BREAK TIME

COFFEE BREAKS & REFRESHMENTS

Continental Breakfast

Fresh Donuts And Pastries Sliced Fresh Fruit

Chilled Juice

Yogurts

Freshly Brewed Coffee

Decaffeinated Coffee

Herbal Teas

Healthy Sensations

Fruit-Flavored Yogurts Sliced Whole Bagels Cream Cheese

Sliced Fresh Fruit Freshly Brewed Coffee Decaffeinated Coffee

Herbal Teas Bottled Water

Cookie Connection

White Chocolate Macadamia Cookies Freshly Brewed Coffee

Chocolate Chip Cookies Oatmeal Raisin Cookies

Decaffeinated Coffee

Herbal Teas

Milk

Assorted Soft Drinks Bottled Water

Pennsylvania Dutch Treat

Assorted Whoopie Pies Hershey Kisses Hammond's Pretzels

Lebanon Bologna And Cheese Freshly Brewed Coffee Decaffeinated Coffee

Herbal Teas Assorted Soft Drinks Birch Beer Bottled Water

Intermission

Buttered Popcorn Soft Pretzels With Spicy Mustard Miniature Candy Bars

Assorted Soft Drinks Bottled Water

The Sweetest Break On Earth

Chocolate Cupcakes Hershey's Miniature Candy Bars Chocolate-Covered Pretzels Fresh Fruit With Chocolate Fondue

Freshly Brewed Coffee Decaffeinated Coffee Herbal Teas Assorted Soft Drinks

Milk Bottled Water

Old-Fashioned Sundaes And Floats

Chocolate And Vanilla Ice Cream Hot Fudge And Strawberry Toppings Maraschino Cherries Whipped Cream

Sprinkles

Assorted Soft Drinks Root Beer

60 Minutes Of Service.

Additional Selections On Reverse Side.

BREAK TIME

EXPRESS WRAP

Ham, Turkey And Vegetable Wraps Assorted Bagged Potato Chips Pasta Salad Freshly Baked Cookies Assorted Soft Drinks
Bottled Water

THE ALL-DAY EXECUTIVE

Early Morning

Freshly Brewed Coffee Herbal Teas Assorted Breakfast Pastries And Bagels

Decaffeinated Coffee Assorted Fruit Juice Assorted Yogurt

Mid-Morning

Freshly Brewed Coffee Herbal Teas Granola And Breakfast Bars Decaffeinated Coffee Sliced Fruit

Afternoon

Freshly Brewed Coffee Herbal Teas Bottled Water Assorted Fresh-Baked Cookies Decaffeinated Coffee Assorted Soft Drinks

COFFEE BREAKS

Choice Of

- #1 Freshly Brewed Coffee, Decaffeinated Coffee, Herbal Teas And Assorted Donuts, Pastries And Chilled Juice
- #2 Freshly Brewed Coffee, Decaffeinated Coffee, Herbal Teas And Assorted Soft Drinks
- #3 Freshly Brewed Coffee, Decaffeinated Coffee And Herbal Teas
- #4 Assorted Soft Drinks

BEST WESTERN PREMIER
The Central Hotel & Conference Center
800 East Park Drive, Harrisburg, PA 17111 • Phone 717-561-2800 • Fax 717-564-2347

BREAKFAST & BRUNCH

BREAKFAST BUFFET

Early Bird Buffet

Minimum 25 People. \$75.00 Surcharge For Fewer Than 50 People.

Assorted Fruit Juice Breakfast Potatoes Breakfast Pastries Chilled Fruit Sections Assorted Cereal Crisp Bacon Sausage Freshly Brewed Coffee Decaffeinated Coffee Herbal Teas Milk

Choice Of Two Entrées

Fluffy Scrambled Eggs Quiche Lorraine Cheese Blintzes w/Blueberry Topping French Toast w/Raspberry Sauce Buttermilk Pancakes w/Warm Syrup Western Scrambled Eggs

Additional Buffet Suggestions (Price Per Person).

