

The Great Hall

2015 Information Supplement

- j All prices include hall rental (i.e. there is no additional hall rental charge).
 - j A 7% sales tax and 20% service charge are additional (i.e. additional charge).
 - j All soda pop, bar set-ups, mixers, garnishes and ice are included at no additional charge (over a \$6.00 value).
 - j The Great Hall is a "BYOB" facility, which enables you to purchase and bring your own beer, wine and liquor at substantial savings.
 - j Professional, Certified Bartenders are \$100.00 each, plus tips, per reception (5 hours, \$25/per hour/per bartender for extra hour). Professional, certified bartenders are provided and scheduled by the caterer upon request.
 - j Children under ten years of age are two for the price of one adult.
 - j The ~~WU h Y \$ policy~~ is that no catered leftovers shall leave the premises, without a prior written agreement.
 - j Saturday evenings are reserved for groups of _____ or more guests in the month of _____. The per person charges are applicable as a minimum charge. Alternative arrangements may be available for open dates on short notice and for groups of less than the required minimum with a separate service charge.
 - j Evening receptions are reserved for a 5-hour period to be confirmed by mutual agreement. The cost for the extra sixth hour of the reception is \$250.00, payable to the caterer. To schedule the extra hour, arrangements are required with the caterer in writing 30 days before the reception in order to schedule the staff & bartenders. The charge for the extra hour for the disc jockey is \$100.00, payable to the Great Hall with the music questionnaire. Bartenders are \$25.00 each for the extra hour, payable to the bartenders the day of the event.
 - j Special reductions are available for Friday receptions and also Saturdays in the months of January, February, and March. The Great Hall is available on Sundays and selected weekdays for many other events, subject to a minimum of 130 persons.
 - j There is a charge of \$250.00 to have your wedding ceremony at the Great Hall. This fee includes an additional hour of hall time. The disc jockey is \$100.00 additional.
 - j A contract for services with a \$900.00 non-refundable deposit payable to ~~the Great Hall~~ will be required to reserve your date. Another non-refundable deposit of \$900.00 payable to The Great Hall is required 120 days after your initial deposit.
 - j When you select your caterer an additional deposit of \$300.00 shall be payable to the caterer.
 - j All deposits will be credited to your final bill. Payment by personal check to be made no later than 10 banking days prior to the day of the affair or cash, certified check or money order arranged prior to the affair. Prices are subject to moderate revisions on 6-month review or may be confirmed at any time with payment of the estimated balance in full.
 - j Disc Jockey services at The Great Hall are available exclusively through The Great Hall Music Coordinator, (412) 366-2610, at \$500.00 for 5 hours (\$100.00 per additional hour). A \$100 Deposit
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- There is a \$1.00 per person facilities charge for outside D.J. or band.