



#2 Front Street - Northumberland, Pa. 17857
(570) 473-3626

Cocktail Lounge / Kitchen

Open daily 11 a.m. until 12 Midnight
Banquet facilities to 300 people

CATERED FUNCTION POLICIES

1. **PAYMENT:** Payment must be made at the completion of the function unless previous credit has been established through the banquet coordinator. If previous payment arrangement is established, payment is due within 10 days. No checks accepted for final payment unless previously agreed.
2. **DEPOSIT:** A deposit of \$500.00 is required when booking scheduled event. The deposit will be credited to the final bill. Upon cancellation, the deposit is NON-REFUNDABLE.
3. **FOOD AND BEVERAGE:** the Front Street Station must provide All catered food and alcohol. We reserve the right to close the bar without refund if we are unable to properly serve the function.
4. **ADDITIONAL GOODS AND SERVICES:** In the event of "drop in guests" at your function, or your desire to order more food and beverage, or to add any goods or services at the last minute, this clause provides clearance for the collection of any additional charges not previously discussed.
A 3-hour social period, beginning immediately after the dinner is served, is included with your catered event. Additional room rental may be purchased at \$100.00 per hour upon BANQUET COORDINATOR'S DISCRETION. In case of a double booking on the same day, additional renting of the room is void.
5. **ROOM RENTAL:** Room rental will be charged if no food or beverage is purchased.
6. **FUNCTION SIZE:** We reserve the right to move groups into an appropriate size room if the guest count is below 40 people.
7. **DAMAGES:** Any damages occurring to the property of the Front Street Station by a client, his/her guests, or contractors, will be added to the final bill. The Front Street Station is not responsible for any items left on the premises which are lost, stolen, or damaged.
8. **FOOD AND BEVERAGE PRICES:** Prices are subject to change due to market conditions. Guaranteed prices will be given 60 days prior to the event.
9. **STORAGE:** The catering coordinator must be notified or expected of any materials delivered for a function. Upon previous arrangements, articles will be stored no more than 48 hours prior and/or after the scheduled event.
10. **PARKING:** Your group will be assigned to a designated parking lot.
11. **GUARANTEE OF ATTENDANCE:** Guarantee is due 5 days prior to the event. You will be charged for the guarantee or number served whichever is larger.
12. **INSPECTION:** The Front Street Station reserves the right to inspect and control all functions held on premises/
13. **DECORATIONS:** We do not allow the fastening of decorations to the walls, ceiling, or fixtures with tape tacks, nails, or other adhesives. Please consult the coordinator for assistance with decorations.

I HAVE READ THE ABOVE STATED BANQUET FUNCTION POLICIES AND WILL ADHERE TO THE TERMS AND CONDITIONS THEREOF.

SIGNATURE _____ DATE _____

DATE OF YOUR FUNCTION _____