Eggs Benedict \$1.95
Poached Egg Served On Canadian Bacon And An English Muffin Topped
With Hollandaise Sauce
Omelette Station \$3.95
Prepared-To-Order Omelettes With Filling Of Onions, Cheese, Peppers,
Ham And Mushrooms
Belgian Waffles \$1.95
(Maximum Of 75 People) Served With Fresh Seasonal Berries, Whipped Cream
And Warm Syrup

SERVED BREAKFAST SELECTIONS

The All-American

Fresh Scrambled Eggs With Breakfast Potatoes And Choice Of Bacon Or Sausage

Western Scrambled Eggs

Fresh Scrambled Eggs With Diced Ham, Green Peppers, Onions And Cheddar Cheese, Served With Breakfast Potatoes And A Choice Of Bacon Or Sausage

Healthy Start

A Variety Of Seasonal Fresh Fruit And Yogurt, Topped With Granola, Served With A Bran Muffin

Cinnamon French Toast

Thick-Sliced Toast Served With Whipped Butter, Warm Syrup And A Choice Of Bacon Or Sausage

Freshly Baked Quiche

Lorraine Or Broccoli And Cheddar, Served With Breakfast Potatoes And Fruit Garnish

The Rancher

Broiled Sirloin Steak, Scrambled Eggs With Peppers And Mushrooms, Served With Breakfast Potatoes

Heart & Healthy

Scrambled Egg Beaters Served With Turkey Bacon And A Bagel

All Breakfast Entrées Include Orange Juice, Breakfast Pastries And Freshly Brewed Coffee, Decaffeinated Coffee, Herbal Teas And Milk.

BREAKFAST & BRUNCH

BRUNCH BUFFET

Minimum 25 People. \$75.00 Surcharge For Fewer Than 50 People.

Assorted Fruit Juice

Sliced Fresh Fruit Display

Assorted Breakfast Pastries And Muffins

Scrambled Eggs And Breakfast Potatoes And Bacon

Chicken Breast Marsala, Wild Rice And Fresh Garden Vegetable

Carved Honey-Glazed Ham

Freshly Brewed Coffee

Decaffeinated Coffee

Herbal Teas

Milk

Additional Buffet Suggestions (Price Per Person).

P. P. P. L.	410=
Eggs Benedict	\$1.95
Poached Egg Served On Canadian Bacon And An English Muffin Topped	
With Hollandaise Sauce	
Omelette Station	\$3.95
Prepared-To-Order Omelettes With Fillings Of Onions, Cheese, Peppers,	
Ham And Mushrooms	
	A2.05
Smoked Salmon Station	\$3.95
Served With Chopped Eggs, Capers, Bermuda Onions And Cream Cheese	
Carved Roast Tenderloin	\$5.95
Served With Silver-Dollar Rolls And Bordelaise Sauce	
Carved Prime Rib	\$4.95
Served With Silver-Dollar Rolls And Appropriate Condiments	
Viennese Table	\$4.95
Assorted French And Italian Pastries, Chocolate Amaretto Mousse,	
Fresh Strawberries And Cream And Assorted Tortes	

BEST WESTERN PREMIER
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LUNCH

SERVED COLD LUNCHEONS

Cold Luncheons Include Soup, Dessert And Freshly Brewed Coffee, Decaffeinated Coffee, Herbal Teas And Iced Tea.

Cobb Salad

A Chopped Salad With Chicken, Carrots, Eggs, Tomato, Cheese And Bacon On Fresh Garden Greens

Turkey Wrap

Sliced Smoked Turkey Breast, Swiss Cheese, Lettuce, Tomato And Mayonnaise. Served With Tortellini Salad

Chicken Caesar

Thinly Sliced Chicken Breast Atop Our Caesar Salad, Garnished With Fresh Tomatoes, Croutons And Jumbo Black Olives

Chicken Salad Croissant

Chunky Chicken Salad With Lettuce And Tomato On A Croissant, With Tortellini Salad

Trio Salad

Tuna Salad, Chicken Salad And Pasta Salad Garnished With Fresh Fruit And Served With A Basket Of Assorted Rolls

SERVED HOT LUNCHEONS

All Selections Include Soup Or Salad, Vegetable, Chef's Rice Or Potato And Freshly Brewed Coffee, Decaffeinated Coffee, Herbal Teas And Iced Tea.

