



318 Forest Grove Road  
Coraopolis, PA 15108  
412-331-9282  
[www.thepinerb.com](http://www.thepinerb.com)

## Olivia's Room Accommodations

Olivia's Main Banquet Room may be utilized for larger meetings and dinners accommodating 50+ guests.

Olivia's Upper Level Room may be utilized for parties of 25-50 guests.

Together, these two spaces can accommodate guests up to 150 guests depending on event style.

The Pine Restaurant & Bar can accommodate up to 70 guests on our outdoor partially covered patio.

**Olivia's Banquet Room at The Pine Restaurant's specialty is custom designing a menu for your affair. Please consider having a special menu created for you by our Executive Chef Jeremy Welte.**

## Olivia's Banquet Policies

### GENERAL INFORMATION

- Olivia's is a full service facility. Our prices include use of the room, set-up and clean-up, standard centerpieces, decorated buffet tables, Hor d'oeuvres Tables, and our professional staff of servers and bartenders.
- Olivia's reserves the right to refuse service to ANY patron at ANY time.
- Please add 7% food tax, 7% alcohol tax and 20% gratuity to all prices.
- Olivia's may be occupied for up to four hours without charge. There will be an additional room fee of \$150.00 per hour and must be arranged prior to the start of the event.
- Valet Parking is available. A \$200.00 valet fee will apply.
- Decorating restrictions: nothing taped or nailed to walls, and NO CONFETTI.
  - A \$100.00 cleaning charge will be added to your bill if confetti or tape is used.

### DEPOSITS

- To reserve your date, a deposit \$250.00 is required.
- Cancellations:
  - Cancellations within three months will result in forfeiture of deposit.
  - Cancellations within six months will result in forfeiture of half of your deposit.
  - Cancellations over six months will result in full release of deposit.
- Your deposit is not payment for use of the facility and will be deducted from your bill at the time of final payment.

## **PRICING & MENUS**

- All Menu selections should be made 120 days in advance of the event and confirmed with the Sales Manager prior to printing of invitations.
- Final counts should be confirmed no less than seven days prior to event.
- Final head count is the number you will automatically be charged for the event.
- If the event exceeds the number of your final head count, then you will be charged for the additional guests.
- Prices are subject change at any time.
- Prices as quoted on your confirmation notice are guaranteed.
- All pricing is determined by menu, bar packages and guest count.
- All events require payment in full the day of the event.
- Full Payment for Weddings is due 2 weeks prior to event.
- Olivia's requests payment in cash, cashier's check, money order, or personal check.
- Payments made to Visa, MasterCard or Discover will incur a 3% service fee after total bill has been figured.
- Payments made to American Express will incur a 4% service fee after total bill has been figured.
- **All leftover food prepared by Olivia's will remain with Olivia's.**
- Cakes and cookies are the only food items you may bring into Olivia's. Take out containers and/or boxes are not provided by Olivia's.
- NO beverages of any kind are permitted to be brought into Olivia's as in accordance with the Pennsylvania Liquor Control Board.
- All persons consuming alcohol on site must be 21 years of age with a valid identification card. Olivia's has 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 to be intoxicated or is not of legal age.

## **LINEN**

- Olivia's provides full linen service. You may choose from several color patterns that are provided at no additional charge. If you prefer certain color schemes, Olivia's will accommodate your request at an additional fee.

## **ENTERTAINMENT**

- Olivia's Banquet Room provides a microphone, podium, projector and screen at no additional fee.

## **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 THE MANAGING STAFF.

## **ENTRANCE & PARKING**

- Please advise your guests to park and enter Olivia's through the rear of the building. There is not a staircase that will enable parties to enter the front or side of the building and still be able to access Olivia's. There is plenty of free parking in our private lot.
- Driving directions are available on our website [www.thepinerb.com](http://www.thepinerb.com).

REVISED JANUARY 20, 2012



## OLIVIA'S EVENT CONFIRMATION

Please complete the following confirmation page and return it with your reservation deposit.

The reservation deposit 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 Olivia's Banquet Room Banquet Contract.

With this agreement, I am sending a reservation deposit 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 the 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

\_\_\_\_\_  
CHECK #

\*\* FEE MAY BE PAID IN PERSON, AT ANY TIME, TO A MANAGER AT THE PINE RESTAURANT OR MAILED TO:

THE PINE RESTAURANT  
ATTN: BANQUET MANAGER  
318 FOREST GROVE ROAD  
CORAOPOLIS, PA 15108

\*\* PLEASE DO NOT MAIL CASH