

TEA RECEPTION

FEES AND CHARGES

~ Please note: credit cards are not accepted for payment ~

1. USAGE FEE:

Includes use of the *Main Residence* or *Carriage House* and use of our glassware, dishware, flatware, banquet tables & chairs, standard linen quantity, and an on-site event captain.

Non-profit Organizations & Government Agencies
(You must provide your non-profit tax identification number)

	Tuesday through mid-day Friday	Mid-day Friday through Saturday evening
0-50 guests	\$300	\$600
51 + guests	\$450	\$900

Corporate and Personal

	Tuesday through mid-day Friday	Mid-day Friday through Saturday evening
0-50 guests	\$600	\$1,200
51 + guests	\$900	\$1,800

2. LABOR AND SERVICE, PER GUEST:

- Reception style with limited seating: **\$ 7.75**
- Table seating for all guests: **\$ 13.50**

3. SECURITY CHARGES:

- **Administrative Fee:** **\$ 50.83**
- **State Trooper hourly rate (two hour minimum):** **\$ 80.33**

4. STANDARD MENU, PER GUEST (includes one variety of finger sandwich): **\$ 6.50**

- Additional sandwiches, each **\$ 1.50**
- Please note: Food and Beverage are presented as a self-serve buffet.

5. MISCELLANEOUS FEES AND CHARGES WHICH MAY APPLY:

Holiday and Holiday Weekend surcharge	\$500.00
Additional event time, per hour	\$125.00
Additional set-up time, per half hour	\$ 75.00
47" LCD TV	\$175.00
DVD Player	\$ 25.00
Multimedia Projector	\$ 75.00
Lectern, Microphone	\$ 50.00 - 150.00
Conference Phone	\$ 25.00
Piano Rental	\$125.00
Cake Cutting & Service Charge	\$100.00
Formal Coat Check	\$100.00
Tablecloths, beyond standard set-up	\$ 10.00 each

Finger Sandwiches

Benedictine Cucumber

Curried Egg Salad

Traditional Ham Salad

Tomato, Turkey and Cranberry Chutney

Smoked Salmon and Chive Cream Cheese

Fruit Platter

Presentation of diced Fresh Seasonal Fruit and Berries

Scones

Cheddar Pecan Scones served with Strawberry Preserves

Beverages

Coffee, Tea, Sparkling Apple Punch, and Water

Assorted Sweets

Variety of desserts such as Lemon Bars, Brownies, Pecan Bars,
Cream Puffs, Peanut Butter Bars, Etc....