Chicken Bruschetta

Marinated Chicken Breast Topped With Tomato, Basil, Garlic And Olive Oil

Chicken Teriyaki

Marinated In Soy, Grilled And Served With Sliced Pineapple, Steamed Rice And Stir-Fried Vegetables

London Broil

Sliced Marinated Flank Steak With A Sherry Mushroom Sauce

Petite Filet Mignon

Filet Served With Cabernet Butter And Mushrooms

Roast Sliced Sirloin Of Beef

With A Bordelaise Sauce

Raspberry Salmon

Broiled And Served With A Raspberry Glaze

Tri-Colored Tortellini

With Fresh Vegetables And Creamy Blush Sauce

DESSERTS

Choice of 1

Chocolate Mousse Old-Fashioned Apple Pie Carrot Cake Chocolate Layer Cake Cheesecake Coconut Cake

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LUNCH

LUNCHEON BUFFETS

Minimum 25 People • \$75.00 Surcharge For Fewer Than 50 People.

The American

Chicken Corn Chowder
Tossed Salad Greens, Assorted
Toppings And Dressings
Pot Roast Of Beef
Grilled Chicken Breast With
Herb Cream Sauce
Roasted Red Bliss Potatoes

Seasonal Fresh Vegetables Pasta Salad Apple Pie Cherry Cobbler Coffee, Decaf, Iced Tea Herbal Teas

Picnic Buffet

Tossed Garden Salad, Assorted Toppings And Dressings Potato Salad Sliced Tomato, Lettuce, Pickles Barbequed Chicken Breast Hot Dogs Hamburgers
Baked Beans
Baked Macaroni And Cheese
Freshly Baked Cookies And Brownies
Coffee, Decaf, Iced Tea
Herbal Teas

New York Deli

Soup Du Jour Tossed Garden Salad, Assorted Toppings And Dressings Potato Salad Cole Slaw Tuna Salad Assorted Bagged Potato Chips And Pretzels Sliced Roast Beef, Ham And Turkey Swiss And American Cheeses Assorted Deli Breads And Rolls Relish Tray, Pickles And Condiments Assorted Cakes And Pies Coffee, Decaf, Iced Tea Herbal Teas

A Taste Of Tuscany

Minestrone Soup Tossed Caesar Salad Chicken Parmigiana Meat Lasagna Pasta Primavera Baked Haddock With Tomato And Onions Freshly Baked Cookies And Cannoli Coffee, Decaf, Iced Tea Herbal Teas

90 Minutes Of Service.

DINNER

APPETIZERS Choice Of 1

Medley Of Fresh Seasonal FruitCrab Bisque.95¢Pineapple CointreauShrimp Cocktail\$3.75Soup Du JourPenne Marinara.95¢

SALADS Choice Of 1

Tossed Garden Salad Spinach And Mushroom Salad Traditional Caesar Salad

SERVED DINNER ENTRÉES

All Entrées Served With Complementing Potato, Vegetable, Rolls And Butter, Freshly Brewed Coffee, Decaffeinated Coffee, Herbal Teas And Iced Tea.

Filet Mignon With Red Wine Reduction

New York Strip Steak

Marinated London Broil With

Peppercorn Glaze
Prime Rib Au Jus
Braised Short Ribs
Chicken Marsala

Chicken Cordon Bleu Stuffed Breast Of Chicken Sauteed Chicken Mediterranean

Roast Turkey

New England Baked Haddock

Pan-Seared Tilapia With

Tomato Chutney
Baked Atlantic Salmon
Broiled Crab Cakes

Baked Center-Cut Pork Loin Honey-Glazed Country Ham

COMBINATION ENTRÉES

Petite Filet Mignon And Broiled Crab Cake Grilled Chicken Breast And Broiled Crab Cake

VEGETARIAN OPTIONS

Vegetable Napoleon En Croute

Portabella Mushrooms, Carrots, Green Peppers, Zucchini, Squash And Pesto Topped With Fresh Mozzarella, Wrapped In Puff Pastry, Served with Chef's Potato And Vegetable

Tortellini Primavera

Cheese Tortellini, Zucchini, Squash, Peppers, Diced Tomatoes, Mushrooms And Red Onion, Tossed With Marinara Or Pesto

