

# The Back Porch

## GROUP LUNCHEON INFORMATION & PRIVATE DINING CONTRACT

LUNCH HOURS - Tuesday-Friday 11:30-4:00 Saturday 2:00-4:00  
SATURDAY AND SUNDAY PRIVATE LUNCHEON HOURS 1:00-4:00 ( doors will open at 12:30 )

Please fill out the information below and mail or fax to (724-483-9133) with a deposit.

Date of Party \_\_\_\_\_ Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Group Name \_\_\_\_\_ Occasion \_\_\_\_\_

Time: \_\_\_\_\_ host / hostess arrival time Will there be a presentation? \_\_\_\_\_ Screen Charge \_\_\_\_\_

\_\_\_\_\_ guests arrival time

Drinks : \_\_\_ Open Bar Wine with Dinner \_\_\_ glasses \_\_\_ bottles  
\_\_\_ Cash Bar \_\_\_ Champagne Toast \_\_\_ Peach Bellini Champagne Punch \_\_\_ Non Alcoholic Punch

**MENU** - Limit your selections to three entrees from the group menu

Final guests and the **entree count must** be placed one week in advance.

Any changes in guest count can be confirmed up to 48 hours prior to your event.

Appetizers : \_\_\_\_\_ \$ \_\_\_\_\_

Meal Selection : 1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Children's Menu : Chicken Tender & fries, dessert, soft drink

\_\_\_\_\_ Special Dietary needs (Vegetarian, Allergies, etc.)

Total # of guests \_\_\_\_\_

Please confirm the number of meal selections one week in advance.

Dessert : \_\_\_ Creme Brûlée \_\_\_ Premium Dessert Tray per guest \$ \_\_\_\_\_

\_\_\_ Celebration Cake and home made vanilla bean ice cream \_\_\_ 1/4 sheet cake (serves 30 ) \_\_\_ 1/2 sheet cake (serves 50)

\_\_\_ Writing on cake \_\_\_\_\_ \_\_\_ Plate & Cutting Fee (Brought in Desserts) \$ \_\_\_\_\_

Dining Room : Table Arrangement - Please call and we will assist you on the room layout.

Things to consider:

\_\_\_ Appetizer Table

\_\_\_ Cake, mementos and / or gift table

\_\_\_ Centerpieces

\_\_\_ High Chairs

\_\_\_ Wheelchairs

### PRIVATE LUNCHEON OPENING FEE

There is no room rental fee as long as the food and beverage minimum amount is met.

The food and beverage minimum for a private luncheon is \$540.00. The minimum amount includes charges before 6% sales tax and 20% gratuity.

If your event total shall fall under the minimum food and beverage amount we will apply the remaining balance as a room fee.

**EARLY OPENING** - \$150.00 Set Up Charge

**WEDDING CEREMONY FEE** - \$300.00

**PAYMENT** - A \$50.00 deposit and signed contract is required to confirm reservations of a party of 30 or more.

All private rooms are subject to 20% service charge and 6% PA sales tax.

No separate checks for groups.

We accept all major credit cards, business checks and cash

Deposit : Credit Card \_\_\_\_\_ Check # \_\_\_\_\_ amount \_\_\_\_\_ date \_\_\_\_\_

Signature: \_\_\_\_\_