

318 Forest Grove Road  
Coraopolis, PA 15108  
412-331-9282  
[www.oliviasbanquet.com](http://www.oliviasbanquet.com)

## Olivia's Room Accommodations

Victoria's Room may be utilized for larger meetings & dinners accommodating a **minimum** of 50 to 170 guests.  
Ann's Room on our lower level can accommodate meetings and dinners with a **minimum** of 25 to 56 guests.  
Ann's Courtyard can accommodate a **minimum** of 25 to 60 guests on our outdoor partially covered patio.

**Olivia's specialty is custom designing a menu for your affair.**

**Please consider having a special menu created for you by our Executive Chef Rob Seeberger.**

## Olivia's Banquet Policies

### GENERAL INFORMATION

- Olivia's is a full-service venue. Our prices include use of the room, set-up and clean-up, standard centerpieces, decorated buffet tables, hors d'oeuvres tables, and our professional staff of servers and bartenders.
- Olivia's reserves the right to refuse service to ANY patron at ANY time.
- Please add 7% food tax, 7% alcohol tax and 22% Administration Fee to all prices.
- Olivia's may be occupied for up to four hours without charge. There will be an additional room fee per hour over the standard four hours and must be arranged prior to the start of the event.
- Decorating restrictions: nothing taped or nailed to walls, and **NO SAND, CONFETTI OR GLITTER.**
  - A \$100.00 cleaning charge will be added to your bill if confetti, glitter or tape is used.

### DEPOSITS

- To reserve your date, a deposit of \$1500.00 is required, paid by Cash or Check.
- Cancellations:
  - Cancellations within six months will result in forfeiture of deposit.
  - Cancellations within twelve months will result in forfeiture of half of your deposit.
  - Cancellations over twelve months will result in full release of deposit.
- Your deposit is not payment for use of the facility and will be deducted from your bill at the time of final payment.

### PRICING & MENUS

- All Menu selections should be made 120 days in advance of the event and confirmed with the Sales Manager prior to printing of invitations.
- Final counts should be confirmed no less than twenty-one (21) days prior to event.
- Full Payment for is due within three (3) days after final count is given.
- Final head count is the number you will automatically be charged for the event.

- If the event exceeds the number of your final head count, then you will be charged for the additional guests.
- Prices are subject to change at any time.
- Prices as quoted on your confirmation notice are guaranteed.
- All pricing is determined by menu, bar packages and guest count.
- Any additional charges incurred the day of the event require payment in full the day of the event.
- Olivia's requests payment in cash, cashier's check, money order, or personal check.
- **Credit Cards are not accepted as payment unless prior arrangements have been made.**
- You will be billed a \$45.00 fee for any checks returned from the bank.
- **All leftover food prepared by Olivia's Banquet Facility will remain with Olivia's,** in accordance with ACHD rules and regulations.
- Cakes and cookies are the only food items that may be brought into Olivia's. Take out containers and/or boxes are **not** provided by Olivia's.
- NO beverages of any kind are permitted to be brought into Olivia's as in accordance with the Pennsylvania Liquor Control Board.
- All persons consuming alcohol on site must be 21 years of age with a valid identification card. Olivia's has the right to refuse service to any individual who appears to be intoxicated, not of legal age, unable to provide proof of age or is providing alcohol to anyone who appears to be intoxicated or is not of legal age.

#### **LINEN**

- Olivia's provides full linen service. You may choose from several color patterns that are provided at no additional charge. If you prefer certain color schemes, Olivia's will accommodate your request at an additional fee.

#### **ENTERTAINMENT**

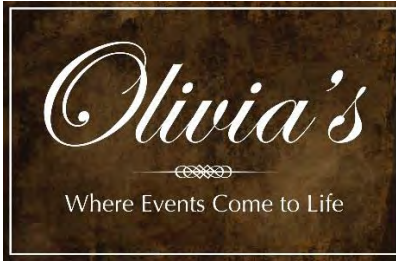
- Olivia's provides a microphone, podium, projector and screen at no additional fee.
- All Vendors are required to have

#### **DAMAGE**

- ANY DAMAGE THAT OCCURS DURING THE EVENT WILL BECOME THE RESPONSIBILITY OF THE HOSTING PARTY. YOU MAY CHOOSE TO HAVE A BRIEF INSPECTION OF THE BANQUET FACILITY PRIOR TO YOUR FUNCTION. PLEASE MAKE ARRANGEMENTS WITH THE MANAGING STAFF.

#### **ENTRANCE & PARKING**

- Please advise your guests to park in accordance with the banquet space you have reserved. We respectfully request you note the parking arrangements on your invitations for the convenience of your guests:
  - **Victoria's Room** - please park in the rear of the building and enter through double doors in the rear of the building.
  - **Ann's Room or Ann's Courtyard** - please use the side parking lot and enter through the side entrance.
  - **Please Note** - There are no stairs that will enable parties to enter the front or side of the building and still be able to access Victoria's Room.
  - Olivia's Banquet Facility offers free off-street parking for your guests.
- Driving directions are available on our website [www.oliviasbanquet.com](http://www.oliviasbanquet.com) .



# OLIVIA'S BANQUET FACILITY WEDDING CONFIRMATION

This confirmation page should be returned with your reservation deposit no later than 15 days from the booking date.

This letter represents that I have read, understand, and agree to all of the terms and conditions detailed in Olivia's Wedding Contract.

With this agreement, I am sending the agreed upon reservation deposit in order to reserve my wedding date. I understand that if my deposit is not received within 15 days of the booking, and alternate arrangements have not been made, cancellation of my event may occur.

\_\_\_\_\_  
Signature Date

Wedding Date: \_\_\_\_\_

Wedding Package Choice: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Wedding Party Name(s): \_\_\_\_\_

Room Reserved: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Address: \_\_\_\_\_

\_\_\_\_\_

Contact Email: \_\_\_\_\_

Minimum Food and Beverage: Saturday - \$9,000.00 / Sunday-Friday - \$5,000.00

Initial Deposit Amount: \_\_\_\_\_ Due Date: \_\_\_\_\_

Intermediate Deposit Amount: \_\_\_\_\_ Due Date: \_\_\_\_\_

Final Count Date: \_\_\_\_\_ Final Payment Due Date (21-days prior): \_\_\_\_\_

Please make checks payable to Olivia's. You may mail your deposits Attention: Banquet Manager, 318 Forest Grove Road, Coraopolis, PA 15108. Please do not send CASH.