



GENERAL POLICIES

CONTACT

Event Staff

717-678-0236

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. All price quotes are good for 90 days after given quote. To maintain quality control over the food being served, we require all food being served be prepared by our kitchen.

LEFTOVER FOOD POLICY

Guests that wish to take any leftover food on the buffet are welcome to do so within 15 minutes at the conclusion of the 1.5 hour consumption window for Buffets. Greystone Staff will provide food-safe togo boxes but will not package leftover food from the buffet for Guests. Once any leftover food has been packaged for takeaway, the client will assume full responsibility for any liability as a result from consuming packaged food after the Event. Our team follows strict guidelines to maintain the quality and adhere to all food safety standards. If you intend to take any leftover food home, please inform the Events Coordinator during the planning process of your Event. After the 15-minutes have concluded, all food will be removed from the Event Space and discarded by Greystone Staff.

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 23% Service Charge 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 Breakfast Time parties will have access to the space between the hours of 7:00 AM until 10:00AM. All Lunch Time parties will have access to the space between the hours of 10:00 AM until 3:30 PM. All Dinner parties will have access to the space after 4:00 PM. Should you require the space outside of these hours, you will be subject to a \$500.00 room fee.

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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. Absolutely no glitter or confetti is allowed. Nothing may be hung, taped or tacked to any of the painted walls or ceilings in any spaces.

If a space is decorated by the guests, guests are responsible for removal of all decorations at the conclusion of the event. If damage to property is found due to decorations, glitter, confetti or excessive left behind decorations, guests will be subject to an additional \$250 service fee for repair or cleaning.

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.

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
Weaver Room	Rounds: 48 U-Shape: 24 Block Table: 28 2 Long-Tables: 36	\$250 (Breakfast) \$250 (Lunch) \$500 (Dinner)	Monday-Thursday: \$350 (Breakfast), \$450 (Lunch), \$700 (Dinner) Friday & Saturday: \$450 (Breakfast), \$550 (Lunch), \$1,000 (Dinner) Sunday: \$450 (Breakfast), \$550 (Lunch)

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ROOM	CAPACITY	DEPOSITS	FOOD & BEVERAGE MINIMUM
South Mountain Room	Rounds: 100-120 W/ Dance Floor: 64-80	\$250 (Breakfast) \$250 (Lunch) \$500 (Dinner)	Monday-Thursday: \$600 (Breakfast), \$800 (Lunch), \$1,500 (Dinner) Friday & Saturday: \$800 (Breakfast), \$900 (Lunch), \$2,000 (Dinner) Sunday: \$800 (Breakfast), \$900 (Lunch)
Blue Ridge Ballroom	Rounds: 150 - 180 W/ Dance Floor: 120-140	\$250 (Breakfast) \$250 (Lunch) \$500 (Dinner)	Monday-Thursday: \$1,500 (Breakfast), \$1,800 (Lunch), \$3,500 (Dinner) Friday & Saturday: \$1,800 (Breakfast), \$1,900 (Lunch), \$4,000 (Dinner) Sunday: \$1,800 (Breakfast), \$1,900 (Lunch)
Range End Pavilion <i>Available Seasonally</i>	150-180	\$250 (Lunch), \$500 (Dinner)	Monday-Thursday: \$1,000 (Lunch), \$2,000 (Dinner) Friday & Saturday: \$1,200 (Lunch), \$2,000 (Dinner) Sunday: \$1,200 (Lunch)
Fairway Terrace <i>Available Seasonally</i>	60	\$250 (Lunch), \$500 (Dinner)	Monday - Thursday: \$450 (Lunch), \$800 (Dinner) Friday & Saturday: \$550 (Lunch), \$1,200 (Dinner) Sunday: \$550 (Lunch)
The Tavern	Standing: 60 Squares of 4: 36 2 Long-Tables: 40 Mixed Tables of 6 & 8: 40	\$250 (Breakfast), \$250 (Lunch), \$500 (Dinner)	Monday - Thursday: \$350 (Breakfast), \$450 (Lunch), \$2,000 (Dinner) Friday & Saturday: \$450 (Breakfast), \$500 + \$300 Room Fee (Lunch), \$2,500 + \$1,000 Room Fee (Dinner) Sunday: \$800 + \$500 Room Fee (Lunch)

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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.

CREDIT CARD CONVENIENCE FEE POLICY

A Convenience Fee of 4% of the total payment amount will be assessed on all credit card transactions. Payments made with cash or check are not subject to the fee. Final Payments paid with a check are due 7 days prior to the Event date.

CANCELLATION POLICY

If circumstances require you to cancel your event, please advise us immediately. Your deposit can be refunded if the event is canceled 30 business days prior to your event date. Events canceled inside of 30 days can be rescheduled for a date no later than 90 days after the original event date in order to transfer the original deposit paid. If the event is not rescheduled, the deposit is forfeited.

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.

TIMING OF EVENT

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

Any Events booked at Dinner Time on Sundays will require customized Food & Beverage Minimums to be met and are subject to additional room fees.

SERVICE STAFF

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

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RENTALS

Greystone Brew House will provide banquet tables, chairs, and appropriate tableware. All other tables and chairs are to be contracted at the responsibility of the client. Standard Linens will be provided by Greystone for all Banquet Tables for Guest seating in The Ballroom, Weaver Room, & South Mountain Room. The Tables in The Tavern, Fairway Terrace, & The Range End Pavilion do not require Linens to cover. Other Linens may be supplied at a fee.

RENTAL OPTIONS AND FEES

BEVERAGE CART | \$200.00 fee plus beverage sales

DANCE FLOOR | \$500.00 Rental Fee

Plus 23% Service Charge

SCREEN | \$35.00 Rental Fee

LCD PROJECTOR | \$50.00 Rental Fee

COAT CHECK | \$250.00 per event (5 hour maximum)

PODIUM | \$35.00 each

MICROPHONE WITH SPEAKERS | \$50.00 each

COLORLED LINEN FEE | \$22.00 per linen

OUTSIDE DESSERT FEE | \$2.00 per person

COLORLED NAPKINS | \$0.70 each

ADDITIONAL LINEN FEE | \$22.00 per linen