

GENERAL INFORMATION

We look forward to hosting your event and assure you that our staff will offer you and your guests the utmost in professional service. To assist in finalizing your event, it is important that you are aware of the following guidelines.

FUNCTION ROOM ASSIGNMENTS

At the time your function is booked, a credit card authorization and \$500.00 deposit are required to reserve and guarantee space for your event.

The classically detailed Wine Cellar provides an intimate view of our reserve wines and offers an ideal private dining option for groups from 15 to 35 guests, for both business and social events.

Located on the lobby level next to the Wine Bar, the entirely private, marble-floored Stagione Banquet Room offers elegant, fine dining for social or business banquet accommodations for private groups from 25 to 60 guests.

Our original Main Dining Room on the first floor level can host private groups for as many as 100 dinner guests, and The Wine Bar can host up to 85 for receptions—together the Main Dining Room and adjacent Wine Bar may accommodate groups of up to 150 guests.

The Daily meeting space is held for use from 8AM to 5PM unless confirmed otherwise. Evening function space commences at 6PM and is normally reserved for food functions. Meeting rooms cannot be held on a twenty-four hour basis without specific arrangements made in advance. This may also require additional charges.

FOOD FUNCTION POLICIES

All food and beverage must be supplied by The Penn's View Hotel. There will be no outside food or beverage of any kind permitted in public or conference areas. Guarantees are required 48 hours prior to your event (72 hours over weekends or holidays) and reflect the minimum number of meals for which you will be charged. (The room may be set for additional persons above your guarantee.) Should you have additional guests, our kitchen staff will make every effort to duplicate your menu, or provide a substitute entree in the event that this cannot be done.

Food functions are subject to a cancellation fee of \$500.00 in the event of cancellation less than thirty (30) days prior to the date of your function. A 10% city liquor tax and 20% gratuity will be applied to all wine and liquor purchases. An 8% PA sales tax and 20% gratuity will be applied to all food purchases.

The hotel will be prepared to serve a small number of alternative entree selections to persons with restricted diets at no additional charge. (Advance notification of these requests will facilitate prompt and excellent service.)



BRUNCH RECEPTION

Choice of One (1):

Ricotta Stuffed Crepes
· Blueberries, Almond Honey ·

Italian Toast
· Bananas, Chocolate, Hazelnut ·

Bombolini (Mini Donuts)
· Cinnamon Sugar ·



Choice of One (1):

Italian Sausage & Broccoli Rabe Quiche

Spinach & Fontina Quiche

Uova in Purgatorio with Grilled Focaccia



Choice of One (1):

Orecchiette
· Roast Pork, Broccoli Rabe ·

Agnolotti Pomodoro

Gnocchi
· Scrambled Eggs Carbonara ·



Choice of Two (2):

Semolina English Muffins
· Pancetta, Egg, Cheese ·

Onion Tarrali
· Smoked Salmon, Red Onion Giardiniera,
Herb Cream Cheese ·

Challah
· Prosciutto, Goat Cheese, Arugula ·

Fennel Seed Tarrali
· Smoked Mushroom, Egg White, Chives ·

Housemade Bagel
· Black Truffle, Quail Egg, Pecorino ·



Tomato Mozzarella Salad
Applewood Smoked Bacon
Turkey Sausage
Eggs
Skillet Potatoes
Sliced Fruits

Orange Juice
Coffee, Decaffeinated Coffee
Assorted Teas

\$48.00 PER PERSON

8% PA/Phila. Sales Tax will be applied
20% Gratuity will be added to all charges
10% Phila. Liquor Tax added to all alcohol charges



CREDIT CARD BILLING AUTHORIZATION FORM

FAX: (215) 922-7642

GUEST INFORMATION

COMPANY/GROUP NAME: _____

CONTACT NAME: _____ PHONE: _____

ARRIVAL DATE: _____ DEPARTURE DATE: _____

EVENT DETAILS (IF APPLICABLE): DATE & TIME _____ NO. of GUESTS _____ SPACE _____

CHARGES TO BE BILLED (PLEASE INDICATE BY MARKING AN X IN THE APPROPRIATE BOXES BELOW)

- | | |
|---|---|
| <input type="checkbox"/> ALL CHARGES | <input type="checkbox"/> CATERING AND MEETING CHARGES |
| <input type="checkbox"/> GUESTROOMS AND TAXES | <input type="checkbox"/> CATERING DEPOSITS: \$ _____ |
| <input type="checkbox"/> GUEST INCIDENTALS | <input type="checkbox"/> OTHER (Description): _____ |

CARD HOLDER INFORMATION

COMPANY NAME: _____

FIRST NAME: _____ LAST NAME: _____

BILLING ADDRESS: _____

PHONE: _____ EMAIL: _____

- AMERICAN EXPRESS VISA MASTERCARD
 DISCOVER DINERS CLUB

CREDIT CARD NUMBER: _____ EXPIRATION DATE: _____

I HEREBY AUTHORIZE THE PENN'S VIEW HOTEL/PANORAMA TO USE THE CREDIT CARD INFORMATION PROVIDED ON THIS FORM EITHER AS A GUARANTEE OR AS PAYMENT FOR THE CHARGES DESCRIBED ABOVE. SUPPORTING DOCUMENTATION WILL ACCOMPANY ALL CHARGES. BY SIGNING BELOW, I AGREE TO PAY MY CREDIT CARD ISSUER FOR THE CHARGES AGREED TO ABOVE IN ACCORDANCE WITH MY CARDHOLDER AGREEMENT.

CARD HOLDER'S SIGNATURE DATE