



## **General Information**

### **Banquet Menus**

*Banquet Menus, Room Arrangements and Other Details Pertaining to Your Event Should be Submitted to Your Convention Services Manager at Least Three (3) Weeks Prior to Your Event. Our Culinary Staff is Happy to Plan a Menu Especially for Your Event, or Assist You in the Selection of the Proper Menu Items and Arrangements to Ensure that Your Event is Successful.*

### **Guarantees**

*The Exact Number of Persons in Attendance for All Banquet Meal Functions Must be Given By Noon Seventy-Two Hours (3 Working Days) Prior to the Date of the Event. This Number is then not Subject to Reduction; However, the Lodge will be Prepared to Serve 5% Above the Guaranteed Number Specified up to 600 Guests and 3% Over 600 Guests. If the 72-Hour Deadline Passes and no Guarantee has Been Received, we will Consider the Number Indicated on the Original Banquet Event Order Sheets (BEOs) to be the Correct and Guaranteed Number of Guests.*

### **Labor Charges**

*A Minimum Guarantee of 20 Persons is Required for All Food Functions. If this Minimum is not Met, a Service Charge of \$50.00 will Apply. Should Your Event Require a Chef for a Reception, Action Station, Carving Station, or Outdoor Grilling, a Fee of \$100.00 Per Hour Per Chef will Apply.*

### **Prices**

*Menu Prices are Subject to Availability and are Subject to Change. All Buffet Pricing is for One and One-Half Hours. All Continental Breakfasts are for One Hour and All Breaks are for One-Half Hour Durations.*

### **Surcharges**

*Buffets Prepared Below the Minimum Number of Guests are Subject to the Following Per Person Surcharges:  
**Breakfast \$4.00, Lunch \$4.00, Dinner \$8.00***

*Served Meals with More than One Entrée Selection are Subject to the Following Per Person Surcharges:  
**\$2.00 for Two Choices, \$4.00 for Three Choices***

### **Taxes and Service Charges**

*Food Prices Quoted are Subject to a 6% PA Sales Tax. A Service Charge of 19% will be Added to all Food and Beverage Items.*

### **Beverage Service**

*The Hershey Lodge Holds a License Granted by the Pennsylvania Liquor Control Board and is Held Responsible for Complying with its Regulations. Therefore, Neither Patrons nor their Guests Shall be Allowed to Bring Alcoholic Beverages into the Hershey Lodge. All Hosted Bars will Incur a Bartender Fee of \$50.00 Per Hour, and All Cash Bars will Incur a Bartender Fee of \$25.00 Per Hour, if Revenue from the Bar does Not Exceed \$250.00 Per Hour Per Bartender.*

### **Function Rooms**

*Function Rooms are Assigned According to the Anticipated Number of Guests. If the Number of Guests Fluctuates, it may Become Necessary to Re-Assign Function Space Accordingly.*

### **Displays, Decorations and Personal Property**

*All Displays and/or Decorations Proposed by Patrons Shall be Subject to the Approval of the Hershey Lodge. Any Property of the Patron, or the Patron's Guests, Brought on the Premises of the Hershey Lodge and Left at the Conclusion of the Event Thereon, Shall be at Sole Risk of the Patron. The Hershey Lodge will not be Liable for any Loss or Damage to any such Property for any Reason.*

### **Kosher and Specialty Meals**

*We Understand the Need for Specialty Meals with Today's Banquet Requirements. Requests for Glatt Kosher, Vegetarian Meals, and Special Dietary Restrictions can be Accommodated with Meals that will be sure to Please the Discerning Palate.*

*We Require Two Weeks Notice for Kosher Meals and One Weeks Notice for Other Specialty Requests*

*All Prices Subject to 6% Pennsylvania State Sales Tax and 19% Service Charge*