

Weddings at Allenberry Resort Inn & Playhouse

CATERING INFORMATION

Service Charge and Sales Tax

A service charge of 17% and state sales tax of 6% will be added to all food and beverage.

Payment

A \$1000.00 non-refundable deposit is required to confirm and hold space for the wedding reception. An additional \$30.00 per person deposit is due 10 days prior to the reception.

Music and Entertainment

Our Catering staff will be pleased to assist you with a list of band and disc jockeys for your function. Should you choose to make your own entertainment arrangements, a copy of the signed contract should be provided to Allenberry in advance of the function. All music in the Meadow Pavilion must stop by 11:00 pm. All music at indoor banquet facilities must stop by 12:00 am Midnight. Should the volume from musical groups, entertainment, or public address systems create disturbances, Allenberry reserves the right to request that the volume be adjusted. We request that all entertainment programs be reviewed with the Salas Director prior to contracting entertainment.

Wedding Ceremony Charges

There is a \$400.00 charge for the use of Allenberry Resort Inn & Playhouse's facilities and for the day use of a room for the bridal party. If chairs are to be provided, there is a \$3.50 per chair rental and set-up charge.

Food and Beverage

Our Sales Department staff can offer suggestions on beverage services for your function. All alcoholic services will be terminated by 11:30 pm at all Allenberry functions. Due to health regulations, liquor ordinance and liability insurance, it is required that all food and beverage be purchased through Allenberry Resort Inn & Playhouse. No food or beverage of any kind will be permitted into the resort by the patron, guests or invitees from outside the property. Patron agrees to send menu selections 4 weeks prior to planned function. Actual function length of time is not to exceed (5) hours.

Security

The resort will not assume responsibility for damage or loss of any merchandise or articles left in the resort prior to, during, or following the function. Arrangements for security should be made prior to the planned event.

Decorations

Fresh floral arrangements, special decorations and theme parties may be arranged through our Sales Department. We do not permit the use of helium balloons here at Allenberry for decoration due to environmental concerns.



Banquet Sales Office (717) 960-5281

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Signs and Banners

Please inform the Director of Sales prior to your function concerning any signs, banners, or decorations provided by you for your function. Signs, Banners, or decorations requiring nails, tacks, screws, tape or similar materials will NOT be permitted without prior approval and must meet all safety standards set by Allenberry. Damages caused by such items will be charge to you.

Linen

Our Sales Department staff will be happy to help you choose the appropriate linens from our own inventory of red, white or gold. Special orders can easily be accommodated at an additional charge.

Function Rooms

Allenberry facilities are assigned by the number of guests anticipated. Charges are based on your demand in attendance. Should there be a decrease in excess of 15% in your attendance and/or any alterations in your function room requirements, Allenberry reserves the right to change the function space reserved, due to the changes in anticipated attendance, with notification to you when time allows. Allenberry reserve the right to make reasonable substitutions in function room and/or menu selection for causes beyond our control.

Damages

Any damages to or loss of Allenberry Resort fixtures, equipment, or property by the booking party, shall be the sole responsibility of the booking party. Appropriate charges will be assessed.

Guarantees / Final Counts

Allenberry requests an estimated count 10 days prior to the function. Patron agrees to advise Allenberry 72 hours (3 business days) in advance of function of definite number in attendance – representing guaranteed minimum. This number will be considered a guarantee and is not subject to reduction. Allenberry is prepared to serve a number equal to five (5%) percent over the guarantee. Any raise in guarantee within the 48-hour time will also be the new guarantee.

Billing

Direct billing for the remaining balance can be arranged by completing a credit application. A direct billing account will be set up based on approved credit. Requests for direct billing should be made at least 90 days prior to the scheduled event. On wedding receptions and other social events, \$30.00 per person deposit is due 10 days prior to the reception. Statements are payable upon receipt. Allenberry will apply a monthly periodic rate of 1.5% for accounts more than 30 days in arrears which is a corresponding annual percentage rate of 18 percent.



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