




1015 South Mill Street  
New Castle, PA 16101

**724-657-8149**

# Banquet Hall Contract

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail \_\_\_\_\_

(Permission to Send E-Mail Promotions, Coupons & Specials)

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Type of Event: \_\_\_\_\_  
Guest Count \_\_\_\_\_  
Catering Menu   
Restaurant Menu *SEE NOTE*    
Dessert Table Set Up   
Gift Table Set Up

## Banquet Hall Includes:

- Free Banquet Room
- Banquet Hall Set Up
- Personal Server
- Buffet Set Up
- Plates / Silverware, Napkins
- Chaffing Pans / Serving Utensils
- Sweet Tea and Lemonade
- Ice Water and Coffee
- Cups, Ice and Coffee Condiments
- Dessert Table Includes: Cake Plates & Forks
- Linen Tablecloths
- Centerpieces
- Skirted Utility Tables (Gift and Cake Tables)
- Banquet Hall Clean Up

- ♦ \$50.00 NON-REFUNDABLE deposit required to reserve Banquet Hall
- Final Bill must be paid in the day of scheduled reservation.
- There is a charge of **6% Tax** and **18% Service Charge** added to final bill.
- Non-Alcoholic Drink Bar is Included with all Catering Menu Packages.
- ♦ There is a FEE of \$1.75pp for the Non-Alcoholic Drink Bar (Ordering Restaurant Menu)
- A Minimum of 12 Guests is required to reserve the Banquet Hall
- A Maximum of 4 hours is the limit for all scheduled reservations.
- Final Guest Count and Menu Selection is due 7 days before the reserved date.
- **Parking:** All Guests use parking lots on sides of building & across the street.
- All Food and Non - Alcoholic Beverages must be purchased from Faraone Bros.
- Cakes and Desserts are permitted in Banquet Hall.
- Alcoholic Beverages are permitted in Banquet Hall.
- By Law, Faraone Bros. cannot open or serve alcoholic beverages.
- **NO** Tape or tacks are permitted to hang banners or signs in banquet hall.
- **NO** Confetti is permitted on tables.
- **NO** Outside Food is Permitted
- Faraone Bros. is not responsible for any loss of persons, property, merchandise, or personal property exhibited, displayed, or left in the Banquet Hall
- Customer is responsible for any property damages inside the banquet hall and around or outside the banquet hall.
- The reservation includes set-up of the banquet hall and clean-up of the banquet hall.

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_