

Private Banquets General Information



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www.susannafoo.com

EFFECTIVE JANUARY 1, 2009

THANK YOU FOR CONSIDERING SUSANNA FOO GOURMET KITCHEN TO HOST YOUR EVENT. ATTACHED ARE OUR PRIVATE PARTY POLICIES AND MENUS. PLEASE CALL KELLY FRUCI AT (610)-688-8808 FOR MORE INFORMATION.

Facilities

OUR LOVELY **PRIVATE DINING ROOM** ACCOMMODATES UP TO 60 GUESTS FOR MULTI-COURSE BANQUETS AND UP TO 70 GUESTS FOR COCKTAIL RECEPTIONS.

TWO BEAUTIFUL **GARDEN COURTYARDS** PROVIDE SEASONAL SPACE FOR OUTDOOR EVENTS AND SEAT UP TO 40 GUESTS.

OUR **CHEF'S TABLE** IN THE MAIN DINING ROOM SEATS UP TO 15 GUESTS

THE **ENTIRE MAIN DINING ROOM** IS AVAILABLE FOR PARTIES WITH UP TO 200 GUESTS.

PLEASE NOTE THAT ROOM CAPACITIES ARE SLIGHTLY LOWER WHEN AUDIOVISUAL EQUIPMENT IS REQUIRED. OUR ENTIRE RESTAURANT IS WHEELCHAIR ACCESSIBLE.

Charges and Payment Info Facilities

A \$500.00 NON-REFUNDABLE DEPOSIT IS REQUIRED FOR PARTIES OF 35 PEOPLE OR LESS. A \$1,000.00 DEPOSIT IS REQUIRED FOR PARTIES WITH GREATER THAN 35 GUESTS. THE DEPOSIT WILL BE USED TOWARD THE BALANCE OF YOUR BILL AT THE CONCLUSION OF YOUR EVENT. IN THE EVENT OF A CANCELLATION, A DEPOSIT WILL BE REFUNDED ONLY IF THE SPACE IS REBOOKED. HOWEVER, IF YOU CANCEL 14 DAYS OR MORE BEFORE THE EVENT AND THE SPACE IS NOT REBOOKED, WE WILL REFUND HALF OF YOUR DEPOSIT. WITH ADVANCE NOTICE, DEPOSITS ARE TRANSFERABLE TO A NEW EVENT DATE. MENU PRICES ARE SUBJECT TO A 6% TAX ON FOOD AND 20% GRATUITY

AT THE CONCLUSION OF YOUR EVENT, ALL DEPOSITS WILL BE DEDUCTED FROM YOUR BILL. THE BALANCE OF PAYMENT IS REQUIRED AT THE END OF YOUR FUNCTION. WE APOLOGIZE FOR ANY INCONVENIENCE, BUT WE DO NOT DIRECT BILL.

Cocktails

BEVERAGES ARE CHARGED ON A PER DRINK CONSUMPTION BASIS. WINE, CHAMPAGNE, IMPORTED AND DOMESTIC BEERS, AND SOFT DRINKS ARE AVAILABLE. COCKTAIL PRICES RANGE FROM \$7 TO \$14, SOFT DRINKS ARE \$3.00, AND BEERS ARE \$4-\$6. MINERAL WATER IS \$6.00 PER BOTTLE. PLEASE ASK FOR A COPY OF OUR EXTENSIVE WINE LIST IF YOU WOULD LIKE TO ARRANGE FOR YOUR WINES IN ADVANCE.

FOR PARTIES WITH ONLY COCKTAILS AND PASSED HORS D'OEUVRES, WE REQUIRE A MINIMUM OF 30 GUESTS AND A MINIMUM FOOD CHARGE OF \$15.00 PER PERSON.

A PRIVATE BAR WITH A DEDICATED BARTENDER IS AVAILABLE IN THE PRIVATE DINING ROOM FOR A \$75 BARTENDING FEE.

Menu Selection

IT IS RECOMMENDED THAT YOUR MENU SELECTION BE GIVEN AT THE TIME OF YOUR DEPOSIT OR SHORTLY THEREAFTER. YOU MAY MAKE SUBSTITUTIONS TO ANY MENU; HOWEVER, CERTAIN SUBSTITUTIONS REQUIRE ADDITIONAL CHARGES. WE ARE HAPPY TO ACCOMMODATE GUESTS WHO REQUIRE VEGETARIAN MEALS OR HAVE OTHER DIETARY RESTRICTIONS; ADVANCED NOTICE IS APPRECIATED BUT NOT REQUIRED. **MENUS ARE SUBJECT TO CHANGE BASED ON SEASONAL AVAILABILITY AND COMPARABLE SUBSTITUTIONS MAY BE MADE.** PLEASE ALLOW A MINIMUM OF TWO HOURS FOR ANY DINNER AND AS MUCH AS THREE AND A HALF HOURS FOR LARGER PARTIES WITH MORE EXTENSIVE MENUS.

