

412.777.9600
1833 McKees Rocks
Restaurant Information
Road
McKees Rocks, PA 15136



Nicole Smith
Event Coordinator
412.403.3317
By appointment only

Banquet Facility Agreement

“The Room at Rockefeller’s” entertains parties as intimate as 40 and as large as 170 guests, depending on event style. A minimum of 40 people is required to reserve the banquet room. If your final count proves less than 40 guests, you will be charged for our minimum requirement of 40 people.

There will be NO EXCEPTIONS.

Deposit

A deposit of \$250 is required to hold any event date and must be received no later than 15 days after the event date is scheduled. A signed Event Confirmation must be received no later than 30 days after the event date is scheduled.

Cash, check or credit card is acceptable for deposit payment.

The full amount of the deposit may be refunded up to 60 days prior to your scheduled event. Half of the deposit may be refunded for cancellations 30-59 days prior to the event. Under 30 days, there will be **NO REFUND**.

If booking the room less than 60 days prior, the above refund amounts and timelines still apply.

Please note that this deposit is NOT payment for use of the facility and will be deducted from your bill at the time of final payment.

Event Time

The Banquet Facility may be occupied up to 4 hours without charge. There is a minimum charge of \$100 per additional hour and must be agreed upon before the start of the event.

Event start times Sunday through Friday are determined by the hosting party. Event start times on Saturday are preset to allow 2 events per day.

Please understand that the Banquet Facility may be booked by another party before or after your event, in order to accommodate all parties, please be mindful of your arrival and departure times.

Pricing

All pricing is determined by menu, bar packages and guest count, with consideration of special requests and/or additions.

Final menu is due no later than 14 days prior to event date. Final head count is required no later than 10 days prior to event date. The final head count is the number you will automatically be charged for. This number may increase for additional guests, but will never decrease for guests that do not attend.

Billing

Final payment is due at the conclusion of your function. The \$250 Event Deposit will be deducted from this itemized bill.

The final bill is calculated using the final head count. There will be a 7% Sales Tax on food and non-alcoholic beverages, a 7% Sales Tax on alcohol and a service gratuity (rates vary) on all food and beverages (gratuity is determined before sales tax). The full amount of deposit will be deducted after all totals are calculated. Cash, check or credit card is acceptable for final payment.

Food

All food items, with exception of dessert (see below), must be purchased through “**The Room at Rockefeller’s**”.

Remaining food at the completion of the event becomes property of the hosting party. Containers will be provided for all food prepared and/or purchased from “**The Room at Rockefeller’s**”.

The hosting party is welcome to provide their own cake, cookies and other dessert items. Use of china and silver are available for all desserts. Cakes may be cut and plated by our staff (served for sit-down style) at no additional charge.

“**The Room at Rockefeller’s**” offers a limited dessert menu, see package choices for selection.

Take-out containers and/or cake boxes are not provided by “**The Room at Rockefeller’s**”. **Please provide containers for your guests and remaining desserts.**

Note: dessert items are the only outside food permitted and restrictions may apply.

Chocolate Fountains

Chocolate fountains are permitted and are **not** the responsibility of our staff. The hosting party is **responsible for all setup, maintenance and cleanup** of this equipment. When using a chocolate fountain you must provide paper/plastic plates and skewers, use of our china is not available for this item. Pre-melted chocolate is recommended. Certain outside food items are permitted for use with the chocolate fountains, however, restrictions do apply.

Pretzels, chips and snack mixes

These items must be purchased by “**The Room at Rockefeller’s**” a charge of \$2.00 per basket will apply.

Linen

Every event has full use of linen. All tables are covered with white linen, including the accessory and buffet tables which are finished with a burgundy skirt. We provide a limited selection of specialized napkin colors, free of charge and available upon request.

Alcohol

Due to Pennsylvania Liquor Control Board laws **ALL** alcohol must be purchased through “**The Room at Rockefeller’s**” and is restricted to the banquet facility. Drink service will not be provided from the main restaurant bar. Alcohol is not permitted to leave the building, including the outside designated smoking area.

All persons consuming alcohol on site must be 21 years of age with valid identification. No alcohol will be served to anyone without proper identification, no matter their age. We reserve the right to refuse service to any individual who appears to be intoxicated, not of legal age, unable to provide proof of age or is providing alcohol to anyone who appears intoxicated or is not of legal age.

Entertainment

“The Room at Rockefeller’s” provides XM Satellite Radio with an extensive variety of music selections, as well as a five-disc c.d. player to be used with your own c.d.’s (all c.d.’s must be set to play randomly or continuously). These items, as well as, a microphone and podium are provided at no additional cost. Fees do apply for use of our overhead projector/Television (computer not included).

A dance floor can be rented for \$150.00.

Projection screens, table-top projectors, computers, D.J. service, live entertainment, etc. are not provided by the banquet facility. The hosting party is welcome to provide all of these with consideration to appropriateness and space.

Decorations

Hosting parties are welcome to decorate the banquet facility. Access to the room is 1 hour before the scheduled start time, unless otherwise agreed upon. Arrangements can be made to store decorations the day before the event. If necessary, due to time constraints, decorations may be delivered and arranged by the Event Coordinator, with proper instruction.

“The Room at Rockefeller’s” does not provide centerpieces or decoration for any event.

The following decorations are NOT PERMITTED:

- ⊗ **Tacks, staples, etc. to hang wall decoration or table decoration.**
- ⊗ **Open flames, all candles must be protected by glass or suitable substitute.**
- ⊗ **Cellophane Confetti, or its likeness. If used, deposit will be forfeited.**

Damage

Any damage that occurs during the event will become the responsibility of the hosting party. You may choose to have a brief inspection of the banquet facility prior to your function, please make arrangements with management.

