

Romer's Catering

St. Henry
321 S. Eastern Avenue (SR 118)
St. Henry, OH 45883
419.678.8482

Celina
1100 S. Main Street (SR 127)
Celina, OH 45822
419.584.0606

Greenville
118 E. Main Street
Greenville, OH 45331
937.548.2202

A Learning Place at Piqua
201 Robert M. Davis Parkway
Piqua OH 45356
419.852.1612

PIQUA RECEPTION BALLROOM INFORMATION

Venue Rental: Saturday - \$1,250.00

- ◆ Venue includes access to our outdoor scenic pond & gazebo (additional \$300 fee for Outdoor or Indoor Ceremony)
- ◆ \$500 Rental Discount for Sunday-Friday receptions (\$750 Rental plus food and beverages)

Venue Rental Inclusions:

- ◆ Event Coordinator to assist with planning and available onsite during the event
- ◆ Access to Ballroom at 4pm on Friday before the event (Saturday weddings)
- ◆ Cake Cutters and Servers for Wedding Table & Buffet Line
- ◆ Set up - Table and chair set up for entire venue
- ◆ Skirting of cake, gift, & all special tables
- ◆ Wedding & Family tables will be furnished with China, Glassware, & Silverware (max 36ct.)
- ◆ White Linen Tablecloths throughout entire hall
- ◆ Clean Up - Busing tables throughout the event, any overall cleaning, & trash removal
- ◆ Floor Easels (for special signs, posters, pictures, etc.)
- ◆ Decorative Card Box
- ◆ Podium
- ◆ Sound System - Microphones & Dinner Music

Specifics for events:

- ◆ A \$500 non-refundable deposit is due when the contract is signed
- ◆ Reception to be over by midnight on the day of the event
- ◆ Balance of rental payment due 60 days prior to date of event, along with approximate food and equipment costs.
- ◆ The renter may be held liable for damages to the building. All decorations, theming and entertainment must be approved by Romer's representative at least 14 days prior to the event. No confetti, glitter or fireworks are allowed. No open flames are allowed, but votive candle lights and enclosed candles are acceptable for use

Optional Enhancements:

- ◆ Shuttle Bus
- ◆ Décor Packages
- ◆ Audio Visual Package & Equipment Rental
- ◆ Entertainment Options
- ◆ White Ceremony Folding Chair Rental
- ◆ Rehearsal Dinner at The Bistro Room - rental \$200 for 5 hrs. (\$25 per additional hr.)



- * Extra servers for special needs may be added at an additional cost.
- * There may be an extra charge per server per hour for delays in meal serving time.
- * We will have chandelier and decorative lighting in the ceiling. All other ceiling or wall decorations must be approved 2 weeks prior to event. Any candles used must be contained.
- * Sales tax is not included in listed prices.
- * Mandatory 12% Service fee will appear on final invoice. The Service Charge on all food and beverage expenses will be added to the final invoice. While the catering menus show a breakdown of the event elements and their costs, the service charge helps cover the other costs required for the event such as: event coordinators, event servers, set-up team, culinary team, all prep work, back of house charges such as transporting equipment, product, property maintenance and upkeep, office supplies, utilities, liability insurance, licenses, cleaning products & labor, restroom supplies, linens, etc. Please note that the service charge is not a gratuity. Unlike in restaurants where most staff rely on gratuities for their pay, our staff is fully compensated and also receive an annual profit sharing bonus. Gratuities are never expected, but always appreciated.

*2% processing fee will be charged to all credit card payments.

*Prices subject to change without notice

WWW.ROMERSCATERING.COM

Revised (2/1/17)