



318 Forest Grove Drive, Coraopolis, PA 15108  
412.331.9282 [www.oliviasbanquet.com](http://www.oliviasbanquet.com)

Catering Information - Terms and Conditions – Weddings

### **Event Furnishing**

Olivia's provides the following items on a complimentary basis: A variety of table sizes and shapes for guest seating with your choice of white, ivory or black floor length linens and napkins, Padded chairs with black, white or ivory chair covers (styles vary according to package selection) and sashes (in a variety of colors). Also included are skirted specialty tables for Gifts, Buffet and Appetizer, Cakes and Cookies, Place Cards, Memory, DJ's, High tops and a variety of options for head tables. Our staff can assist you in customized floor plans. A variety of centerpiece options are included as well. Upgraded centerpieces and linens are available at an additional charge. Olivia's also provides a screen and projector at no additional charge. **Operation of these devices are 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 event space 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. This is non-negotiable.**

### **Planning, Pricing and Payment Schedules**

Olivia's is happy to provide planning sessions in person, by phone or email. We can structure these meetings according to your needs. Olivia's offers a complimentary tasting for up to 6 guests. You may select 5 appetizers, 4 entrees, 2 starches, and 2 vegetables. This tasting should be scheduled approximately 5-6 months before your big day. Further planning meetings will involve timelines, color schemes and centerpieces, and tentative table set up. A detailed payment schedule will be determined for intermediate payments. **Final guest counts, floor plans are due 21 days in advance along with the final payment.** Final head count will automatically be charged for the event. If your event exceeds the number of your final guest count, then you will be charged for the additional guests. Vendors that are present during food and beverage service must be included in your guest count. The final meeting will be the week of your event, where you may drop off any items that you are supplying. All items should be labeled with your name, and a brief description of how you want these items. All items must be removed at the conclusion of your event.

## Minimum Requirements

Victoria's Room - A minimum of 50 Guests and \$8000.00 (not including taxes or fees) is required for a Saturday event. The minimum for a non-Saturday event is \$5000.00 (not including taxes or fees).

## Deposits

An initial deposit of \$1500.00 by cash or check is required to reserve your date. **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 event space prior to your function. Please make 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 event 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 entrance. Driving directions are available on our website – [www.oliviasbanquet.com](http://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 upon start time. Additional fees may apply if you exceed your time limits either before or after the scheduled times. With the addition of a ceremony, an additional hour will be added to this time frame.

## Additional Options and Fees

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

\*Olivia's charges an \$800.00 Room Rental which covers costs associated with set up and breakdown of the room, tables, chairs, linens, flatware, china and glassware, and climate control. We also charge an 18% Staffing Fee which covers costs associated with our in-house staff. Gratuities are not necessary.

\*Wedding Ceremonies can be arranged at an additional charge.

\*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, glitter or balloons are allowed. 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 will tray your cookies for you at an as additional fee.



## OLIVIA'S BANQUET FACILITY WEDDING CONFIRMATION

This confirmation page should be returned with your reservation deposit no later than 7 days from the booking date. This letter represents that I have read, understand, and agree to all the terms and conditions detailed in Olivia's Banquet Facility Wedding Contract. With this agreement, I am sending the required reservation deposit 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

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

Wedding Package Choice and Number of Guests: \_\_\_\_\_

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

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

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

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

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

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

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

**Minimum Food and Beverage: Saturday - \$8,000.00 / Sunday-Friday - \$5,000.00**

**A schedule will be sent to you detailing dates of future payments. Final guaranteed guest count and payment is due 21 days prior to your event.**

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