Vegetable Stir-Fry With White Rice

Basmati Rice, Zucchini, Squash, Carrots, Green Peas, Peppers And Mushrooms, Topped With Our House-Made Orange Soy Sauce

Artichoke And Mushroom Lasagna

Layered Lasagna Noodles, Artichoke Hearts And Baby Portabella Mushrooms With Chef's House-Made White Wine Alfredo, Baked To Perfection

DESSERTS Choice Of 1

Triple Chocolate Cake Old-Fashioned Apple Pie

White Chocolate Raspberry Cheesecake New York-Style Cheesecake

Chocolate Peanut Butter Cake

Carrot Cake

Cherry Pie Lattice

Strawberry Cake

DINNER

DINNER BUFFET

Elegant Fare

Minimum 25 People. \$75 Surcharge For Fewer Than 50 People.

All Dinner Buffets Served With Chef's Potato, Vegetables, Premier Dessert Bar, Freshly Brewed Coffee, Decaffeinated Coffee And Iced Tea.

Served Mixed Green Salad With Choice Of Two (2) Dressings Pasta Salad Fresh Fruit Salad

Choice Of Three (3):

Chicken Marsala Stuffed Chicken Breast Meat Lasagna Baked Haddock Chicken Saltimbocca Vegetable Lasagna Sausage And Pepper Penne Pasta Primavera With Grilled Chicken Baked Salmon Beef Tenderloin Tips Braised Short Ribs Apple Brandy Pork Loin Simply Grilled Chicken

Carved Roast Prime Rib Of Beef Is Available For An Extra Charge Of \$3.00 Per Person.

THEME BUFFETS

Western Smokehouse

Served Tossed Garden Salad Potato Salad Baked Beans Roasted Potatoes With Peppers And Onions Corn On The Cob (Seasonal)
Cajun Catfish
Barbequed Chicken Breast
Short Ribs Of Beef
Jalapeno Cornbread

Apple Pie Cherry Cobbler Coffee, Tea, Brewed Decaf, Iced Tea

The Tailgate

Served Tossed Garden Salad Pasta Salad Baked Beans Cole Slaw Pulled Pork Barbeque Hot Dogs Hamburgers Red Bliss Potatoes

White Chicken Chili Brownies And Cookies Coffee, Tea, Brewed Decaf, Iced Tea

Tour Of Italy

Served Tossed Caesar Salad Minestrone Soup Pasta Salad Tortellini Salad Meat Lasagna Chicken Parmigiana Sausage and Peppers Pasta Primavera Italian Green Beans Cannoli Tiramisu Amaretto Mousse Coffee, Tea, Brewed Decaf, Iced Tea

Americana

Served Tossed Garden Salad Soup du Jour Pot Roast of Beef Baked Stuffed Chicken Breast Carved Honey-Glazed Ham New England Baked Cod Baked Ziti Seasonal Fresh Vegetables Red Bliss Mashed Potatoes Apple Pie Triple Chocolate Cake New York-Style Cheesecake Coffee, Tea, Brewed Decaf, Iced Tea

90 Minutes Of Service.

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BEVERAGES

COCKTAIL PACKAGES

Hosted Or Cash Bars (Beverage Service On A Per-Drink Basis).
House Brands	\$5.00
Premium Brands	\$6.00 & up
Domestic Beer	\$4.00
Import & Craft Beers	\$4.50 & up
Soft Drinks	\$2.00
House Wine	\$5.00

Premium Wine \$6.00 & up Cordials \$6.00 & up

Open Bar

All Open Bars Are Stocked With Scotch, Bourbon, Gin, Vodka, Whiskey, Rum, Tequila, Amaretto, Peach Schnapps, Sloe Gin, Brandy, Triple Sec And Sweet Dry Vermouth, Beer, Wine, Soda And Appropriate Mixers

House Brands

\$9.95 Per Person For The First Hour And \$4.95 Each Additional Hour

Premium Brands

\$12.95 Per Person For The First Hour And \$5.95 Each Additional Hour

Beer, Wine & Soda

\$8.95 Per Person For The First Hour For Unlimited Domestic Draft Beer, Premium Wine And Assorted Soft Drinks And \$2.95 Each Additional Hour

Teetotaler Bar

\$6.50 Per Person For Three (3) Hours Unlimited Assorted Soft Drinks And Freshly Brewed Iced Tea

Per-Person Charge To Be Based On A Guarantee, Not Subject To Reduction. Should Bar Sales Not Exceed \$300.00 Per Bartender, There Will Be A Charge Of \$75.00 Per Bartender (Maximum 4 Hours).

