

# The Leithsville Banquet Hall

## Rental Policies and General Information

### **Accommodations**

The Leithsville Banquet Hall is handicap accessible with a large off street parking area. We can accommodate up to 250 people. We can offer 60" round tables or 4"x8" rectangle tables, both will accommodate 8 people to a table. Let us know which style tables you would prefer. Tables will be set up, but patron may rearrange them. We have a separate stage area for your entertainment, separate dance floor area, and bar area, all which can be seen from every aspect of our hall. We have a cathedral pine ceiling that peaks at 18' with 3 ceiling fans and 2 glass chandeliers. Along the 10' high walls we have glass sconces that match the chandeliers.

### **Rental Options**

\$60.00 an hour with a two (2) hour minimum. This option only allows the patron access to the stage, dance floor and dining areas. This option will not allow the patron or a caterer access to our kitchen facilities. With this option the patron may bring his or her own food.

### **Payment Information**

The signed contract and a non-refundable deposit of 50% of the estimated rental fees are required to validate your contract and secure your event date. Cash, personal check, money orders and cashiers checks are accepted for deposits. All deposits will be credited towards the final bill. Your advanced deposits will not be refunded if the event should cancel. The final payment, reflecting the final amount owed will be due 30 days prior to the event.

### **Food**

The patron may supply their own food, or chose from our list of approved caterers. We will allow outside caterers, but they must be licensed and insured. A copy of their insurance must be provided to the licensee 60 days prior to the event. Caterers are guaranteed access to the facilities approximately two hour prior to the start of the event. Any exceptions must be made in advance.

### **Food Continued**

Caterers are required to break down and clean up all of their supplies and accessories by the conclusion of the event. No storage will be provided for items left, and the licensee accepts no responsibility for lost or misplaced items. In the event that supplies, accessories or decorations have been left on the property after the event has concluded.

### **Start and End Times**

The doors to the facilities will be opened 15 minutes prior to the start time on the signed contract. Please keep this in mind when you fill in the start time or put the reception time on the invitations. All events must end no later than 11:00 pm. All parties shall vacate the premises within ½ hour of the end time on the contract. This deadline is strictly enforced. There will be additional charges if parties are still in the building after ½ hour leeway time.

### **Decorations**

The facilities will be made available from 11:00 am to 3:00pm the day of the event to set up decorations. Prior arrangements must be made. If additional hours beyond the original 4 are needed, there will additional charges of \$50.00 and hour. Arrangements for additional hours must be made 2 weeks in advance. If patron is renting supplies from a rental company and that company needs to drop-off and/or pick-up the supplies, patron must let the licensee know exact times of drop-off and pick-up 2 weeks prior to the event. Decorations are not permitted to be attached to the walls. Any decorations the patron wishes to keep must be removed at the conclusion of the event. Please keep all time deadlines stated above in mind when deciding how much decorating is to be done.

### **Entertainment**

The patron's entertainment will be allowed access to the facilities 2 hours prior to the start time of event. All entertainment shall be scheduled to conclude ½ hour prior to the conclusion of the event. If it will take the entertainment longer than ½ hour to remove all equipment, then this should be taken into consideration for when the music should conclude.

### **Smoking**

The Leithsville Banquet Hall prohibits smoking in the facilities. Patrons may smoke outside the main doors and garden area. Please dispose of cigarettes properly.

### **Beverages**

The patron will supply all beverages, to include, but not limited too, soda, bottled water, juice and liquors. If patron is to have alcohol, they must then have bartenders. The patron will supply garnishes for drinks if they wish to have them, to include by not limited too, lemons, limes, cherries and martini salt. The patron is not permitted to sell alcoholic beverages. All beverages must be removed at the conclusion of the event. All beverages shall be supplied

the night of set-up. This will allow the bartenders to have the bar ready for the day of the event. Consumption of these and other alcohol will not be permitted during decorating.

**Bartenders**

The Leithsville Banquet Hall will supply the bartenders. Bartenders will be paid \$10.00 an hour in cash by the patron. If there is to be more than 60 people attending there must be 2 bartenders on duty. Gratuities to the bar staff above the amount owed for bartending services shall be at the discretion of the patron and their guests. The Patron will notify the licensee in advance if they wish not to allow bartenders to receive tips. Bartenders will not pour the toast; arrangements must be made with the Patron's caterer.

**Bar**

Our bar is equipped with a three (3) tap system. Two (2) taps are for beer and one is for soda (keg of Birch beer). Other equipment behind the bar are an ice machine, blender, pitchers, and glasses. We have 20oz. glasses for beer, 12oz. glasses for mixed drinks, bartenders will only serve mix drinks in the small glasses unless otherwise told by the patron. Wine glasses are available if wine is to be served from the bar. We do not supply toasting or other glasses that are to be used for table set-up.

**Bar Policies**

The bar will remain open during dinner, unless otherwise instructed. Bartenders will not serve alcoholic beverages to minors. Bartenders reserve the right to ask for identification with a photo ID. Bartenders reserve the right to refuse or stop serving anyone who appears to be heavily intoxicated. Shots are prohibited. Bartenders reserve the right to close or suspend bar services if patron or guests are getting out of control. No alcohol will be removed from behind the bar if this occurs. The bar will close ½ hour prior to the conclusion of the event. All beverages will then be packed up by the bartenders and will be placed in a designated area where the Patron shall remove it at the conclusion of the event. The patron shall pay \$5.00 for each broken glass during the event. Glasses will be inventoried before and after the event.

**Security/Liabilities**

The patron is required to conduct the function in an orderly manner, in full compliance with the Licensee's policies. The patron assumes full responsibility for the conduct of all persons in attendance and for any damage done to persons or property on or about any part of the banquet hall premises or theft of property. Under no circumstances will the licensee be held liable for the criminal acts of third parties. The Leithsville Banquet Hall and/or bartenders reserve the right to inspect and control all private parties, receptions, etc., being held on the premises, and to limit the noise volume. In the event that a function appears to be getting out of control and that damages may occur to property or persons, a representative of the banquet hall and/or bartenders will inform the patron of the situation. If there is no attempt from the patron to remedy the situation, the representative and/or bartenders will take appropriate action to gain control, to include, but not limited to closing the bar, ending the function and/or calling proper authorities. In the event that the function is shut down before the scheduled end time, the patron is responsible for all the fees for rental and any damages that may have occurred. The licensee will not assume responsibility for damages or loss of any merchandise or articles left on the premises prior to or following any function.

If you agree to the terms and policies stated, please initial the pages and return the signed contract along with a 50% non-refundable deposit. Once received a copy of the contract will be sent back to you.

Leithsville Banquet Hall

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1995 Leithsville Road Hellertown, PA 18055  
610-838-9220

I \_\_\_\_\_, have read and agree to the terms and conditions in the contract set forth by the Leithsville Banquet Hall.

This signed contract along with a non-refundable deposit of 50% of the total rental fees will validate this contract and secure the date on this contract.

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

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

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

Phone: \_\_\_\_\_

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

Type Of Event: \_\_\_\_\_ Price Per Hour \$ \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ to \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

Caterer Name: \_\_\_\_\_

Caterer Phone: \_\_\_\_\_

Leithsvile Banquet Hall Representative: \_\_\_\_\_