

Event Policies

Harro East Theatre & Ballroom Policies

Policies

The Harro East Ballroom is a beautiful venue to have your next party, wedding or corporate gathering.

General Information

Beer, Wine and Liquor

We offer a complete selection of beverages to compliment your function. Please note that alcoholic beverage sales are regulated by the State of New York, Harro East Ballroom, as a licensee, is responsible for administration of these regulations. It is our policy that no liquor, beer or wine be brought into the facility from outside sources. We will be happy to order what you would like.

Security & Room Fees

There is a \$600.00 - \$1000.00 room usage fee (room fee waived depending on date and type of event) in addition to administration fees and taxes. This encompasses normal set up, normal clean up, labor to do such, linens, air conditioning/heating. This also includes cake cutting fees, linen fees or parking fees (all of the Harro East lots are free). Security includes inside and out.

Deposits and Cancellations

Harro East Theatre and Ballroom requires a **non-refundable**

deposit to secure your date as a confirmed event. We require a 1/3 down payment - \$500.00 secures the date and 30 days from booking the balance of the 1/3 is due. **In the event that your function should cancel or you should need to change the date, FOR ANY REASON, all of your deposits and final payment are non-refundable.**

Guarantees

We must have your final guaranteed number of guests within seven business days prior to the scheduled event. You will be charged for the guarantee or the number of guests, whichever is greater. Please note that **ALL** menu selections must be made at least 14 business days prior to the event.

Payment

All payments are due, in full, seven business days prior to the event. Any additional costs **MUST** be paid the day of the event. Payment can be made in the form of cash, check or money order. Any legal or collection fees incurred by the Harro East Theatre and Ballroom, regarding the collection of your bill, will be added to the total amount due.

Administration Fee and Taxes

A *22% administration fee (subject to change) and 8% sales tax will be applied to all food, beverage and room rental charges. Tax exempt organizations are responsible for providing us with applicable documentation prior to the event or sales tax will be applied to the final bill.

** (The Harro East Ballroom has a 22% administration fee as stated in all of our marketing material and in our contracts. We are not a restaurant, that is open every day. We choose to compensate all of our staff at our discretion and gratuities are not part of our pricing - that is at the sole discretion of our guests. These administration fees help to insure that our hospitality exceeds your expectations and provides price guarantees at the time of booking, no matter how far in advance and until your event is completed. The fees also*

include, unlimited appointment times either in person, over the phone or through emails to handle all if your additional questions and concerns, in order to achieve the perfect event. Also included in the administration fee, that we also have a complimentary Food Tasting Party, once a year, that is included with your booked event.)

Parking

Parking is available at the three Liberty Pole Way lots, the Andrews Street lot, and there is ample on street parking available.

Security

Harro East Ballroom will not assume responsibility for the damage or loss of any merchandise or articles left in our facility prior to, during or following your event. Special arrangements for security of items may be arranged in advance. If additional security is required for events an additional charge will be incurred.

Outside vendors have 30 minutes to pack up equipment and vacate the premises or additional charges would be incurred.

Gluten free and vegan options are available upon request.

Ask about other late night options including The Harro Plate Buffet at \$6.95/pp.