

Information and Policies

EVENT SPACE

Loft

- Accommodates parties of 25 to 64 guest. Room is set with round tables that seat up to (8) chairs. Additional seating arrangements are available upon request and dependent upon the size of your group.
- The Loft is located on the second floor and is only accessible by stairs. There is a private outside entrance to the Loft as well.
- Restrooms are located on the ground floor.
- White table linens with grey napkins are included. Linens in colors other than this can be rented for an additional charge if available.
- Guests are welcome to bring room decorations. We ask that you not use any glitter, confetti or tape anything to the walls or ceiling.
- Our entire facility is non-smoking in accordance with Pennsylvania State Law.

MENUS

A finalized menu is due to the Sales Manager (7) days prior to the event. Special dietary substitutions are available (in limited quantities) and must be arranged well in advanced of the event.

GUARANTEED ATTENDANCE

A guaranteed number of guests attending your event are required (7) days prior to the event. If the number is not received, the estimated number of guests at the time of booking will be taken as the guaranteed number for billing purposes. Billing charges will be for the number of confirmed guests or more if the number increases the day of event.

START AND FINISH TIMES

Start and finish times of all functions are to be strictly adhered to. The space is only booked for the time indicated. Set-up and dismantling times are to be specified at the time of booking. The guarantee start and end time is due to the Banquet Manager (7) days prior to the event. The Loft rental is a 3 hour rental not including set up or dismantling.

DEPOSITS AND FINAL PAYMENT

Events in the Loft are held with a \$100 non refundable Room Rental Fee. Room Rental fees are not deducted from the final bill. The final bill will include a 20% gratuity and 6% sales tax. Methods of payment include cash or credit. Payment in the form of Gift Cards will not be accepted. Prices subject to change.

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