



# RFB Event Contract

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## General Information

### EVENT DATES, TIMES AND ROOM RESERVATION FEES:

All events have a time frame of three hours. We will try to accommodate additional time if requested.

SUMMER EVENTS run from April 1 through October 31. Events can be booked in our dining room or Biergarten during the summer season, Thursdays through Sundays, during lunch hours between 1-4 PM or during dinner hours between 5-8 PM. A minimum of 35 guests is required to rent out each room. Events of less than 35 guests are permitted, but clients will be charged for the minimum of 35 guests.

#### ROOM RESERVATION FEES:

Thursday...	lunch hours, 1-4PM: \$250, dinner hours, 5-8PM: \$350
Friday...	lunch hours, 1-4PM: \$300, dinner hours, 5-8PM: \$500
Saturday...	lunch hours, 1-4PM: \$400, dinner hours, 5-8PM: \$700
Sunday...	lunch hours, 1-4PM: \$400

WINTER EVENTS run from November 1 through March 31 and are limited to our indoor dining room only, Thursdays through Sundays during the set times. Events of less than 45 guests are permitted, but clients will be charged for the minimum of 45 guests.

#### ROOM RESERVATION FEES:

Thursday...	lunch hours, 1-4PM: \$250, dinner hours, 5-8PM: \$400
Friday...	lunch hours, 1-4PM: \$300, dinner hours, 5-8PM: \$700
Saturday...	lunch hours, 1-4PM: \$600, dinner hours, 5-8PM: \$1000
Sunday...	lunch hours, 1-4PM: \$600

### ROOM CAPACITY and REQUIRED DEPOSITS:

Dining Room and Biergarten: Both of our event spaces have a capacity of approximately 60 guests. To guarantee your booking date, we require a NON-REFUNDABLE payment of the entire room rental amount. This initial room rental fee payment is not subject to gratuity. Events are held rain or shine. Only if there is a state mandate, or circumstances beyond our control, will a refund or rescheduled event be honored.

### CATERING FEES:

Food will be prepared fresh by our culinary team and set up and cleaned up by our serving staff. The cost listed is per person. This includes your choice of two entrees and three sides. Private server/bartender(s) are included in this price. Children under the age of 3 eat free and children between the ages of 4-10 can be provided with a smaller serving of your chosen menu at half price. Additional entrees and sides are available per person respectively. You may bring your own desserts. We will do our best to accommodate any special dietary requests if notified in advance, such as vegan and gluten-free.



# Catering Menu Options

## Catering Menu Packages-- (Includes two entrees and three sides)

1. "Picnic at the Farm"—Lite Fare Package: \$28 p/p

Entrees-- Large Ham & Swiss or Italian hoagie, and

Pinwheels— (choose one) Turkey/bacon/avocado, smoked chicken salad, or veggie

Sides— (choose three) Pasta salad w/ or w/o meat, Potato salad, Coleslaw, House salad

2. "My Best Jeans" -- Classic meets the Farm Package: \$30 p/p

Entrees--Chicken Marsala or Chicken Piccata, and Pulled BBQ Pork with rolls

Sides— Seasonal vegetables, Mac 'n' cheese, and House salad

3. "RFB Smokehouse"—Barbeque Package: \$30 p/p

Entrees-- Pulled BBQ pork with rolls, and Sausage and peppers with rolls

Sides— (choose three) Baked beans, Mac 'n' cheese, Potato salad, and House salad

4. "Mangione" -- Italian Package: \$31 p/p

Entrees--Chicken Marsala or Chicken Piccata, and Baked ziti w/ or w/o meat

Sides— (choose three) Roasted potatoes, Seasonal vegetables, Pasta, House salad

## Upscale Items- substitute for one entrée with upcharge OR add as an additional entrée

- Baked Cod Pomodoro-- \$3.50 p/p to sub OR \$7 p/p add'l
- Pork Tenderloin- Prosciutto wrapped or demi-glaze/pork gravy—\$3.50 p/p to sub or \$7 p/p add'l
- Roast Beef- thin-sliced with Mushroom gravy-- \$4.50 p/p to sub OR \$9 p/p add'l
- Salmon Piccata or Salmon w/ dill cream sauce-- \$5 p/p to sub OR \$10 p/p add'l

You may substitute a Caesar Salad (instead of House) for \$1.50 p/p You may create your own menu; ask for pricing...

