



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

We have two private rooms, both located on the second floor, accessible only by stairs.

There are restrooms on the second floor.

EVENT TIMES

Lunch Events: Start time between 11 AM and 1 PM - Includes 3 hours in your room - Departure by 4 PM

Dinner Events: Start time between 5 PM and 7 PM - Includes up to 4 hours in your room - Departure by restaurant closure

Additional time may be reserved for \$150 per hour with prior approval

EVENT SPACES

The President's Room

- One table accommodating up to 24 guests
- Food and beverage selections are made by each guest from the full restaurant menu
 - A limited menu of up to 6 entrees may be curated in advance with an event coordinator
- Separate checks can be accommodated in this space
- Lunch Events
 - Monday-Thursday: \$300 Food and Beverage Minimum
 - Friday-Sunday: \$500 Food and Beverage Minimum
 - During the month of December, all brunch/lunch events have a \$500 Food and Beverage Minimum
- Dinner Events
 - Sunday – Thursday: \$750 Food and Beverage Minimum
 - Friday – Saturday: \$1000 Food and Beverage Minimum

The Portrait Room

- Multiple tables accommodating up to 55 guests - room layout will be planned by the event coordinator
- Food and beverage selections must be made in advance from our event package menus
 - All menu selections and final guest counts are needed at least four weeks in advance
 - Only minor changes will be accepted thereafter
 - Final balance will reflect the confirmed count as of 72 hours prior to the event
- Separate checks cannot be accommodated in this space
- Brunch/Lunch Events
 - Monday-Thursday: \$500 Food and Beverage Minimum
 - Friday-Sunday: \$750 Food and Beverage Minimum
 - During the month of December, all brunch/lunch events have a \$750 Food and Beverage Minimum
- Dinner Events:
 - Sunday-Thursday: \$1000 Food and Beverage Minimum
 - Friday-Saturday: \$1500 Food and Beverage Minimum
 - Friday and Saturday night events will also be charged a \$500 room fee



Entire Second Floor (excluding balcony tables)

- Accommodates up to 75 seated guests or 100 guests for a mingling event between the two rooms
- Food and beverage selections must be made in advance
 - All menu selections and final guest counts are needed at least four weeks in advance
 - Only minor changes will be accepted thereafter
 - Final payment will reflect the confirmed count as of 72 hours prior to the event
- Separate checks cannot be accommodated in this space
- Brunch/Lunch Events: \$1150 Food and Beverage Minimum
- Dinner Events: \$2000 Food and Beverage Minimum
 - Friday and Saturday night events will also be charged a \$750 room fee

**Unmet Food and Beverage Minimums will be charged to the host as a room fee
and subject to 18% gratuity and 3% service charge**

ROOM RENTALS, DEPOSITS, AND PAYMENTS

- Private rooms are assigned based upon the number of guests and require a minimum spend and/or room fee as detailed above
 - If there is a dramatic decrease in your guest count, we reserve the right to apply additional room fees and/or to reassign the room
- A nonrefundable deposit will confirm your reservation ~ deposit is credited back to your bill the day of the event
 - President's Room: \$150
 - Portrait Room: \$300
 - Entire Second Floor: \$450
- Balance must be settled on the date of the event
- All events are subject to 6% Pennsylvania State sales tax, 18% gratuity and 3% event fee
- Prices and menus are subject to change



GENERAL INFORMATION

- **Guests are, with notice, permitted access to their designated room up to one hour prior to the event to decorate**
- **Guests may, with notice, drop off cakes and/or decorations on the day of the event**
 - Drop-off for lunchtime events between the hours of 10-11 am
 - Drop-off for dinnertime events between the hours of 2-4 pm
- **Guests should avoid using decorations that need to be fastened to walls and refrain from using confetti or glitter**
 - Use of confetti, glitter or other hard-to-clean materials will result in an additional \$150 cleaning fee
- **We do our best to accommodate additional tables for gifts, games, etc.**
 - Please inform the event coordinator in advance
- **Children younger than 12 years of age will be charged 50% of the adult package price or may order from our children's menu**
- **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
- **To preserve the quality of the food prepared, some items are not permitted to be taken off-site**
- **We provide black linen dinner napkins and black table linens on the buffet**
- **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, white, or ivory) ~ \$8 per piece
 - White or ivory dinner napkins ~ \$25 per 50 pieces
- **Our second-floor bar functions as a service bar for our event staff**
 - This bar is always stocked with wine by the glass and draft beer
 - Regardless of beverage package, mixed drinks are always available upstairs ~ they will be cocktailled by our event staff from our downstairs bar