

THE FRANCISCAN

Event Center

FACILITY PRICING FOR 5 HOURS GUEST TIME

January - February - March - April - November

<i>Monday thru Thursday*</i>	<i>Friday*</i>	<i>Saturday*</i>	<i>Sunday*</i>
<i>\$500.00</i>	<i>\$1000.00</i>	<i>\$1500.00</i>	<i>\$1000.00</i>

May - June - July - August - September - October - December

<i>Monday thru Thursday*</i>	<i>Friday*</i>	<i>Saturday *</i>	<i>Sunday*</i>
<i>\$800.00</i>	<i>\$1500.00.</i>	<i>\$2000.00</i>	<i>\$1500.00</i>

****Holidays Priced Separately***

FACILITY INCLUDES:

Patio & Gardens
Tables & Chairs
Linen
China Service
Silk Centerpieces
Chair Covers
Wedding Champagne Toast
Complete Set Up and Clean Up

CEREMONY SET UP FEE

\$1.50 per person

**** 6.85% Tax & 19% Service Charge Additional***

****Pricing Subject to Change***

GRAND BUFFET

Choose 2 Items:

- *Gourmet Cheese Board / Crackers*
- *Hot Artichoke Dip / Garlic Crostini*
- *Seasonal Fresh Fruit Display*
- *Baked Brie En Crouete*

Choose 2 Items:

- *House Tossed Salad*
- *Franciscan Waldorf Salad*
- *Fruited Spinach Salad*
- *Caesar Salad*
- *Mixed Field Greens w/ Pears, Gorgonzola & Glazed Walnuts*
- Raspberry Vinaigrette Dressing*

Choose 2 Items:

- *Herb Crusted Baron of Beef w/ Cabernet Sauce*
- *Grilled Rosemary Chicken Bearnaise*
- *Chicken Rochambeau*
- *Chicken Breast Oscar*
- *Chicken Piccata*
- *Chicken Marsala*

Choose 1 Item:

- *Steamed Vegetable Medley w/ Butter Sauce*
- Broccoli w/ Glazed Walnuts*
- *Green Beans w/ Roasted Peppers & Mushrooms*
- Filled Tomato Florentine*

Choose 1 item

- *Farfalle Primavera*
- *Potatoes Au Gratin*
- *Roast Potatoes Rosemary*
- *Wild Rice w/ Mushrooms*
- *Garlic Mashed Potatoes*

Includes:

- Assorted Rolls & Butter*
- Coffee / Tea*
- Punch*
- Wedding Champagne Toast*
- \$34.95*

THE FRANCISCAN EVENT CENTER INFORMATION

****Food Services Provided by That Personal Touch Catering, Inc.***

****All Events include:***

- Exclusive use of facility and grounds for 5 hours.***
- Tables and Chairs***
- Linen and China***
- Silk Centerpieces***
- Off White Chair Covers***
- Professional Staff***
- Complete Set up and Clean up***

****Wedding Receptions Include:***

- Skirted Cake Table and Head Table***
- Skirted Gift Table, Guestbook Table, and D.J. Table***
- Cake Cutting***
- Champagne Toast for the Bride, Groom and Guests***

****Additional Costs:***

- Photographer***
- D.J.***
- Florist***
- Wedding Cake***
- Liquor***
- Custom Menu***
- 19% Service Charge***
- 6.85% Centennial Tax***

THE FRANCISCAN EVENT CENTER

RULES AND REGULATIONS

RESERVATION REQUIREMENTS:

- 1. A \$500.00 non refundable deposit by credit card is required upon confirmation of event date.***
- 2. A completed and signed contract, with the understanding of the event center rules and policies.***
- 3. Confirmation of date and time with Event Manager.***
- 4. Some photographers, etc, may need more than one hour for their preparation. Additional event time, if available, may be purchased at \$300.00 hr. Half hours may also be purchased.***

PAYMENT:

- 1. There is a \$1.50 per person set up fee for on site ceremonies.***
- 2. \$1200.00 is due four months prior to your event. This will be credited to your final bill. Your \$500.00 deposit then becomes your damage deposit. Additional charges will be assessed for damages inside the building or on the grounds. Your liability is in no way limited to the amount of your damage deposit.***
- 3. Payment in full is due 72 hours prior to your event date.***
- 4. Additional charges incurred will be deducted from your damage deposit. Any remaining balance will be charged to your credit card.***
- 5. Should unforeseen increases in costs arise, That Personal Touch Catering, Inc. reserves the right to increase menu prices by no more than 10% above listed prices.***

