



318 Forest Grove Drive, Coraopolis, PA 15108
412.331.9282 www.oliviasbanquet.com

Catering Information - Terms and Conditions

Olivia's Room Accommodations

Victoria's Room – Accommodates up to 170 Guests – Food and Beverage Minimum - \$1000.00

Ann's Room – Accommodates up to 60 Guests – Food and Beverage Minimum - \$500.00

Ann's Courtyard – Accommodates up to 70 Guests – Food and Beverage Minimum - \$500.00

Food and Beverage Minimums are before fees and taxes.

Event Furnishing

Olivia's provides the following items on a complimentary basis: Variety of table sizes and shapes for guest seating with your choice of white, ivory, marigold or black linens and napkins and padded chairs. Also included are skirted specialty tables for Gifts, Buffet and Appetizer, Cakes and Cookies. Our staff can assist you in customized floor plans. A variety of centerpiece options are included as well (please check our Pinterest page for a complete list). Upgraded centerpieces and linens are also available. Olivia's also provides a sound, screen and projector at no additional charge. We supply auxiliary cords and HDMI hook-ups. **Please note that operation of these devices is the responsibility of the client.**

Alcohol

Olivia's is the only licensed authority to sell and serve liquor for consumption on the premises. Therefore, by law, liquor is not to be brought to the venue from any unauthorized source. We reserve the right to refuse service to any guest that appears to be underage without legal identification or any guest that appears to be intoxicated. Olivia's, as the licensee, is responsible for adherence to and the enforcement of all regulations set forth by the Pennsylvania Liquor Control Board. No bar is to exceed five (5) hours in duration. **Olivia's does not permit the serving of shots from the bar.**

Set up and Outside Vendors

Olivia's should be aware of any suppliers or vendors (DJ's, Photographers, Bakers, Florist) that require access to the banquet room in advance. Management will be glad to assist you with these arrangements. Olivia's reserves the right to apply additional charges for unusual accommodations. All vendors must contact management for set up times and needs. **Photographers, DJ's and Photo Booth vendors are required to provide a certificate of insurance.**

Planning, Pricing and Payment Schedules

Olivia's is happy to provide planning sessions in person, by phone or email. We can structure meetings according to your needs. All Menu selections and other details should be received 4 weeks in advance of your event. Olivia's provides you with a planning guide for these details. A final and guaranteed guest count is due 10 days prior to your event. **Payment in full is required 7 days prior to your event and we only accept cash or check.**

Deposits

Victoria's Room – Deposit is \$500.00

Ann's or Ann's Courtyard – Deposit is \$250.00

This deposit and any future payments are non-refundable and non-transferable. Your deposit is not payment for the facility and will be deducted from your final bill at the time of final payment.

Damages

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 prior arrangements with the management staff.

Entrance and Parking

Olivia's Banquet Facility offers complimentary off-street parking for you guests. There are separate entrances for both Ann's and Victoria's, however there is no inside access from these two rooms. Please advise your guests in accordance with the banquet space you have reserved. Parking for Victoria's room is to the rear of the building and entrance is through the double doors. For Ann's Room and Ann's Courtyard, please use the side parking lot and enter through the side or front entrance. Driving directions are available on our website – www.oliviasbanquet.com.

Other Considerations

*All pricing is subject to change.

*Pricing is determined by menu, bar packages and guest counts. Any additional charges incurred the day of the event require payment in full the day of the event.

*Olivia's accepts Cash, Check, Money Order or Cashier's Checks. There will be a \$45.00 fee for any returned checks.

*In compliance with Allegheny County Health Department, any leftover food prepared by Olivia's will remain with Olivia's. Cakes and Cookies are the only food items that may be brought into the facility. **Take-out containers for these items must be provided by the host.**

*The actual time span for your event is determined by the package you select. This time begins at the agreed on start time. Additional fees may apply if you exceed your time limits either before or after your event contracted times.

Additional Options and Fees

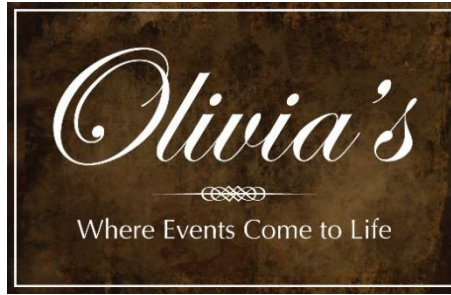
*All services are subject to the current sales tax. This includes food, beverage and fees.

*Olivia's charges a \$200.00 Room Rental for Ann's Room/Ann's Courtyard and a \$350.00 Room Rental for Victoria's Room. This fee is to cover centerpieces, linens, heating/cooling for your space, all set-up and breakdown of your room, all chairs, tables, flatware, china and glassware.

*Olivia's charges an 18% Staffing Fee. This is to cover costs associated with our in-house staff. Gratuities are not necessary.

*Olivia's offer up-lighting, upgraded linens, and customized menus at an additional fee.

*Olivia's does not permit anything to be taped or nailed to the walls. No sand, confetti or glitter are allowed. No balloons are permitted in Victoria's Room. Use of these items or any clean up over and above what is customary may result in an additional cleaning fee of up to \$300.00.



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 the terms and conditions detailed in Olivia's Banquet Facility Event Contract. With this agreement, I am sending the required reservation deposit in accordance with the room I have reserved in order to secure 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 AND TIME: _____

NAME OF EVENT: _____

APP. NUMBER OF GUESTS: _____

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**