



The Pressroom Restaurant Banquet Contract

Date of Event: _____ Number of Guests: _____

Contact Name: _____ Function Type: _____

Phone Number: _____ Mailing Address: _____

Email: _____

Terms & Conditions

Thank you for choosing The Pressroom Restaurant for your special event. We are very excited to host you and your guests and look forward to providing you with exceptional food and service.

The Private Room requires a minimum of 20 guests to be reserved, or a fee will be charged accordingly. A non-refundable Security Deposit of \$100.00 is required in order to reserve the banquet room for your requested date and time, as well as this signed contract. The deposit will be applied to your final bill. If the customer cancels this agreement the Security Deposit will not be granted.

Hours to occupy the Private Room are as follows: Tuesday - Sunday (Closed Mondays)
10:00 AM to 3:00 PM Luncheon & 4:00 PM to 11:00 PM Dinner
Timing of the use of the room may be adjusted depending on type of event requested.

All Guests are advised to take advantage of our free parking, located at Central Parking Garage
29-31 West Vine Street Lancaster, PA.

The private room holds up to 70 people seated and 115 people standing. The private room also provides a private bar for your event. Menus must be selected 2 weeks prior to your event date with an approximate guest count, followed by a final guaranteed guest count 2 days prior to your event. The final guest count may not be reduced. Open menus are NOT permitted in the Banquet Facility. Customer agrees to break down the guest list into adults and children, and include any food allergies or special dietary requests, if applicable.

All food and beverage purchases are subject to 6% sales tax and an 18% service charge. The total balance is due at the conclusion of the event. Payments can be made by cash, check, or credit card. All food charges are based on the guaranteed guest count unless the actual number of guests is greater. An additional fee will be added depending on the amount of unexpected guests that attend the event.

Please be advised that we cannot guarantee the quality of foods served more than 30 minutes past the agreed upon time. Due to standard health practices, prepared and left over food may not be removed from The Pressroom Restaurant.

The Pressroom Restaurant is not reliable for damaged or lost items. Guests understand that if property of The Pressroom Restaurant is damaged or stolen The Pressroom Restaurant has the right to effectively bill further costs. No tacks, nails or fasteners of any kind may be attached to the walls or finishings of The Pressroom Restaurant. Scented Candles are not permitted.

Customer understands The Pressroom Restaurant has the right to stop alcohol service to any guest if consumption is greater than abiding laws, or if a guest is Visibly Intoxicated. All guests are subject to carding procedure. All alcohol must be purchased through The Pressroom Restaurant.

Should either party fail to provide or breach this Agreement in any way, the offending party will be liable for any damages. Both parties agree to seek a third-party mediator or arbitrator for any disputes that arise as a result of this Agreement.

This Agreement falls under the jurisdiction of the state of PA, and is therefore subject to all of PA's laws and regulations.

I have read the "Terms & Conditions" and agree to them.

Customer Signature: _____

Date: _____

The Pressroom Restaurant 26-28 West King Street Lancaster, PA
Taylor Coolidge | Banquet Manager | 717-984-2003
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