

Altland House Hospitality Group

General Information for Off-Premise Catered Events

Meal Selection and Pricing

If in reviewing these menus, you do not see your favorite items, we would be pleased to customize a menu to your satisfaction.

Final Selection of your menu is required two (2) months prior to the date of the event.

Events are based on 5 hours and may not extend past midnight. Additional time will be billed at \$2.00 per person, based on the final count. If a function is booked more than 6 months in advance, the food and beverage prices are subject to change.

The maximum allowable time for bar service will be five (5) hours.

Guaranteed Attendance:

A preliminary guest count is due 10 business days prior to your event and a final count of guests attending your function is required 5 business days prior to the event.

Deposits and Payments:

Upon confirmation, a non-refundable \$500 deposit is required to reserve your date. The advance deposits will be applied towards the total balance. Payment is due in full three working days prior the event unless other arrangements are made in advance. Cash, checks, and money orders are acceptable forms of payment. Credit Cards will be accepted with a 2% service fee. In the event that the function is cancelled, Altland House Catering shall have the right to retain the deposit.

Snow Policy:

In the event of snow or other nature related problems, your event can be moved to a different date, if available, with a 48-hour notice. All food that is perishable will be billed to you.

Service Fees and Pennsylvania Sales Tax:

All menu prices are plus 20% service charge, 6% PA state sales tax and are subject to off-site fees. Off-site fees include china, flatware and glassware, all food service ware and all equipment necessary for cooking, presenting and service of food items. Client would be responsible for providing an acceptable catering area with electric and water for prep and clean up.

Decorations/Set-Up:

Altland House Catering will be responsible for set up and tear down of any equipment rented from Altland House. Should you choose to rent additional items from an outside rental source set-up fees may apply.

Thank you for considering Altland House Catering for your very special day!