FULL-SERVICE POUR FEATURED WINES

TODE DERIVICE TO OTT EITH OTTE	2 111110
Copperidge	
Chardonnay, Merlot, Cabernet\$4	.95 Per Person
Jacobs Creek	
Chardonnay, Merlot, Cabernet\$6	.95 Per Person
William Hill	
Chardonnay\$7	.95 Per Person
Turning Leaf	
Cabernet\$7	.95 Per Person

Additional Selections On Reverse Side.

BEVERAGES

PUNCH (Per Gallon)		
Fruit Punch, Non-Alcoholic)	
Champagne Punch \$55.00)	
Sangria With Fruit\$60.00		
DRAFT BEER		
Domestic ¼ Keg)	
Domestic ½ Keg)	
Import & Craft Beer	4	
WINE (Per Carafe)		
House Wines \$19.95	j	
(Chablis, Blush & Burgundy)		
Premium Wines\$25.00)	
(Copperidge Chardonnay, Merlot & White Zinfandel)		
Champagne \$21.00)	
PREMIUM COCKTAILS		
(Per Gallon))	
Whiskey Sour, Bloody Mary, Margarita, Fuzzy Navel, Daiquiri, Mai Tai		

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RECEPTIONS

COLD HORS D'OEUVRES

Prices Are Per 100 Pieces.

Tuna, Ham Or Chicken Salad On Melba Toast	\$75.00
Deviled Eggs	\$80.00
Roasted Red Pepper Hummus With Pita Points	\$65.00
Assorted Finger Sandwiches	\$75.00
Shrimp Cocktail With Lemon And Cocktail Sauce	.\$175.00
Confetti Bruschetta Crostini	\$60.00
Mushroom Caps Stuffed With Boursin Cheese	.\$150.00

HOT HORS D'OEUVRES

Prices Are Per 100 Pieces.

Cocktail Franks In Puff Pastry	\$100.00
Assorted Mini Quiche	\$90.00
Swedish Or Italian-Style Meatballs	\$70.00
Baked Spanakopita	\$150.00
Chicken Cordon Bleu Bites	\$100.00
Chipotle Honey Lime Chicken Satay	\$85.00
Johnny J Wings	\$190.00
Guinness & Beef Crostini	\$150.00
Cheesesteak Egg Rolls	\$190.00
Broiled Petit Crab Cakes	\$150.00
Scallops Wrapped In Bacon	\$180.00
Crab-Stuffed Mushrooms	\$175.00
Sesame-Crusted Beef Satay	\$100.00
Petit Beef Wellington	\$275.00
Chicken & Cheese Quesadillas	\$65.00
Asparagus Wrapped In Phyllo Dough	\$225.00

FRESH CRUDITÉ DISPLAY

CARVING STATIONS

Minimum 50 People. \$50 Attendant Fee Per Station.

Baked Ham With Pineapple And Brown Sugar Glaze	\$5.95 Per Person
Roast Breast Of Turkey With Herb Sauce	\$5.95 Per Person
Marinated London Broil With Horseradish Sauce	\$6.95 Per Person
Prime Rib Of Beef Au Jus	\$7.95 Per Person
Oven-Roasted Cajun-Rubbed Pork Loin	\$5.95 Per Person

Additional Selections On Reverse Side.

RECEPTIONS

SPECIALTY HORS D'OEUVRES STATIONS

(Minimum Of 75 People) Select Minimum Of 4 Stations

Unlimited Butlered Hors D'oeuvres
Salad Bar
Pastabilities
The Carvery
Roasted Tenderloin
Antipasta Station \$7.95 Per Person Variety Of Imported Meats And Cheeses, Roasted Vegetables, Mixed Peppers And Olives
Bruschetta Display
Viennese Table

All Stations Include Freshly Brewed Coffee, Decaffeinated Coffee, Herbal Teas, Iced Tea And Assorted Rolls.