## Cocktail Hour Appetizer Options-

- Charcuterie Board (three tiers of crackers, cheeses, meats, nuts, jam) -- \$225
- Fruit Tray (two tiers of assorted cut seasonal fruit) -- \$150
- Vegetable Tray (two tiers of assorted cut vegetables) -- \$125
- Shrimp Cocktail (# pcs vary) market price, please inquire...



#### **PAYMENT INFORMATION and CANCELLATION POLICY:**

Your catering menu request and your number of guests must be confirmed two weeks prior to the event date. If there are fewer people in attendance at the event than you confirmed or fewer than our minimum, you will be charged accordingly. If there are more guests than you originally confirmed, you will be billed for that number.

Due to fluctuating food costs, prices are subject to change. There is a 20% gratuity added to the final catering and bar bill and 6% PA sales tax. Final payment must be made in full on the date of the event.

Payment may be in the form of cash, check or credit card—(a 3% credit card fee will be charged.)

Since we do not require any payment for your event in advance, you will be charged for catering costs if you cancel your event after your guest count and menu have been finalized--within two weeks prior to the event date. If you need to cancel your event prior to two weeks before your event, you will not be charged any catering fees. In both cases, your room reservation fee will NOT be refunded, as we held the date for your event.

#### **BAR/BEVERAGE TABS:**

Alcoholic and non-alcoholic beverages can be provided through several options. Water pitchers will be provided on the buffet tables. Beverage dispensers holding a gallon of non-alcoholic sweet tea, unsweet tea and/or lemonade are available for \$15 each. A coffee/tea station may be requested for \$50.

**CASH BAR:** Your guests pay for their own beverages.

**OPEN BAR:** As the host, you provide your guests with an unlimited open bar.

**LIMITED BAR TAB:** As determined by the client. (Ex. Beer and wine only or a bar limit of \$500.) For open or limited open bar tabs, the beverages will be added in with the catering cost and presented at the end of the event with your final bill.

#### **DECORATIONS:**

All decorations may be set up by the client and removed at the end of the party by the client. Confetti, glitter, fireworks, open flames (candles) or bubbles (inside) are not permitted. Most clients supply their own tablecloths, plasticware, cups, napkins and plates that match their event theme.



## Client Contract Reminder Checklist

*Two weeks prior to your event date, the following decisions must be conveyed to your event coordinator:*

1. Final HEADCOUNT
2. Final catering menu choices, 2 entrees, 3 sides, any additional meal options, any cocktail trays, i.e. charcuterie board, fruit or veggie trays
3. Final BAR options due—Open Bar, Limited Open Bar or Cash bar
4. Non-Alcoholic beverage options due—Coffee/Tea Set-up, Lemonade and/or Iced Tea Dispensers

### REMINDERS

- No glitter or confetti, confetti filled balloons or open flamed candles and balloons must be removed whole and popped off premises. \*\*
- Desserts must have utensils, plates and napkins provided by client, including cake cutter and display accessories.
- The management and the bartenders on duty reserve the right to refuse to serve any individual who appears intoxicated.
- The event room will only be open one hour prior to the event for set up, and decorations can be hung with thumbtacks in wood; tablecloths and table décor may be provided by client.
- Due to the Pennsylvania Department of Agriculture rules on food safety, we DO NOT allow guests to take food home.
- Payment is due on the day of the event in the form of cash, check or credit cards. American Express is not accepted.
- Children must be supervised at all times. Highchairs are available, please inquire.
- Party guests should remain in the event room during event time and not wander out and sit at tables outside of the event room that are reserved for our dining patrons.
- There will be no outside food/beverages allowed at the event. \*\*
- Guests need to exit the event area promptly at the end of the three-hour mark and the Client has 30 minutes to remove party items. \*\*
- ***RFB may impose \$50 fees on Client if any “\*\*\*” contractual item is violated.***

I, \_\_\_\_\_, have read the contractual reminders and agree to the terms and conditions set forth herein by the Richmond Farm & Brewery, and am aware of possible fees that I may incur if I violate this contract.

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

Event Name/type:

Event Day, Date and Time:

Event Venue:

A non-refundable payment that covers the room rental fee in the amount of \$\_\_\_\_\_ was received by RFB on \_\_\_\_\_ in the payment form of:

Client phone number--

Email address: