EVENT INFORMATION
717.430.8115

3691 E MARKET ST.
YORK, PA 17402

Thank you for considering The First Post to host your special event.

GENERAL GUIDELINES

- Our private rooms are located on the second floor, accessible only by stairs. There are restrooms on the second floor.
- Brunch/Lunch Events: Start between 11 AM and 1 PM - Includes 3 hours - Departure by 4 PM
- Dinner Events: Start between 5 PM and 7 PM – Includes up to 4 hours - Departure by restaurant closure
- Host may have access to the room up to 1 hour before guest arrival with prior approval
- A $150 cleaning fee will be charged for use of confetti, glitter, or other hard to clean materials
- Guests should avoid using decorations that need to be fastened to walls, and avoid removing pictures from the walls
- We do not linen our solid wood dining tables ~ linens may be rented in advance by request for an additional fee. No outside linens are allowed.
    - Table linens (black, or ivory) ~ $8 per piece
    - Ivory dinner napkins ~ $25 per 50 pieces
- All food and beverage will be provided by our facilities.
    - Cakes celebrating special events are the only exception and must be from a professional vendor with receipt. A $50 cutting and plating fee will be applied to any outside desserts.
- Additional time may be reserved for $150 per hour with prior approval
- All balances must be settled on the day of the event. Any unpaid bar tabs will be the hosts' responsibility.
- All events are subject to 6% Pennsylvania sales tax, 20% gratuity and 3% event fee.
- Unmet Food & Beverage minimums will be charged to the host as UNMET MINIMUM and subject to 20% gratuity and 3% service fee

THE PRESIDENTS ROOM

This space is secured with a non-refundable deposit of $150, accommodating up to 24 guests. Deposit is forfeit in the event of a cancellation. Food and beverage selections are made from our full restaurant menu but never to include our Sunday brunch menu. A limited menu of up to 6 entrees is available if curated in advance. Guest counts and event times should be confirmed 10 days prior, with only minor changes accepted after.

Food & Beverage Minimum: (does not include tax, gratuity, or sales outside of the reserved space)

- Lunch Events: Monday – Thursday $400 Friday – Sunday $600
- Dinner Events: Sunday – Thursday $750 Friday – Saturday $1000

**In December, *all* brunch/lunch events have a $600 Food and Beverage Minimum

Please complete the following:

Day of Week / Month / Day / Year : _____

Time of Day: Lunch Event or Evening Event (Specific event times TBD one month prior)

Payment: Host Check or Separate Checks

Alcohol: Host Check or Separate Checks

Print:_____ Sign:_____

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- We do not linen our solid wood dining tables ~ linens may be rented in advance by request for an additional fee. No outside linens are allowed.
    - Table linens (black, or ivory) ~ $8 per piece
    - Ivory dinner napkins ~ $25 per 50 pieces
- All food and beverage will be provided by our facilities
    - Cakes celebrating special events are the only exception and must be from a professional vendor with receipt. A $50 cutting and plating fee will be applied to any outside desserts.
- Additional time may be reserved for $150 per hour with prior approval
- All balances must be settled on the day of the event. Any unpaid bar tabs will be the hosts' responsibility.
- All events are subject to 6% Pennsylvania sales tax, 20% gratuity and 3% event fee.
- Unmet Food & Beverage minimums will be charged to the host as UNMET MINIMUM and subject to 20% gratuity and 3% service fee

THE PORTRAIT ROOM

This space is secured with a non-refundable deposit of $300, accommodating up to 55 guests for a seated event. Deposit is forfeit in the event of a cancellation. The table layout is determined by the coordinator with the input of the host. Food and beverage selections are made from our "Event Menus" and ***must*** be communicated one month prior to the event. Children younger than 12 years of age will be charged 50% of the adult package price or may order from our children's menu. Guest count is due 10 days prior to the event with only minor changes accepted after. Individual guest checks cannot be accommodated (with the exception of drinks purchased at our bar). If there is a dramatic decrease in the guest count, we reserve the right to apply additional room fees and/or reassign the room. Prices and menus are subject to change up to one month prior to the date of the event.

Food & Beverage Minimum: (does not include tax, gratuity, or sales outside of the reserved space)

- Lunch Events: Monday – Thursday $600 Friday – Sunday $850
- Dinner Events: Sunday – Thursday $1000 Friday – Saturday $1500 + $500 room fee

**In December, *all* brunch/lunch events have an $850 Food and Beverage Minimum

Please complete the following:

Day of Week / Month / Day / Year : _____

Time of Day: Lunch Event or Evening Event (Specific event times TBD one month prior)

Alcohol: Host Check or Separate Checks

Print:_____ Sign:_____

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- Brunch/Lunch Events: Start between 11 AM and 1 PM - Includes 3 hours - Departure by 4 PM
- Dinner Events: Start between 5 PM and 7 PM - Includes up to 4 hours - Departure by restaurant closure
- Host may have access to the room up to 1 hour before guest arrival with prior approval
- A $150 cleaning fee will be charged for use of confetti, glitter, or other hard to clean materials
- Guests should avoid using decorations that need to be fastened to walls, and avoid removing pictures from the walls
- We do not linen our solid wood dining tables ~ linens may be rented in advance by request for an additional fee. No outside linens are allowed.
    - Table linens (black, or ivory) ~ $8 per piece
    - Ivory dinner napkins ~ $25 per 50 pieces
- All food and beverage will be provided by our facilities
    - Cakes celebrating special events are the only exception and must be from a professional vendor with receipt. A $50 cutting and plating fee will be applied to any outside desserts.
- Additional time may be reserved for $150 per hour with prior approval
- All balances must be settled on the day of the event. Any unpaid bar tabs will be the hosts' responsibility.
- All events are subject to 6% Pennsylvania sales tax, 20% gratuity and 3% event fee.
- Unmet Food & Beverage minimums will be charged to the host as UNMET MINIMUM and subject to 20% gratuity and 3% service fee

THE ENTIRE SECOND FLOOR (EXCLUDING BALCONY TABLES)

Both spaces are secured with a non-refundable deposit of $450, accommodating up to 75 guests for a seated event, or 100 guests for a mingling event. Deposit is forfeit in the event of a cancellation. The table layout is determined by the coordinator with the input of the host. Food and beverage selections are made from our "Event Menus" and ***must*** be communicated one month prior to the event. Children younger than 12 years of age will be charged 50% of the adult package price or may order from our children's menu. Guest count is due 10 days prior the event with only minor changes accepted after. Individual guest checks cannot be accommodated (with the exception of drinks purchased at our bar). If there is a dramatic decrease in the guest count, we reserve the right to apply additional room fees and/or reassign the room. Prices and menus are subject to change up to one month prior to the date of the event.

Food & Beverage Minimum: (does not include tax, gratuity, or sales outside of the reserved space)

- Lunch Events: Monday – Thursday $800 Friday – Sunday $1250
- Dinner Events: Sunday – Thursday $1750 Friday – Saturday $2500 + $500 room fee

**In December, *all* brunch/lunch events have a $1250 Food and Beverage Minimum

Please complete the following:

Day of Week / Month / Day / Year : _____

Time of Day: Lunch Event or Evening Event (Specific event times TBD one month prior)

Alcohol: Host Check or Separate Check

Print:_____ Sign:_____