

WEDDING RECEPTION INFORMATION

THE GATHERING PLACE

BOOKING INFORMATION:

To Reserve your Reception Date a \$500.00 deposit made payable to THE GATHERING PLACE is required at the time of booking.

A deposit schedule will be established and included in Room Rental/Meal Agreement. Final Count and Payment will be required 10 (ten) days before scheduled event.

There are no refunds or restitution of food for "No Shows."

Deposits received by THE GATHERING PLACE will be applied to charges. Major credit cards (Visa, Mastercard, and Discover), Cash and Personal Checks will be accepted with proper identification for payment.

MINIMUM COUNTS:

Large Room: 45 (forty-five) adults.

Small Room 20 (twenty). *Please note, due to room size, our small room will not accommodate a DJ.*

RECEPTION TIMES:

PLEASE INQUIRE ABOUT SUNDAY BOOKING TIMES

MONDAY TO SATURDAY- 12:00-4:00PM OR 6:00-10:00PM

VENUE FEE: Is due 45 days after booking and is **non-refundable** should you decide to cancel. If additional time is purchased before or after the 8 Hour rental, this amount is due with final payment.

FOUR HOUR VENUE FEE: \$500.00 (subject to sales tax) is Due 45 days after making room deposit.

12-4:00PM: Doors open for guest at 11:30PM - Vendors may arrive at 10:30 for set-up.

Reception must be concluded at 4:00 PM Additional fees may be applied.

6:00-10:00PM: Doors open for guest at 5:30 PM - Vendors may arrive at 4:30PM for set-up.

Reception must conclude at 10:00PM.

EIGHT HOUR VENUE FEE: \$ 850.00 (subject to sales tax) Due 45 days after making room deposit.

Any eight hours between 11:00AM -10:00PM.

For Example: If you book 2:00PM - 10:00PM, Doors will open at 2:00 PM for vendor set-up and decorating.

Additional time can be purchased at \$100 per hour (Eight Hour Rentals ONLY; subject to sales tax.)

Eight Hour Rentals may be subject to additional gratuities/service charge; additional terms may apply.

Reception must be concluded at the end of contracted time.

*With any room rental, please ask how
The Gathering Place can assist in decorating for your event!*

*****CANCELLATION POLICY*****

Room rental fees are non- refundable. In addition, all deposits are forfeited to THE GATHERING PLACE if customer cancels after the cancellation date noted in this agreement unless THE GATHERING PLACE can replace the booking with an event of equal or greater value. Deposits, **excluding room rental fees**, will be reimbursed only after said event takes place. CUSTOMER and THE GATHERING PLACE agree that due to the difficulty in determining THE GATHERING PLACE'S damages in the event of late cancellation, CUSTOMER agrees to pay, as liquidated damages and not as a penalty, a cancellation fee based on the schedule set forth below. CUSTOMER agrees that these cancellation fees represent reasonable compensation to THE GATHERING PLACE for breach of the AGREEMENT. Cancellation notices are effective on the date they are received in writing by THE GATHERING PLACE.

Receipt of Cancellation Notice Prior to Scheduled Event

Percentage of Estimated Revenue to be charged.

0-30 Days	95%
31-60 Days	70%
61-120 Days	50%
121-180 Days	35%
181-275 Days	25%
More than 275 Days	No Additional Charges

**If banquet cancellation notice is received before menus are finalized, the estimated revenue for food and beverage service will be calculated from the lowest published menu price from the banquet menu for that type of food and beverage function.*

TRANSFER OF DATES:

An additional \$500.00 will be required to transfer reception to a different date. If THE GATHERING PLACE is able to re-book the original reception date with another function of equal or greater value, the original \$500.00 deposit will be applied to charges due at time of payment.

PLEASE NOTE: ALL ITEMS FURNISHED FOR AN EVENT AT THE GATHERING PLACE MUST BE CLEARED AT TIME OF DEPARTURE.

ROOM ACCOMMODATIONS:**WITHOUT DJ/DANCE FLOOR**

Main banquet room will hold up to 200 guests | Small room capacity is 20-48 guests

Main and Small room capacity is 250

WITH DJ/DANCE FLOOR

Main room capacity could be up to 175 guests (*Small room would not accommodate guest and dancing*)

Main and Small room capacity is 225.

DANCE FLOOR RENTAL OPTION: Hardwood Dance Floor- (12'x15') \$125.00 + 6% Sales Tax (totals \$132.50)

HANDICAP ACCESS:

The main banquet room has ground level handicap accessibility. The small banquet does have ramp access. Any concerns should be addressed to banquet coordinator. THE GATHERING PLACE will accommodate guests with special needs to the best of our abilities. A seven (7) day notification is required.

FOOD & MENUS:

All Food items will be furnished by THE GATHERING PLACE with the exception of Wedding Cakes.

For your convenience, THE GATHERING PLACE can offer a customized premise make tiered wedding cake for your reception. Please inquire about details and pricing.