90 Minutes Of Service.

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BILL OF FARE

COFFEE BREAKS & REFRESHMEN	ITS
Coffee and Pastries #1	
Coffee and Soda #2	
Coffee, Tea, Decaf #3	
Soft Drinks #4	
Continental Breakfast	
Healthy Sensations	
Cookie Connection	
Pennsylvania Dutch Treat	
Intermission	
The Sweetest Break On Earth	
Sundaes And Floats	
Express Wrap	
The All-Day Executive	
	ψ15.75
BREAKFAST SELECTIONS	
The All-American	
Western Scrambled Eggs	
Healthy Start	
Cinnamon French Toast	
Freshly Baked Quiche	
The Rancher	
Heart and Healthy	\$12.95
BREAKFAST BRUNCH & BUFFET	
Early Bird Buffet	
Brunch Buffet	\$22.95
SERVED COLD LUNCHEONS	
Cobb Salad	
Turkey Wrap	\$13.95
Chicken Caesar	
Chicken Salad Croissant	\$13.95
Trio Salad	\$14.95
SERVED HOT LUNCHEONS	
Chicken Bruschetta	\$15.95
Chicken Teriyaki	
London Broil	
Petite Filet Mignon	
Roasted Sliced Sirloin Of Beef	
Salmon.	
Tri-Colored Tortellini	
LUNCHEON BUFFETS	
The American	\$15.05
Picnic Buffet	
New York Deli	
A Taste Of Tuscany	
11 Table of Tubeatry	\$10.93

VEGETARIAN LUNCHEONS

BILL OF FARE

DINNER ENTREES

Filet Mignon With Red Wine Reduction	\$34.95
New York Strip Steak	\$31.95
Marinated London Broil With Peppercorn Glaze	\$27.95
Prime Rib Au Jus	\$33.95
Braised Short Ribs	\$29.95
Chicken Marsala	\$23.95
Chicken Cordon Bleu	\$24.95
Stuffed Breast Of Chicken	\$25.95
Sauteed Chicken Mediterranean	\$23.95
Roast Turkey	\$23.95
New England Baked Haddock	\$24.95
Pan-Seared Tilapia With Tomato Chutney	
Baked Atlantic Salmon	
Broiled Crab Cakes	\$32.95
Baked Center-Cut Pork Loin	\$25.95
Honey-Glazed Country Ham	

VEGETARIAN ENTREES

\$20.95

COMBINATION ENTREES

Petite Filet Mignon And Broiled Crab Cake	\$35.95
Grilled Chicken Breast And Broiled Crab Cake	\$29.95

DINNER BUFFET

\$33.95

THEME BUFFETS

Western Smokehouse	\$29.95
The Tailgate	\$22.95
Tour Of Italy	\$27.95
Americana	

Service Charge and Tax

A 19% service charge and a 6% state sales tax are added to all Banquet and Meeting charges. Pennsylvania law states that the service charge is subject to sales tax. Federal, state and local employees are tax exempt if they are on government business. Any other individual is not tax exempt unless payment is made by a tax-exempt organization. A completed tax-exemption form must be presented with the signed contract.

Payment

All banquet charges, coffee breaks, meeting-room rentals, and audio-visual charges will be placed on your Master Account. Any other charges will be paid for on an individual basis unless you specifically request items to be applied to your Master Account. Payment will be made 10 days prior to the function unless credit has been established to the satisfaction of the Hotel.

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GENERAL INFORMATION

BANQUET EQUIPMENT: AUDIO/VISUAL PRICES

AUDIO-VISUAL ACCESSORIES	
6-Ft. Screen	
8-Ft. Screen.	
10-Ft. Screen With Dress Kit	\$110
42" Flat-Screen TV	\$110
VCR	\$65
DVD Player	\$75
CD Player With Speakers	\$75
Flipchart	\$35
Whiteboards	\$50
Power Strip / Extension Cord	\$10
Electricity To Tables Or Booths	\$10
Podium	
Podium With Mic	\$30
Easels	N/A
Risers 6' x 8'	N/A
PROJECTION EQUIPMENT	
Overheard Projector	\$55
LCD Projector	
Slide Projector	
The Projector	
SOUND REINFORCEMENT	
Wireless Lavalier Mic	
Wireless Handheld Mic	\$30
THE PRICES	
TELEPHONE	
Phone Line	
Polycom Phone	
TI Lines (Internet)	\$100

Additional Items Available Upon Request.