Guarantees

THE FINAL GUARANTEED NUMBER OF GUESTS FOR ALL FUNCTIONS MUST BE CONFIRMED BEFORE NOON TWO BUSINESS DAYS PRIOR TO THE EVENT. THIS NUMBER WILL SERVE AS A GUIDE FOR YOUR MINIMUM BILLING CHARGES. IF WE DO NOT RECEIVE A GUARANTEED NUMBER BY THE DEADLINE, WE WILL CHARGE ACCORDING TO THE NUMBER STATED ON YOUR EVENT CONTRACT. SUSANNA FOO WILL NOT BE RESPONSIBLE FOR PREPARING MORE THAN 10% ABOVE THE GUARANTEED NUMBER OF GUESTS. IN ADDITION, IF YOUR ORIGINAL NUMBER HAS DECREASED BY MORE THAN 30%, YOU WILL BE SUBJECT TO A \$250 ROOM FEE.

Parking

COMPLIMENTARY VALET PARKING IS AVAILABLE AFTER 5:00 PM. THIS VALET IS SERVICED BY THE EMPIRE VALET AND IS NOT ASSOCIATED WITH THE RESTAURANT. DRIVING DIRECTIONS ARE AVAILABLE UPON REQUEST.

GUESTS MAY ALSO PARK IN THE PARKING LOT ADJACENT TO THE RESTAURANT AT NO ADDITIONAL CHARGE. THERE IS A SECOND ENTRANCE TO THE RESTAURANT NEXT TO THE PHILADELPHIA SPORTING CLUB. THE ENTRANCE IS THE MAIN ENTRANCE OF RADNOR FINANCIAL CENTER.

Audio-visual Equipment

AUDIO-VISUAL EQUIPMENT IS AVAILABLE FOR RENTAL WITH ADVANCE NOTICE. WE CAN PROVIDE FOR ANY AUDIO-VISUAL NEED. THE AUDIO VISUAL EQUIPMENT IS RENTED FROM AN OUTSIDE COMPANY AND NOT ASSOCIATED WITH THE RESTAURANT. SUSANNA FOO CHINESE CUISINE WILL NOT BE RESPONSIBLE FOR RENTED EQUIPMENT. AN ON-SITE TECHNICIAN MAY BE HIRED TO ASSURE THAT ALL EQUIPMENT IS FUNCTIONING PROPERLY ONCE YOUR EVENT HAS BEGUN. BELOW IS A BRIEF SAMPLING OF CHARGES AND EQUIPMENT:

SCREEN	\$50	TV WITH DVD	\$275
LASER POINTER	\$25	AMPLIFIED PODIUM	\$250
FLIP CHART	\$25	LCD PROJECTOR	\$325
LAVALIERE MICROPHONE	\$300 AND UP		

Susanna Foo Gourmet Kitchen Event Contract

DAY & DATE OF EVENT _____

TIME _____ NUMBER OF GUESTS _____

HOST'S NAME _____ TODAY'S DATE _____

COMPANY _____

FUNCTION NAME _____

ADDRESS _____

TELEPHONE _____ FAX _____

AUDIO-VISUAL _____

SEATING ARRANGEMENTS _____

HORS D'OEUVRE SELECTIONS _____

MENU CHOICE: _____

BAR Normal bar setup is open bar, drinks charged to your bill on consumption, with still and sparkling mineral water served upon request. Please note restrictions or preferences below.

I HAVE READ AND I AGREE TO FOLLOW ALL OF THE SUSANNA FOO GOURMET KITCHEN PRIVATE EVENT POLICIES. MY SIGNATURE BELOW WILL ACT AS MY ACKNOWLEDGMENT OF ALL OF THE CONDITIONS, AS WELL AS AUTHORIZATION TO CHARGE THE NON-REFUNDABLE CREDIT CARD DEPOSIT.

I UNDERSTAND A DEPOSIT OF \$500.00 WILL BE CHARGED TO THIS CREDIT CARD FOR A PARTY OF 35 PEOPLE OR LESS, OR \$1,000.00 FOR A PARTY OF MORE THAN 35 PEOPLE.

EVENT PLANNER'S SIGNATURE _____ DATE _____

PLEASE INCLUDE A COPY OF THE FRONT AND BACK OF THE CARD WITH THIS FAX.

CREDIT CARD NUMBER _____

NAME ON THE CARD _____

CARD HOLDER'S SIGNATURE _____ EXPIRATION DATE _____

___ PLEASE CHARGE THE REMAINING BALANCE TO THIS CARD AT THE CONCLUSION OF THE EVENT.

___ AN ON-SITE HOST WILL SETTLE THE BILL IN PERSON AT THE CONCLUSION OF THE EVENT.

PLEASE CALL (610) 688-8808 TO CONFIRM THAT THIS AGREEMENT HAS BEEN RECEIVED.

Your function is not confirmed until we receive this form signed and completed.

Please fax to (610) 688-8055.

THANK YOU AND WE ARE EXCITED TO SERVE YOU AND YOUR GROUP!