Entrance and Parking

Please notify your guests that the entrance to the banquet facility is located on the side of the main restaurant building.

Parking is available in the rear and/or front parking lots. Handicap parking is available in the front lot and a handicap accessible drop-off site is located at the entrance to “The Room at Rockefeller’s”.

Driving Directions are available on our website, www.rockefellersgrille.com

Thank you for choosing our facility!



Location and Contact Information



This information is provided for your reference and to be distributed to any guests, vendors or entertainers, you may be hosting or facilitating for your event.

The Room at Rockefeller's

1833 McKees Rocks Road
McKees Rocks, PA 15136

Nicole Smith

Event Coordinator

412.403.3317

Direct Line

412.777.9600

Main Restaurant Line

By Appointment Only

Entrance to Facility is on Side of Building
Parking available in front of or behind the main building

Event Confirmation



Please complete this confirmation page and return it with your Reservation Fee. The Reservation Fee must be received no later than 15 days from the booking date and the completion of the Event Confirmation is necessary no later than 30 days from your booking date.

This letter represents that I have read, understand, and agree to, all of the terms and conditions detailed in the

“The Room at Rockefeller’s” Banquet Contract.

With this agreement, I am sending a reservation fee in the amount of \$250.00 to reserve the date of my event.

I understand that if my deposit is not received within 15 days of booking, and alternate arrangements have not been made, cancellation of my event may occur.

Signature

Date

Event Date: _____

Event Time: _____

Contact Name: _____

Contact Number: _____

Contact Address: _____

Contact Email: _____

Reservation Fee: \$250.00

Amount Enclosed

Payment Type (Cash/Check/Credit Card)

Fee may be paid in person, at any time, to a manager at **Rockefeller's Grille or mailed to

Rockefeller's Grille
ATTN: Banquet Deposit
1833 McKees Rocks Road
McKees Rocks, PA 15136

**Please do not mail Cash

**If using Credit Card, please call 412.403.3317 or pay in person at Rockefeller's Grille.

Luncheon Menu & Pricing



Luncheon Selections

SALADS

Grilled Chicken Salad	\$9.95
Grilled Steak Salad	\$10.95
Grilled Chicken Caesar Salad	\$10.95
Fresh Fruit Platter- SEASONAL -(preorder only)	\$ 9.95

SALADS WITH SOUP

Grilled Chicken Salad w/ Wedding Soup	\$11.95
Grilled Steak Salad w/ Wedding Soup	\$12.95
Grilled Chicken Ceaser Salad w/ Wedding Soup	\$12.95

SANDWICHES

1/2 Turkey Club Sandwich w/ Potato Chips	\$ 8.50
1/2 Turkey Club Sandwich w/ French Fries	\$ 8.95
Chicken Salad on Croissant w/ Potato Chips (preorder only)	\$ 9.50
Chicken Salad on Croissant w/ French Fries (preorder only)	\$10.95
Barbeque Ranch Chicken Wrap w/ Potato Chips (preorder only)	\$ 9.50
Barbeque Ranch Chicken Wrap w/ French Fries (preorder only)	\$10.95

SANDWICHES with SOUP or SALAD

1/2 Turkey Club Sandwich w/ Tossed Salad	\$ 9.95
1/2 Turkey Club Sandwich w/ Wedding Soup	\$10.50
Chicken Salad on Croissant w/ Tossed Salad (preorder only)	\$11.95
Chicken Salad on Croissant w/ Wedding Soup (preorder only)	\$12.50
Barbeque Ranch Chicken Wrap w/ Tossed Salad (preorder only)	\$11.95
Barbeque Ranch Chicken Wrap w/ Wedding Soup (preorder only)	12.50

Tax and Gratuity

All sit-down event cost is determined before

7 % Sales Tax

20% Service Gratuity

Cake cutting and plating is included in the cost per person.

Cake cutting and service to table is an additional .50 cents per person.

This total is calculated and presented at the time of the final bill.

Preorder ONLY for all groups over 50 people.

Entrée selections are limited to 3 per event.

Buffet Pricing

Traditional Lunch Buffet

One Sandwich Platter Package

\$10.95

Two Sandwich Platter Package

\$12.95

Three Sandwich Platter Package

\$14.95

Add an Additional Salad, Vegetable or Pasta

\$1.95 per guest

(for vegetable and pasta selections, please see buffet options)

All lunch buffets include fresh rolls, butter, and 2 salads, 4 hour room usage, specialty linen, non-alcoholic beverages, and coffee buffet.

Tax and Gratuity

All buffet package cost is determined before

7 % Sales Tax

18% Service Gratuity

This total is calculated and presented at the time of the final bill.

Buffet Menu



Traditional Lunch Buffet Packages

Choose your sandwich platter selection(s) from the following:

Croissant Platters

Chicken Salad
Tuna Salad

Sandwich Rings

Italian
Roast Beef
Turkey

½ and ½ combination of any two sandwich ring choices

Build Your Own Deli Platters

Assorted Meats and Cheeses

All platters include condiments.

Build Your Own Platters include, lettuce, tomato, onion and condiments.

Choose Two Salad selections:

Garden Greens

Tossed Salad
Caeser Salad
Coleslaw

Specialty Salads

Fruit Salad
Pasta Salad
Potato Salad
Pasta Salad

**All buffet packages include Fresh Rolls with Butter,
Coffee, Hot Tea, Iced Tea and Fountain Drinks.**