

Policies

MENUS

Menus should be submitted to Greystone Public House at least 3 weeks prior to your event. Our staff is happy to plan a custom menu for your event. Please let us know if you have any special requests for menu items. Menu Items and prices are subject to availability and are subject to change. All quoted prices are guaranteed for 90 days.

GUEST COUNT

Guaranteed minimum guest count, meal choices and seating chart are due by 12 PM (noon) one week prior to the event. You may add to your guest count 3 business days prior to your event. If the deadline passes and no guarantee has been given, we will consider the original number given to be the correct and guaranteed number of guests.

SETUP & FEES

All Food & Beverage are subject to 23% Gratuity and 6% PA Sales Tax. Any additional staff required by the client will be charged at a negotiable rate. Greystone Public House will allow outside desserts to be brought in with a \$2.00 per person fee. No outside Beverages are permitted onsite.

All Lunch parties will have access to the space between the hours of 10:00AM and 3:30PM. All dinner parties will have access to the space after 5:00PM. Should you require the space outside of these hours, you will be subject to a \$500.00 room fee.

Greystone Public House allows rental spaces to be decorated for your event. You must coordinate with the Event Coordinator prior to the event for times in which you would like to be onsite. Any and all decorations must have approval from Greystone Public House Management. Absolutely no glitter or confetti is allowed. Nothing may be hung, taped or tacked to any of the walls or ceilings in any spaces. If space is decorated by the guests, guests are responsible for removal of all decorations at the conclusion of the event. If damage to property is found due to decorations, glitter, confetti or excessive left behind decorations, guests will be subject to an additional \$250 service fee for repair or cleaning.

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PRIVATE EVENTS

The following deposits are due upon booking in order to reserve the space:

Room	Deposit Amount	Food & Beverage Minimum	Maximum Capacity
Loft	\$100 (Lunch & Dinner)	\$100 (Lunch), \$350 (Dinner)	12
Blue Mountain	\$100 (Lunch), \$250 (Dinner)	\$250 (Lunch), \$800 (Dinner)	Block Table with AV - 15 Block Table with no AV - 20 Separate Tables no AV - 24
Greystone Lounge	\$100 (Lunch), \$250 (Dinner)	\$200 (Lunch), \$500 (Dinner)	25
Greystone Room	\$250 (Lunch), \$500 (Dinner)	(Lunch) Monday - Thursday - \$500 / Friday, Saturday & Sunday - \$800 (Dinner) Monday - Thursday - \$1,500 / Friday & Saturday - \$2,000	54 (Seated); 75 (Standing)
Greystone Room & Lounge	\$250 (Lunch), \$500 (Dinner)	\$1,000 (Lunch), \$2,000 (Dinner)	54 (Seated); 75 (Standing)
Pavilion & Side Patio	\$500 Lunch & Dinner	\$2,000 (Lunch), \$3,000 (Dinner)	40 (Seated); 50 (Standing)

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PAYMENT

All deposits are due upon booking your event. For all Social Events, final amount is due prior one week to your event. Any additional charges will be due at the end of your event.

CANCELLATION POLICY

If circumstances require you to cancel your event, please advise us immediately. Your deposit can be refunded if the event is canceled 30 business days prior to your event date. Events cancelled inside of 30 days can be rescheduled for a date no later than 90 days after the original event date in order to transfer the original deposit paid. If the event is not rescheduled, the deposit is forfeited.

Inclement Weather Clause: In the event of a weather emergency; if your event is rescheduled to another date, there will be no penalties. If the event is not rescheduled, there will be no refund.

RENTALS

Greystone Public House will provide wooden top tables, chairs and appropriate tableware. All other tables, chairs and linens are to be contracted at the responsibility of the client.

TIMING OF EVENT

If event exceeds proposed timeframe, the client will incur a 15% surcharge per hour based on the total bill.

SERVICE STAFF

Greystone Public House staff will be dressed in a black shirt, black pants, & black bistro apron. If another uniform is required, the client will be responsible to provide.

AV EQUIPMENT

Greystone Public House offers the following rental equipment:

LCD Projector (HDMI Cable Included) | \$75.00 each

Projection Screen | \$45.00 each