



318 Forest Grove Road
Coraopolis, PA 15108
412-331-9282
www.oliviasbanquet.com

Olivia's Room Accommodations

Victoria's Room may be utilized for a Food and Beverage minimum of \$1000.00.

Ann's Room may be utilized for a Food and Beverage minimum of \$500.00

Ann's Courtyard may be utilized for a Food and Beverage minimum of \$500.00.

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 Policies

GENERAL INFORMATION

- Olivia's is a full service facility. Our prices include use of the room, basic 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% Booking Fee to all prices.
- Olivia's may be occupied for up to four hours without charge. **The time starts upon arrival.** 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. All decorating must be done within the four hour time span allotted.
- Decorating restrictions: nothing taped or nailed to walls, and **NO CONFETTI, SAND OR GLITTER IN ANY SPACE. NO BALLOONS IN VICTORIA'S ROOM.**
 - Up to a \$200.00 cleaning charge will be added to your bill if any of the above are done.

DEPOSITS

- To reserve your date in Victoria's Room, a deposit of \$500.00 is required.
- To reserve your date in Ann's Room, a deposit of \$250.00 is required.
- To reserve your date in Ann's Courtyard, a deposit of \$250.00 is required.
- Cancellations:
 - Cancellations within three months will result in forfeiture of deposit.
 - Cancellations within six months will result in forfeiture of half of your deposit.
 - Cancellations over six 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 30 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 seven days prior to event.
- 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, 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.
- All events 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 will remain with Olivia's Facility,** in accordance with ACHD rules and regulations.
- Cakes and cookies are the only food items that may be brought into Olivia's. **A service fee may be charged.** Take out containers and/or boxes are **not provided or assembled** 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 house sound, auxiliary cords, HDMI hook-ups, microphone, podium, projector and screen at no additional fee. These items are for complimentary use. Olivia's does not provide an on-site IT technician. Operation of these devices are the responsibility of the client to make sure they are compatible and functional.

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 offers free off-street parking for your guests.
- Driving directions are available on our website www.oliviasbanquet.com.



OLIVIA'S EVENT CONFIRMATION

Please complete the following confirmation page and return it with your reservation deposit.

The reservation deposit fee must be received no later than 7 days from the booking date and the completion of the event confirmation is necessary no later than 30 days from your booking date.

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

With this agreement, I am sending the required reservation deposit in accordance with the room I have reserved in order to reserve the date of my event.

I understand that if my deposit is not received within 7 days of the booking, and alternate arrangements have not been made, cancellation of my event may occur.

SIGNATURE

DATE

EVENT DATE: _____

EVENT TIME: _____

NAME OF EVENT: _____

ROOM RESERVED: _____

CONTACT NAME: _____

CONTACT NUMBER: _____

CONTACT ADDRESS: _____

CONTACT EMAIL: _____

RESERVATION DEPOSIT FEE:

AMOUNT ENCLOSED

CHECK #

** FEE MAY BE PAID IN PERSON OR BY MAIL. PLEASE MAKE CHECKS PAYABLE TO OLIVIA'S.

ATTN: BANQUET MANAGER
318 FOREST GROVE ROAD
CORAOPOLIS, PA 15108

** PLEASE DO NOT MAIL CASH