

Private Banquets General Information



555 East Lancaster Avenue | Radnor, PA 19087 | T (610) 688-8808 | F (610) 688-8055

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Catering & Events Sales Manager
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Facilities

- ❖ OUR LOVELY **PRIVATE DINING ROOM** ACCOMMODATES UP TO 55 GUESTS FOR MULTI-COURSE BANQUETS AND UP TO 75 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 12 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.

Cocktails

BEVERAGES ARE CHARGED ON A PER DRINK CONSUMPTION BASIS. WINE, CHAMPAGNE, IMPORTED AND DOMESTIC BEER, 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.

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 72 HOURS 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.

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.

Charges and Payment Information

A **\$75.00** BARTENDER FEE WILL BE CHARGED FOR PARTIES WITH A BAR OR CASH BAR.

THE BALANCE OF PAYMENT IS REQUIRED AT THE END OF YOUR FUNCTION.

Tax & Gratuity

6% PENNSILVANIA STATE TAX FOR FOOD ONLY. GRATUITY FOR PRIVATE PARTIES IS 20%.

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 GOURMET KITCHEN 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	\$100.00
LASER POINTER	\$25.00
FLIP CHART	\$25.00
LAVALIERE MICROPHONE	\$300.00 & UP
TV WITH DVD	\$275.00
AMPLIFIED PODIUM	\$250.00
LCD PROJECTOR	\$325.00

Liabilities

THE CLIENT ASSUMES RESPONSIBILITY FOR THE GUESTS AND ANY DAMAGES CAUSE BY THE GUESTS TO THE RESTAURANT PROPERTY. THE RESTAURANT ASSUMES NO LIABILITY FOR PERSONAL PROPERTY, WHILE USING THE FACILITY OR LEFT AT THE FACILITY.



Special Event Minimum Deposit Form

PDR \$500 per event (25 to 55 people)
Chefs Table \$250 per event (12 people)
Bar \$250 per event (20 to 25 people)
Main Dining Room \$1000 per event (50 to 75 people)
Entire restaurant \$2000 per event (200)

Name _____ Event Date: _____

Company _____ Email Address _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Name of Event _____

Start Time _____ No. Guests _____ Deposit amount _____

Credit Card (circle one): Amex Master Card Visa Checks

Credit card number _____ Expiration date: _____

Name as it appears on the card: _____

I hereby authorize Susanna Foo Gourmet Kitchen to charge my credit card for the deposit.

Signature _____ Date: _____

Please let us know if you would like the final bill to be charged to this card Yes No

Please send complete form to:

Attn: Cameron Cote
Catering & Events Sales Manager
Fax: 610.688.8055
cameron@susannafoo.com
555 East Lancaster Avenue
Radnor Pa 19087

Please note a room and/or a date is not reserved until a deposit had been received. The deposit is refundable up to 30 days prior to the event, If canceled between 30 and 14 days prior to the event, the deposit can be withheld and transferred to a future event, The deposit for an event canceled with 14 days or less cannot be refunded.