

Chef Alan's American Bistro
Banquet Fact Sheet – West Reading

Party Room Set-ups:

We use – 60 inch round tables to seat 8 (9 max.)
We have 6-foot tables for displays, head tables, buffet, etc.
Other tables available if absolutely necessary:
8 foot, 5 foot, pop-up 30"x30"

Seating Capacities:

Maximum capacities without extras—deduct space & capacity for additions such as head tables, movie screens, display tables, etc., buffets, and dance floors. Combination of rounds and longs give different totals.

Oxford Seating:

Rounds of 8	100	All tables
Longs of 8	128	All tables

Cambridge Seating

Rounds of 8	48
Longs of 8	64

Full Downstairs Room

Rounds of 8	160
Longs of 8	200

Normandy Room (upstairs) (Not available Friday & Saturday nights.)

Squares	48
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Menus:

Choose from Banquet Buffets, Packages or Hors d'oeuvres.

- A La Carte – Choice of two entrees from ala carte menu. Add \$5.00 to include beverage (coffee, hot or iced tea, milk or decaffe) (sodas extra) and dessert.
- Dessert choices –

Ice cream with cookie	Fudge Brownie
Chocolate Cake	Apple pie (a la mode add \$1.29)
- Premium Desserts -

Dulce De Leche Cheese Cake	(Add \$ 3.00)
Carrot Cake	(Add \$ 2.00)
Peanut Butter Pie	(Add \$ 3.00)
Sinful Chocolate Torte	(Add \$ 3.00)
Vanilla Bean Cheesecake	(Add \$ 3.00)

- Menu selection should be decided 10 days in advance, guaranteed number 48 hours in advance.
- **Deposit:** A non-refundable deposit of \$100 per room is required and will be deducted from final bill.

Room charges will apply for meetings, minimum food service or minimum numbers of customers per room.

Extras:

1. Screen	\$ 25.00
2. Slide projection/screen	35.00
3. Overhead projector	35.00
4. T.V. with VCR	35.00
5. Large screen T.V.	N/A
6. White board markers (We do not supply flipcharts)	10.00

Room will be available only one hour prior to function time booked (for decorating).

Air conditioning or heat will be turned on one hour prior to function.

Decorating:

Centerpieces, balloons, etc., are fine to bring. Tape or tacks on walls are not permitted. There will be an extra clean-up fee of \$50.00 for excessive paper or confetti left in room.