***PERSONAL CHECKS, AMERICAN EXPRESS, VISA, MASTERCARD
AND DISCOVER CARD ARE ACCEPTED***

CANCELLATION AND REFUND POLICY:

- 1. A change of date equals a cancellation.***
- 2. \$500.00 room rental deposit is non-refundable.***
- 3. The damage deposit, assuming no damages occur, will be returned within 10 days of your event.***
- 5. If you cancel, your \$1200.00 is forfeited if your event date cannot be re-booked.***

NUMBER OF GUESTS:

***The Franciscan holds up to 385 guests seated comfortably, with a 500 sq. ft. dance floor. Outside, we can accommodate 500+ guests. Canopy and tent options are available at additional cost.
Food prices reflect a guest count minimum of 100 adults.***

EVENT PLANNING:

An event well planned is an event fully enjoyed. Many details are involved. Good communication between you and the event manager will help your event run smoothly. Please call us 3-8 weeks before your event to schedule an appointment to discuss and finalize details. Florist, D.J., wedding consultant, etc., are welcome to attend this planning meeting with you. We ask that you clear all event plans with the manager. It is the clients' responsibility to inform all those assisting with the event, the Center policies, event time frame and planned details.

REHEARSALS:

Rehearsal time is not available unless approved by event manager. The facility may be in use the day you want to rehearse.

CONTACT PERSON:

*Your event will run smoothly when you have a contact liason who coordinates details and communicates with our staff **DURING THE EVENT**, as the bride/groom or person of honor is often quite busy.*

This person is responsible for:

- arriving at the beginning of your preparation time and assisting during set up.*
- organizing people and tasks where necessary.*
- monitoring guests to insure the Center policies are followed.*

Please tell the event manager the name of your contact person.

ALCOHOL:

NO alcoholic beverages will be served to anyone under the age of 21.

We will supply the bartender.

That Personal Touch Catering, Inc. reserves the right to refuse service to anyone.

SMOKING IS NOT PERMITTED IN THE BUILDING.

SECURITY DEPOSIT REFUND PROCEDURES:

- 1. Rental times: Adhere punctually to your scheduled arrival and departure times as stated in your contract. You will be charged for late departures.*
- 2. Alcohol: Served to persons 21 years and over **ONLY**. You will be charged for excessive spillage.*
- 3. In addition, you are responsible for damages to the Center and grounds. There will be a charge for harassment to staff, deliberate refusal to follow Center policies, disorderly conduct, litter, damages or embarrassment due to inebriated guests or unsupervised children.*

DIRECTIONS:

A map showing directions to The Franciscan is available. You may wish to include printed or Xeroxed copies in your invitations.

DELIVERIES:

All deliveries by florists, bakeries, etc. must be arranged with the manager so items will be properly received and stored safely. Confirm time and date of deliveries with manager.

BIRDSEED:

Only birdseed may be thrown at the couple OUTSIDE the Franciscan. Rice is not allowed. A basket or container from which the guests can take a handful of birdseed works best. Leave the birdseed with Center staff upon arrival to avoid spilling accidents.

DRESSING ROOM:

A dressing room is available for the bride and attendants. Please leave this room clean and orderly, removing personal items. Your personal valuables are your responsibility and we suggest they be kept near you. The Center is not responsible for items lost or stolen.

DAMAGES:

Any damages to furniture, carpets, building or grounds which occur during your event are the responsibility of the individual renting the facility. Your liability for damages is in no way limited to the amount of your damage deposit.

CHILDREN:

It is IMPERATIVE that parents take responsibility for the CONTINUOUS supervision of their children. Absolutely NO children, unless accompanied by an adult, shall be allowed in or on pond areas.

CLEAN UP RESPONSIBILITIES:

- Begin bar and D.J. breakdown 30 minutes before event end time. This will suggest to guests that the party is over.*
- Franciscan staff will attend to all reasonable clean up after the event.*
- Any damage done by friends who are assisting you is your responsibility.*
- We are not responsible for items left here after your event. Forgotten items must be claimed within two weeks after your event.*