelphia sales tax is applied to food, beverage, room rental and audio visual. A 10% Philadelphia liquor tax is applied to open and consumption bars.

Tax Exemption is applied when the client provides a valid Pennsylvania Tax Exemption Certificate no later than three days prior to the event.

Payments

The Hotel requires that all final payments are to be no later than three (3) days prior to the event. Payments accepted are cash, certified check, and postal money order or approved credit card. If final payment is not made, the Hotel may terminate the contracted agreement and retain any deposits/payments as provided by the client.

Outside Food and Beverage

The Hotel is a licensed catering facility and Pennsylvania Law prohibits food and beverage from outside sources to be brought onto or served on Hotel property

Fees and Charges

Bartenders, Station Attendants and Carvers are an additional fee of \$125.00 each, plus tax. An additional labor fee of \$125.00 will be applied for any event under the 25 minimum person guarantees for buffets.

Audio Visual

We are happy to accommodate any of your Audio-Visual requirements. Pricing is available on request.

Pricing

Menu pricing and selections are subject to change without notice.

Shipping and Receiving

If shipping boxes for your event, they must be addressed to your event meeting manager, with the name of the organization; name event is booked under and date of event. Due to limited storage space, the Hotel will not receive shipments more than three (3) business days prior to the event. Handling and Storage fees may apply.