



623 Hanover Avenue \* Allentown, PA 18109 \* 610.776.2888 \* fax 610.439.2168

---

## *Wedding Policies*

- Minimum 140 people for Saturday receptions May thru October or reach a total of \$10,000.
- A 10% discount off wedding packages for Friday and Sunday (non-holiday) wedding reception. (10% discount does not apply to add on items or upgrades) Additional hour of room/staff is \$500 per hour and must be confirmed at least two weeks prior to event.
- Children prices are as follows: No charge for children under 3 years of age. \$24 per child 3-12. Each will receive a plated meal of chicken fingers and French Fries accompanied by garden salad. \$10 discount offer any package for all teenagers. Service People (DJ, photographer, etc.)- less \$10.00 off wedding package.
- After dinner guests will be charged at a discount of \$10 less per package.
- Wedding tasting is offered upon request. Place cards in alphabetical order must be provided by bridal party.
- Items pertinent to the wedding such as timeline, favors, seating cards (in alphabetical order), etc. should be delivered the morning before the wedding and labeled with the names of the bride & groom. Please remove sticker from toasting glasses and wrappers from candles if applicable. There will be a fee for any special set-up required.
- Final arrangement (ie. Choice of menu, estimated guest count, napkin color, number of guests at headtable) must be made at least 90 days in advance.
- The final payment and final number of guests with EXACT menu choice count will be required 14 days prior to the function. The client is also responsible for paying for any additional guests served above the final count. We will be prepared to serve 5% over the final count ordered.
- The patron is also responsible to call the bakery with the final count three weeks prior to the wedding or else the patron would be charged an additional \$4.00 per added person.
- The Palace Center does not assume responsibility for the damage or loss of any merchandise or article left in the banquet facility prior to, during or following the function.
- We will hold a date for a tentative booking without obligation for 10 days. Within the 10 days we must receive a signed contract and a \$1000.00 deposit, or the date will not be held. The deposit securing the booking is forfeited if the function is cancelled for any reason, unless the specified date and time are rebooked with another wedding of equal or greater size.
- All special arrangements are subject to approval. Decorations and/ or displays may not be attached to walls, doors or ceilings.
- All food and beverage items must be prepared and presented by The Palace Center, with the exception of the wedding cake and desserts. Any food or beverage items remaining from your function cannot be removed from the premises (with the exception of the desserts that are provided by patron and cake).
- For everyone's safety and comfort, we reserved the right to refuse alcoholic beverage service to any guest at the function who is not 21 years of age and/ or to limit the consumption of any guest.

Add 20% Service Charge and 6% Pennsylvania Sales Tax. Menus are subject to change.