SEATING CHART AND FLOOR PLANS

A personalized table diagram will be crafted to fit your seating needs. Clients are to provide THE GATHERING PLACE with a finalized seating chart and floor plan at least 10 (ten) days prior to function. Changes may be accepted up to 72 hours prior to event.

Please Note: *Accommodating last minute additions to final count and seating arrangement will be at the discretion of THE GATHERING PLACE. Reduction in counts will not be accepted after final count is given.*

TYPE OF TABLE:

Long (8-foot) Banquet Tables and 5-Foot Round Tables will seat up to 8 guests.

Other size banquet tables available are 2'-4'- and 6'.

There are 4 (four) 6 foot round tables available that will seat 10 guest.

LINEN RENTALS:

Color: White or Champagne only for table coverings.

Cost of round and long table linens are included in the meal price.

Linen Napkins: \$ 0.80 each (Please check for color availability.)

Linen Napkins with colored paper napkins: \$ 1.06/each.

Additional Linen Rental options are available; please inquire regarding upgrading linen rentals.

PAPER, DINNER NAPKIN COLORS: (No Charge)

Red, Burgundy, Pink, Gold, Hunter Green, Black, Sun Yellow, Navy, White, Purple, Orange, Teal, Sage, Brown, Lime and Teal

DECORATIONS:

Sprinkle Type Table Decorations: must have prior approval.

Candle Holders (Available at no charge are three types of candle holders)

Floating Candle Holder: Requires a 10"-12" tapered candle

Armetal Candle Holder: Requires a 10"-12" tapered candle

Rose Bowl: Requires a 3" pillar candles or floating type of candles

CANDLES ARE NOT PROVIDED by THE GATHERING PLACE. Candles need to be removed from wrapping and wicks should be trimmed. Tea Light Candle Holders must have prior approval, **Votive candles are not permitted.**

CANDLES MUST BE CONTAINED INSIDE A GLOBE. UNPROTECTED FLAMES ARE A FIRE HAZARD.

PLEASE NOTE: Bubbles are prohibited inside the building. Initial: _____

*****ALCOHOL POLICY*****

(Wine, Beer, Mixed Drinks and Soda)

THE GATHERING PLACE does not have a liquor license therefore we are NOT PERMITTED TO SERVE or SELL ANY ALCOHOL.

Groups and/or organizations wishing to serve alcohol may do so with the understanding that you assume all liability for purchasing, setting-up, serving, and clearing bar items. We DO NOT permit in individual "B.Y.O.B."

PERSONS BRINGING ALCOHOL WILL NEED TO PROVIDE A CERTIFICATE OF INSURANCE FOR LIABILITY. THE GATHERING PLACE MUST BE LISTED AS AN ADDITIONAL INSURED.

REQUIRED COVERAGE IS \$1,000,000.00.

WE DO NOT PERMIT INDIVIDUALS BRINGING THEIR OWN BEER, WINE OR ALCOHOL FOR MIXED DRINKS.

ITEMS YOU WILL NEED TO SUPPLY:

- Container and ice for kegs of Beer and Wine
- Plastic Glasses for Beer and Wine
- Cocktail Napkins
- All Alcoholic Beverages
- Bartender
- Items for Mixed Drinks

BAR ITEMS WE WILL SUPPLY (No Additional Cost):

- Skirted Table(s) for Bar
- Bar Cloths, Cutting Board and Knives
- Champagne and Wine Glasses for Toasting: These are small glasses which hold 3oz
- Beer and Wine Glass Rental is \$0.35/glass (minimum charge of 25 glasses) Pitchers: 1.50 each.

TABLE CLEAN UP FEE: \$ 1.25 PER PERSON

CORKING FEE: No charge for 12 bottles, there will a \$1.00 per additional bottle charge

In signing this document, you have indicated that you have read and understand its contents.

Signature

Date

The Gathering Place

Date

Directions to The Gathering Place:

717/653-5911

6 Pine Street, Mount Joy, PA 17552

- **From Elizabethtown:** Take Rt. 230 East, at the 5th red light turn left onto North Barbara Street, and then turn right onto Pine Street.
- **From Harrisburg:** Take Rt. 283 East to Rt. 772 exit, turn right onto 772 West, travel 1.6 miles, just after bridge turn left onto Barbara St., and then turn left onto Pine St.
- **From Manheim:** Take 772 West on Manheim/Mount Joy Road, 1.6 miles after crossing Rt. 283, turn left onto Barbara St., then left onto Pine St.
- **From Lancaster:** Take Rt. 283 West to Rt. 230 exit, travel 3 miles to the fifth red light, turn right onto Barbara St. then right onto Pine St.
- **From York:** Take Rt. 30 East to Columbia Exit. Turn right at the exit ramp, right onto Rt. 441. Turn right at the light at Donegal Mutual Insurance Building onto Rt. 772. Follow to Rt. 230. Turn right, go to first light, turn left onto North Barbara St., then right onto Pine St.

