



**3691 E. MARKET ST
YORK, PA 17402
717.430.8115**

EVENT INFORMATION

Thank you for considering The First Post for your special event. We have two private room offerings both located on the second floor of the restaurant. We do not have an elevator. All guests must be able to walk up and down one flight of stairs. We have restrooms on the second floor.

Event Spaces

The President's Room

- Accommodates up to 28 guests- one table
- Food and Beverage selections are typically made by the guest from the full restaurant menu
- Separate checks can be accommodated in this space
- Brunch/Lunch Events: *\$500 Food and Beverage Minimum*
(Unmet minimums will be charged as a room fee and subject to 20% gratuity)
- Dinner Events:
Sunday- Thursday \$750 Food and Beverage Minimum
Friday- Saturday \$1000 Food and Beverage Minimum
(Unmet minimums will be charged as a room fee and subject to 20% gratuity)

The Portrait Room

- Accommodates up to 55 guests- room layout will be planned by the event coordinator
- Food and Beverage selections must be made in advance with an event coordinator
- Menu selections are attached for you as suggestions. We welcome the opportunity to create a distinct menu to suit your special event.
- Separate checks cannot be accommodated in this space
- Brunch/Lunch Events:
29 guest minimum with packages starting at \$18.5 per person
- Dinner Events:
29 guest minimum with packages starting at \$30 per person
(Friday and Saturday Night events will also be charged a \$500 room fee)

Second Floor Bar

- Our second-floor bar primarily functions as a service bar for our event staff. This bar is always stocked with wine by the glass and draft beer
- Cocktails and well drinks will be cocktailled by our event staff
- Options for greater stocking and use of the bar are available- please inquire

Entire Second Floor- excluding the balcony

- Accommodates up to 75 seated guests or 100 guests for a mingling event
- Food and Beverage selections must be made in advance with an event coordinator

- Menu selections are attached for you as suggestions. We welcome the opportunity to create a distinct menu to suit your special event.
- Separate checks cannot be accommodated in this space
- Brunch/Lunch Events:
 - 56 guest minimum with packages starting at \$17 per person*
- Dinner Events:
 - 56 guest minimum with packages starting at \$30 per person*
 - (Friday and Saturday Night events will also be charged a \$750 room fee)*

Event Times

- Brunch/Lunch Events: Start time between 11:00AM and 1:00PM (includes 3 hours in your room)
- Dinner Events: Start time between 5:00PM and 9:00PM (includes 4 hours in your room)

General Information

- Guests are permitted access to their designated room up to one hour prior to the event to decorate the room (please provide notice)
- We will do our best to accommodate additional tables for gifts, games, etc. However due to a limited supply, we ask that you inform an event coordinator in advance
- For buffet selections, children younger than 12 years of age will not count toward minimum guest count. Children will be charged 50% of the adult package price or may order from a children's menu
- Guest should avoid using decorations that need to be fastened to walls and from using confetti
- To preserve the quality of the food prepared, some items are not permitted to be taken off site
- All Food and Beverage is provided by our facilities. Cakes celebrating special events are the only exception
- We do not linen our tables for events- linens may be rented in advance by request

Guaranteed Counts and Menu Selections

To ensure proper service, all menu selections are needed at least three weeks in advance and final counts should be provided within 10 days of the event. Only minor changes will be accepted thereafter and final payment will reflect the confirmed count as of 72 hours prior to the events.

Room Rentals, Deposits and Payments

Private rooms are assigned per the anticipated number of guests and require a minimum dollar spent and/or room fee. If there is a dramatic decrease in your count, we reserve the right to apply additional room fees and/or reassign the room. A nonrefundable deposit of \$150 or \$300 depending on the reserved space will confirm your reservation. The outstanding balance must be settled on or before the date of the event. All events are subject to 6% Pennsylvania State sales tax and 20% gratuity. All prices are subject to change and sufficient notice will be given. Please ask our event manager for further details.