**Information regarding “Outside Catering"**

Due to our housekeeping, food safety handling controls

and regulations, as well as NY State Liquor License Laws, Dramatic Hall does **not allow** outside alcohol, food/catering, regardless of head count.

(the only exceptions are Pastries/Desserts and \*Glatt **Kosher**)\*proof of certification may be requested

**FOOD**

* NO- kitchen is available to rent or use in Dramatic Hall for any outside client/vendor, no exceptions.
* NO- cooking is allowed on site, (refer to pg. 4 of the full contract “Smoke free Facility”)
* NO- off-site prep space is available unless client chooses to allocate “guest space” within Dramatic Hall for any authorized vendors.

**Cleaning, Trash and Equipment Removal:**

Dramatic Hall will be provided in a clean condition prior to your event. Upon additional planning with, Dramatic Hall, CLIENTs will need to incorporate their set-up time and clean up time into the allotted time slot within the rental agreement, additional time required that may interfere with earlier or later booking time and may be discussed during contract signing and additional charges per schedule of fees can and will be applied. CLIENTis required to return the space to the same clean condition in which it was found, unless payment for event clean-up staff is included and/or then coordinated. Otherwise, all trash must be collected, properly bagged, and removed by the renter and the furniture must be stacked/re-arranged properly.

All vendor rental equipment must be removed at the end of event unless approved and coordinated with Dramatic Hall, “Staff Hours Apply”.

When booking less than 60 days of event date.

All payments are to be made in full.

**BEVERAGE PROGRAM**

All alcohol on the premises **must** be provided by Dramatic Hall, no exceptions.

* Liquor must be purchased through Dramatic Hall in accordance with our NY State Liquor License. Liquor packages vary depending on what liquor/ wine/ beer being requested by CLIENT and qty of guests.

\*\*see below as general pricing is subject to change for specialty wines and liquors.

The following is pricing when **no** **in-house catering**(food) program is being provided, refer to attachment doc. 8 “Catering Package”

Bar Pricing 5 Hour Open Bar per person (Soft Drinks and mixers are included in all prices)

$30 pp Wine and Beer Only

$35 pp Wine, Beer, two standard signature cocktails

$50 pp Wine, Beer, Open bar, \*will include signature drinks

Dramatic Hall at their discretion, reserves the right to stop serving alcohol to any guest found in an '**unduly intoxicated**' condition.

*Staff: $25/hr.-$28/hr., 5/hr. minimum, does not include gratuity*

Please note, our in-house catering base price does include soda, wine, and beer for your guests, as well as glassware, plates, and flatware.

\*Exception: While we do not allow outside catering, Kosher / Glatt Kosher(\*proof of catering license/certification may be requested), is a unique exception, and needs to be discussed directly with the in-house catering manager. Once the scope and feasibility of your Kosher caterer’s requests are determined, the catering manager will assess and communicate the following additional fee:

**\*1. A $1,000-$2,500 fee for an outside caterer of this nature is required. The fee covers utilities, housekeeping staff, house safety/catering captain hours (upon caterer arrival until departure), rental for spaces that the caterer might use (2nd floor hallways, extra rooms, etc.).** Additionally, please be aware that if you use an outside caterer, you/they will be responsible for providing plates, any special glassware when needed, and flatware from a third-party rental company.

\*2. Regarding our liquor license, you may bring in Kosher wine as we cannot guarantee we can source it, but you would be required to use our bartender’s and beverage service program for any and all other liquor.

When booking less than 60 days of event date, all payments are to be made in full.

**Catering Deposit:**

A **$2,500 flat fee** is required for catering and to be paid at your scheduled tasting to ensure “intent of in-house catering” for both our food and/or beverage programs on your date. Payable to **Dramatic Hall LLC**. Please note this is a separate payment to your site fee at Dramatic Hall.

**Catering Balance:**

The balance for your event is due no later than **30 days** prior to your event. Late payment is subject to a “late fee” of $300.00. Balance may be mailed to our billing office at address below:

**Payment Tenders:**

Payment may be made by check or cash. Credit cards can be accepted but incur service handling fees to card holder.

**Cancellations & refunds:**

If for any reason you are unhappy with our services**after your food tasting**, your deposit will be fully refundable or go towards your beverage program. If your event for any reason is cancelled less than 90 days before your event, Dramatic Hall LLC reserves the right to keep 30% of your deposit and will refund the remaining 70%.

Please let me know if you have any further questions!

Thank you,

Kathleen Arango

Food & Beverage Manager

Dramatic Hall, LLC

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