



# REGAL BALLROOM

## RENTAL BROCHURE WITH OUTSIDE CATERING



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### INCLUDED IN REGAL BALLROOM RENTAL PACKAGE

*A guarantee of 200 or more full price guests is required to rent and occupy the Regal Ballroom.*

**Private Venue with Private Bar and Restrooms**

**Complimentary Valet Parking**

professional valet attendants are readily available for all of your guests needs

**Red Carpet Entrance with Velvet Ropes**

**Five Hour Reception with Five Hour Premium Liquor Open Bar**  
includes 2 hours prior start time for decorating | 1 hour clean-up at end of reception

**Complimentary Bridal Suite with Personal Attendant**

**Floor Length Ivory Table Linens, Choice of Color Overlays, & Linen Napkins**  
custom table linens are available upon request for and additional fee

**Candelabra Centerpieces with Tapered Candles**

**China, Silverware and Stemware Throughout Reception**

**Verdi Champagne Toast for Each Guest**

**Tier Style Wedding Cake by Bredenbeck's**

**Individually Served Coffee, Decaffeinated Coffee & Tea**

**Pennsylvania Sales Tax, Gratuity and Service Charges are Included in Total Cost**



**\$65 | per guest**  
includes premium liquor open bar

**\$55 | per guest**  
includes top shelf liquor open bar

**\$50 | per guest**  
includes soda and juice bar only

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## REGAL BALLROOM RENTAL REQUIREMENTS

### Due Upon Signing of Event Rental Contract:

\$1,000.00 non-refundable deposit  
\$1,500.00 non-refundable deposit 90 days after contract is signed  
50% non-refundable deposit 6 months prior to event date  
Balance Due 10 days prior the Event

### Required 60 Days Prior to the Event:

Proof of Worker's Compensation Coverage by Caterer  
Copy of Liability Insurance  
\$1,000,000.00 Comprehensive General Liability Caterer Insurance with Regal Ballroom  
Named as an Additional Insured

Seating Chart/floor plan due 10 business days prior to event



### Regal Ballroom Rules and Regulations

1. For seated events the room can accommodate a maximum of 450 guests, for non seated events the legal capacity is 700 guests.
2. All alcohol, wine, beer, and sodas must be provided by the Regal Ballroom no beverages are permitted to enter the facility and any and all bartenders will be provided by the Regal Ballroom.
3. Attaching anything to the walls is strictly prohibited – any tape, nails or staples are restricted from being used as well as confetti or rice.
4. Caterer or client is responsible for the removal of all trash from the ballroom, pantry and kitchen areas and must provide their own trash bags and trash cans
5. Any candles used must be in a glass container – no open candles or flames are permitted.
6. The caterer may only reheat food. They are not permitted to prepare food from scratch in our kitchen or on the premises.
7. Caterer must provide the Regal Ballroom with a copy of their insurance for a minimum of \$1,000,000.00 general liability coverage and naming the Regal Ballroom as an additional insured. If renter is providing his/her own food they need to supply to the Regal Ballroom a copy of their homeowner's insurance policy providing proof of comprehensive general liability of at least \$300,000.00 and the Regal Ballroom to be named on the policy as a certificate holder or additional insured.
8. Regal Ballroom reserves the right to cancel any parties or events if the proper insurances and payments are not received 120 days prior to the event.

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