

# Parkway Chateau –Event Information



**(This is a generalized list. Some info may not pertain to your particular event.)**

Grand Hall room fee is \$200. All other room fees are \$100 each room.

Room charges are ½ price on any day but Friday & Saturday.

A signed contract and non-refundable deposit is required to hold your date. The deposit will go towards paying your final bill. Your room charge is included in your final bill.

There is no charge for children under the age of 5 for a buffet only. We offer a special menu/price for children's sit down dinners.

Appetizer events on Fridays & Saturdays are allowed only when meeting certain criteria:

**Food & Room Fees must meet or exceed: Grand \$4800, Bristol/Madison \$3600, Bristol \$2400. These fees include tax and service charge.**

**CLIENT AND EVENT PLANNER MUST MAKE ANY SPECIAL PRICING OR MENU ARRANGEMENTS IN WRITING.**

Before your event we will create an estimated bill according to your menu/bar selection, estimated head count, and any other add-ons. Once we have an estimated invoice total we credit any deposits made and then you are required to pay 50% of the balance.

We require final payment 10 days before your event.

Dates tentatively held will be held for one week only.

Tables are round and covered with white linen. Colored napkins are available for a fee.

You may decorate with candles as long as they are on or in something that will protect tablecloths from damage.

You may not use confetti of any size. There is a housekeeping fee of \$100 for using confetti.

If the room is available the day before your event you may be able to decorate then.

You can decorate the day of your event any time after 10:00 a.m. as long as a daytime event hasn't been scheduled.

**The average mixed drink price is \$4.50.**

**A half-barrel of beer serves 33 pitchers, and is \$175. There are 5 glasses of beer in a pitcher.**

**A pitcher of soda is \$4.50 and serves about 5 glasses.**

**There is a fee of 25 cents per guest for the Parkway Chateau to cut and plate your cake.**

**A 18.5% Service charge will be added to your invoice. 5.5% sales tax is added to your final bill.**