

**KEY HALL AT PROCTORS  
2021 RECEPTION PACKAGE PRICING / HOSPITALITY INCLUDED\***

	January to April Saturday	January to April Friday & Sunday	May to December Saturday	May to December Sunday
Curtains Up	\$97	\$92	\$102	\$97
Broadway Offerings	\$109	\$102	\$116	\$109
Opening Night	\$134	\$125	\$141	\$134
Prosecco Brunch Packages are available beginning at noon on Saturdays and Sundays only. Pricing starts at \$88. Ask your planner for details.				

**Please Note: Minimums do not include NYS Sales Tax. All prices are subject to NYS Sales Tax.  
All prices are subject to change.**

**Published pricing reflects a 2% cash payment discount. Personal checks are accepted for deposits up to ten (10) days prior to function date. Thereafter, acceptable forms of cash payments include certified bank check, certified personal check or cash. As a convenience we will accept credit cards, but pricing will revert back to our non-cash rate. Should full payment not be received in the terms outlined in your contract, a 1.5% monthly interest charge will be assessed on the unpaid balance.**

Pricing is valid for events at Key Hall at Proctors. For other venues, ask for details.  
We offer 10% off our lowest package price for Monday - Thursday wedding receptions.

————— Summer Special —————

All June, July and August wedding receptions select, with our compliments,  
uplighting or a sweet memory station.

————— Deposits —————

\$2,000 initial deposit due at time of contract, \$3,000 is due nine (9) months prior to event,  
1/3 of estimated total is due three (3) months prior to event.  
All deposits are non-refundable.

Full payment will be due at your final meeting, based on your guaranteed count.  
In the event your function's total cost exceeds the total estimate paid,  
the difference will be due and payable on the day of your event.

————— Our Hospitality Includes —————

Set-up/breakdown of food, beverage and guest tables, event manager, service professionals,  
standard table settings, poly-cotton table linens in choice of white/ivory/black/brown  
and choice of colored napkin

————— Financial Minimums —————

Financial minimums are required for our Ballroom for peak-season Friday and Saturday evening events,  
as well as some holiday weekends.

Friday evening minimum = \$9,500 • Saturday minimum = \$12,000  
*Reduced minimums are offered for Sundays*

**Guarantee Estimate:** Attendance and pre-selected meal counts for your event must be received ten (10) days in advance of the event. At 72 hours prior to your event, the count is considered a guarantee and you will be billed for that number or the number of guests served, whichever is greater.

**Gratuity:** A gratuity or tip is not required. However, if you feel our waitstaff has exceeded your expectations you are welcome to provide a gratuity/tip which will be fully distributed to the service personnel who provided the service for your event or to the staff members to which you specifically designate.

**PRIVATE BRIDAL COCKTAIL HOUR** / A room for a private cocktail hour for the bridal party, occurring during your guests' cocktail reception, is available on a complimentary basis. The set-up includes: an assorted cold display platter, stationary hors d'oeuvres, assorted soda and water, assorted wines, champagne and bottled beer.

**CELEBRATE WITH CARE** / Mazzone Hospitality observes a "serve alcohol with care" policy. We reserve the right to make decisions on continued service of alcoholic beverages. No "shots" under any circumstances, for any event, will be served. We ID guests who appear to be under the age of 25. No alcohol will be served without proper ID. No vendors you have hired are permitted to consume alcohol on our premises; soft drinks will be served.

**GUARANTEE** / Guaranteed attendance for your event must be received ten (10) days in advance of the event. At 72 hours prior to your event, the count is considered a guarantee and you will be billed for that number, or the number of guests served, whichever is greater. NYS sales tax will be added to your invoice.

**EARLY ARRIVALS** / We strive to provide all of our guests with individual attention and dedicated service. Therefore, we must ask your cooperation by not having your guests arrive prior to your designated start time. Please consult your event planner in advance if this will be a problem. Formal pictures at our location may not always be possible.

**PHYSICAL ARRANGEMENT** / Our receptions include all necessary glassware, china, stainless flatware, poly-cotton linen for guest tables in choice of white/ivory/black/brown, and your choice of napkin color. If special rental equipment is necessary for your event, they can be rented and the cost added to your final invoice.

**MEALS FOR VENDORS (BAND, PHOTOGRAPHER, ETC)** / Should you wish to provide food and non-alcoholic beverages for your vendors, \$48.00+\* per professional will be added to your invoice.

**WEDDING CAKES** / Our reception packages include your choice of one of our carefully crafted wedding cakes. You may also select from an outside bakery and receive a \$2.00 per person allowance, based on your final guaranteed count.

**OVERTIME FEE / (WITH THE EXCEPTION OF THE BRUNCH PACKAGES)** / Our prices, as listed, are for a maximum five (5) hour time period. For events that extend beyond this time, a \$10.00+\* per person, per hour fee will be charged based on your original guaranteed guest count. This overtime fee includes use of the facility and continued bar service. Please note that overtime is at the discretion of management.

**CEREMONY AND REHEARSAL FEE** / A fee of \$800 will be charged for groups up to 200 guests for an on-site indoor ceremony taking place at Key Hall at Proctors. Consult your event planner for pricing on larger groups.

**FEES FOR CHILDREN** / 8 years and younger: \$18.00+\* per child includes a children's meal, hors d'oeuvres, non-alcoholic beverages and cake; 9-20 years: full package price with credit for the bar.

**SECURITY** / In the spirit of hospitality, the team at Mazzone Hospitality understands that from time to time we may be asked to assist with the storage of personal items. We are happy to accommodate requests to store items of limited value such as coats, conference materials, inclement weather gear, etc. At most locations we do not have a secure storage area and therefore we cannot assume any liability for holding these items on the customer's behalf. Our team is unable to hold or store items of obvious value such as purses, jewelry, gifts, money, etc.

**DÉCOR LIMITATIONS** / The safety of our guests and staff is of utmost importance. Therefore we are unable to permit or facilitate the use of open flames or sparklers. The use of bubbles, balloons, confetti and birdseed at our venues is limited; inquire with your event planner for specifics. DIY décor may incur additional fees; inquire with your event planner for details and pricing.

**GRATUITY** / A gratuity or tip is not required. However, if you feel our waitstaff has exceeded your expectations you are welcome to provide a gratuity/tip which will be fully distributed to the service personnel who provided the service for your event or to the staff members to which you specifically designate.

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\*+Plus applicable sales tax.