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GENERAL INFORMATION

Food and Beverages

All food items must be supplied by the hotel. Off-premises catering is available. Menu selections, room requirements and all other arrangements must be received 30 days prior to the function. These menus are only a general suggestion as to the selection and variety of entrees and complements available to you. We take great pride in developing specific ideas and themes or simply expressing your taste in a personally tailored menu. No food may be taken off hotel premises. If alcoholic beverages are to be served on the hotel premises (or elsewhere under the hotel's alcoholic beverage license), the hotel will require that beverages be dispensed only by the hotel servers and bartenders. The hotel's alcoholic beverage license requires the hotel to (1) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either underage or proper identification cannot be produced and (2) refuse alcoholic beverage service to any person who, in the hotel's judgment, appears intoxicated.

The Central Hotel & Conference Center as a Licensee is responsible for the administration of the sale and service of alcoholic beverages in accordance with the Pennsylvania L.C.B. Regulations. It is a house policy, therefore, that all alcoholic beverages must be supplied by the hotel.

Guarantees/Cancellations

It is a requirement that the sales office be notified of the exact number of attendees by noon, four working days prior to the event (96 hours). This minimum number of guests will be considered a guarantee for which you will be charged, even if fewer guests attend. An increase in the guaranteed attendance will be accepted up to 24 hours before the function (48 hours on weekends). The hotel will set up 5% over the final guaranteed figure; however, food is prepared for the guarantee only. If the guaranteed attendance is not received in the Catering Office, the expected number of people will serve as the guarantee. Cancellation must be made with our Sales Office between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. All cancellations must be confirmed in writing.

Room and Setup Fee

Function rooms are assigned according to the anticipated guaranteed number of guests. If there are fluctuations in the number of attendees, the hotel reserves the right to assign the banquet function room accordingly. It is hotel policy to charge meeting space setup fees; details outlined on Banquet Event Order.

Request for Multiple Entrées

If multiple entrées are requested, the following stipulations will apply:

- 1. Normal Guarantee procedure is required with indication for each entrée.
- 2. Some form of entrée indication is required at the guest table, i.e., colored ticket, coded name tags, etc. This will enable better service by our staff during the meal service.
- 3. Minimum of 20 guests guaranteed.

Shipping and Receiving

Small packages for meetings may be delivered to the hotel no more than one week prior to the program due to minimal amount of storage space. Items should be addressed to the meeting contact with attention to the hotel catering staff member working on the program. Packages should be marked "Hold for Arrival" and list the date of the program clearly on all labels.

Photocopies and Fax

The hotel will be happy to make photocopies for your group. A charge of \$.10 each will be applied to your bill.

Liability

The Central Hotel & Conference Center reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The hotel cannot assume responsibility for personal property and equipment brought onto the premises.

Security

If, in the sole judgment of the hotel, security is required in order to maintain order due to size and nature of your event, the hotel may require you to provide, at your expense, uniformed or nonuniformed security personnel. Any and all provisions for security must be arranged through the hotel's coordinator. The hotel shall have final approval on any and all security personnel to be utilized during your function.

MEETING & BANQUET ROOM CAPACITIES

Room	Ft.	Sq. Ft.	Banquet	Theatre	Reception	Classroom
. The Central Ballroom	143x64	9,152	580	880	900	440
Central A	34x64	2,176	150	220	225	110
Central B	34x64	2,176	150	220	225	110
Central C	36x64	2,304	150	220	225	110
Central D & E	36x64	2,304	150	220	225	110
Central D or E	38x32	1,216	75	110	110	55
Harris	37x21	777	50	80	80	40
Cameron	24x27	648	40	64	64	32
Board Room	27x11	297		7.00		
McClay	25x25	625	32	64	64	32
McCormick	25x25	625	32	64	64	32
Heritage	72x42	3,024	170	300	440	150

