

Stratigos Banquet Centre

131 Colonial Manor Road
North Huntingdon, PA 15642
724-864-5600 Phone
724-864-7113 Fax
www.stratigosbanquet.com

EVENT CONTRACT

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

CITY/ZIP: _____

CITY/ZIP: _____

HOME PHONE: _____

HOME PHONE: _____

CELL PHONE: _____

CELL PHONE: _____

WORK PHONE: _____

WORK PHONE: _____

FAX _____

FAX _____

E-MAIL _____

E-MAIL _____

NAME OF EVENT: _____

DATE OF EVENT: _____

GUARANTEED MIN. # OF GUESTS: _____

RENTAL OR OVERTIME CHARGES: _____

DEPOSIT & SIGNATURE ARE REQUIRED TO HOLD A DATE.

SERVICE CHARGE OF 19% & SALES TAX OF 6% IS ADDED TO TOTAL BILL.

ALL PRICES ARE SUBJECT TO CHANGE.

PLEASE INITIAL PAGE ONE AND SIGN PAGE TWO.

INITIALS _____ DATE _____

Stratigos Banquet Centre Event Contract Regulations

1. A deposit **only** secures the date of an event, not a specific room. Prices are subject to change.
Deposit Requirements:
Sunrise or Sunset Ballroom \$1,000.00
Grand Ballroom \$2,000.00
Deposits will be deducted from your final bill.
ALL DEPOSITS ARE NON-REFUNDABLE and NON-TRANSFERABLE. If a secured date must be changed, arrangements must be made at least **one year prior** to the originally scheduled date.
2. A guaranteed minimum number of guests is required upon acceptance of a security deposit. This guaranteed number will assure enough space for your event. Accuracy is important.
GUARANTEE RESTRICTIONS:

A rental fee will be charged if your function requires more space.
3. **All arrangements must be finalized a minimum of 14 days before your event:**
Final count, food choices, linens and final payment. Your seating chart must be received 7 days before your event or a fee of \$275.00 will be charged.

Changes made after may be subject to additional charges. Your final count cannot decrease, nor be less than the number given on this contract. Final payment is accepted in cash, money order and certified check. Additions to your count can usually be made up to 48 hours in advance of your event. Payment for any additions in the last 2 weeks before your event can be paid by cash, money order or personal check no later than 24 hours before your function.
4. Stratigos Banquet Centre requires a copy of your Invitation. The invitation must state the exact start time of your event. Doors will not be opened until the start time on your invitation. The R.S.V.P. date should be 3 weeks before your event date to allow enough time for you to finalize the arrangements with us a minimum of 14 days prior to your event.
5. Overtime rental charges apply to any function requiring use of the hall over four hours. A charge of \$3.00 per person based on your final count will be charged per hour. This fee includes the bar and cleanup. If the bar is closed a \$300.00 per hour room rental will apply. The bar cannot stay open past 6 hours.
6. A security guard is required.
You will be billed \$ 65.00.
7. When a bartender is required.
You will be billed \$65.00 for each bartender.
8. **Shots** will not be served at the bar. Stratigos Banquet Centre reserves the right to refuse serving anyone alcohol when necessary. The bar is open for four hours.
9. Stratigos Banquet Centre reserves the right to monitor and control sound level on all entertainment.
10. Stratigos Banquet Centre **will not be responsible** for articles brought onto the premises which are lost or damaged.
11. **The use of rice, confetti, glitter, or sand is not permitted inside or outside of the premises.**
An extra charge will be added if the hall is left damaged or extremely dirty.
12. Alcohol may not be brought into the building. All food , beverages (alcoholic & non-alcoholic) and enhancements must be purchased through Stratigos Banquet Centre, excluding cakes and cookies. No food or beverages may be removed from the Centre, with the exception of cookies and cake.
13. Stratigos Banquet Centre is not responsible for failure to perform due to weather, fire, or utility failure.
14. The building is smoke-free. Guests are permitted to smoke outside on the patios.
15. Vendors must gain access through the service doors. Vendors must complete set up two hours prior to your room start time. Breakdown of all equipment and decorations must be completed no later than 45 minutes after the end time of the event. Additional charges will apply for overtime.

Print Name: _____ Signature: _____ Date: _____