



Perry Valley Grange #1804, Inc.

West Juniata Parkway & Owl Hollow Road
Millerstown, PA 17062

Serving the community
since 1919

BANQUET/RECEPTION CATERING RULES AND REGULATIONS

(revised November 2007)

- 1) Individuals or groups desiring the services of the Perry Valley Grange for catering of banquets and receptions may arrange to do so by contacting the designated Grange official. No catering agreement shall be effective without the signature of the responsible individual/sponsoring organization and the approval of the Grange representative.
- 2) No commercial caterers shall be permitted to serve food and/or beverage upon the premises of the Grange.
- 3) No alcoholic beverages may be brought or used upon any part of the premises, interior or exterior.
- 4) No smoking shall be permitted within the building.
- 5) A non-refundable security deposit of not less than \$50 must be paid within ten days of receipt of this agreement. Payment shall be made payable to: *PERRY VALLEY GRANGE #1804* and shall be delivered to the designated Grange official appearing on the agreement approval. The security deposit will be credited to the total meal fees due. The security deposit will be forfeited if the meal function is canceled by the responsible individual/sponsoring organization.
- 6) The Grange shall be responsible for the purchase and preparation of all food items in accordance with the menu selected, serving and all clean-up. Any leftover food remains the property of the Grange for appropriate disposal.
- 7) Persons arranging for serving of any meal must provide all desired decorations for the event being conducted on the premises. Any Grange personal property upon the premises which have been authorized for use in connection with the meal shall be used properly and with care and restored to its proper place at the conclusion of use of the premises.
- 8) Persons arranging for serving of any meal shall not enter the Grange Hall premises prior to 8:00 am on the day set forth in the catering agreement without having received prior approval. If no other events scheduled in the Grange Hall conflict, it is possible that arrangements to decorate on the day prior to the scheduled event can be made. The Grange official endorsed on the lease agreement will be responsible for mutually satisfactory arrangements relative to unlocking of the Grange Hall. Keys will not be issued.
- 9) The Grange will assume no liability or responsibility for materials, equipment, or other property of the leasing party brought onto the Grange premises. It is strongly urged that leasing parties do not leave personal belongings of any kind on the premises except while those parties are present.
- 10) All activities upon the premises will be conducted in a peaceful, orderly and lawful manner. No unlawful, dangerous or hazardous activities or instrumentalities will be conducted or brought upon the premises.

- 11) All parties shall leave the premises by 10:00 pm of the day set forth in the agreement.
- 12) A standard all-you-can-eat meal, served either buffet-style or family-style, shall consist of the following:
 - Appetizer*
 - meat(s)*
 - potato or pasta*
 - two vegetables*
 - slaw, salad, or applesauce*
 - rolls & butter*
 - coffee & tea (milk will be served upon advance request)*
 - dessert*

Persons arranging for the meal must select the meat(s). Other menu items may be specified. The Grange reserves the right to adapt menu choices as may be necessary due to availability of food supplies.

- 13) The menu must be selected at least two weeks in advance of the scheduled meal.
- 14) Cost of the meals, served buffet-style, shall be determined by the choice of meat(s):
 - \$10.50 – Any one meat**
 - Roast turkey/filling, sweet & sour chicken, baked ham, ham loaf, roast pork/filling, roast beef/filling, Swiss steak, crab imperial, stuffed chicken breast, stuffed pork chops*
 - \$12.50 - Any two meats served in combination**
- 15) The cost of a meal served family-style will be increased by a \$1.50 per person surcharge.
- 16) Pre-meal receptions consisting of punch, cheese & crackers, and fresh vegetables with dip can be arranged. Cost will be an additional \$2.50 per person.
- 17) Prices are guaranteed for up to twelve (12) months from date completed application and deposit are received by the Grange. Prices are subject to change for any contracts executed more than one year in advance of event.
- 18) Children ages 6 years through and including 12 years will be charged one-half the adult price for the meal selected (including any pre-meal reception and/or surcharge for family-style). Children ages 5 and under will be served free. Prices quoted above include applicable Pennsylvania state sales tax but do not include any gratuity.
- 19) A guaranteed count must be submitted to the designated Grange official in charge of arrangements at least one week in advance of the scheduled meal. This number of meals will be the minimum amount that must be paid for on the date of the event regardless of the number of meals served. The minimum number of reservations accepted will be 60 persons.
- 20) The Grange will be prepared to serve five percent over the number of meals reserved. If the number of meals served exceeds the number of meals reserved, the responsible party is liable to pay the Grange for the actual number of meals served.
- 21) At the time the final count is provided to the Grange, the responsible party shall also inform the Grange of any special set-up requirements (i.e. head table, arrangement of tables, microphone, lighting, etc.).
- 22) Parties are prohibited from long distance use of the telephone, except in emergency situations. The party shall be financially responsible for any and all long distance telephone charges incurred.
- 23) At the conclusion of the meal, full payment for catering services must be made and all personal belongings of the individuals attending and/or the sponsoring organization must be removed from the Grange Hall.

(Please sign and return this agreement with deposit.)

BANQUET/RECEPTION CATERING AGREEMENT

Perry Valley Grange Hall

West Juniata Parkway & Owl Hollow Road, Millerstown, PA 17062

Telephone: 717-589-3075

DATE OF EVENT: _____ **TIME:** _____

NON-REFUNDABLE DEPOSIT OF \$50 DUE BY _____

All fees shall be made payable to *PERRY VALLEY GRANGE* and sent to the Grange official noted below.

	<i>Indicate choices in this column</i>	<i>Grange use only this column (order quantity)</i>
MENU: Appetizer	_____	_____
Meat(s)	_____	_____
Potato or pasta	_____	_____
Vegetable	_____	_____
Vegetable	_____	_____
Slaw/salad/applesauce	_____	_____
Dessert	_____	_____
OPTION: Pre-meal reception	_____	_____

SERVING STYLE: Buffet-style - _____ Family-style (\$1.50 surcharge) - _____

COST PER PERSON: Adults - \$_____ Children (ages 6-12) - \$_____

RESERVATIONS DUE BY _____ (Minimum acceptable number is 60 persons)

GUARANTEED NUMBER OF RESERVATIONS - _____

SET-UP REQUIREMENTS:

Head table _____ Number at this table _____
Table arrangement _____
Microphone _____
Lighting _____

ACCEPTANCE: SIGNATURE OF RESPONSIBLE INDIVIDUAL

DATE: _____

(name of organization, if any)

ADDRESS _____ CITY _____

STATE _____ ZIP CODE _____ PHONE _____

GRANGE APPROVAL: SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE: _____

ADDRESS _____ CITY _____

STATE _____ ZIP CODE _____ PHONE _____