

*SAVOR...READING
CATERING by SMG*

The Sovereign Center & Sovereign Performing Arts Center

Food & Beverage Policies

SAVOR...Reading Catering by SMG is the exclusive food and beverage provider for the Sovereign Center and the Sovereign Performing Arts Center. No food or beverage of any kind will be permitted to be brought into the facility by the patron or any of the patron's guests or invitees. Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

Beverage Service

We offer a complete selection of beverages to complement your function. The Pennsylvania Liquor Control Board regulates alcoholic beverages and service. As the licensee we are responsible for the administration of these regulations. Alcoholic beverages may not be brought onto the premises from outside sources. We reserve the right to refuse alcohol service to intoxicated and underage persons. Alcoholic beverages may not be removed from the premises.

Menus

The following menus are designed as guidelines to assist you in the selection of your food and beverage services. Please note that our catering team welcomes the opportunity to customize menus and services to create unusual or thematic events.

Pricing

A 19% service charge will be applied to all food & beverage sales (including alcohol). A 6% sales tax will be added to all food, beverages, labor, rental, floral and service charges. Guaranteed prices will be confirmed with a signed contract and the specified deposit. We require a non refundable deposit to hold ballroom dates.

Contracts

A signed copy of the Catering Contract must be returned 2 weeks prior to your event. The signed contract with its stated terms and addendum (if applicable) constitutes the entire agreement between the client and *SAVOR...Reading Catering by SMG*. Once an event is confirmed with a deposit, we can arrange a menu tasting for two, prior to your event. In order to book a menu tasting, we require at least two weeks notice of your preferred date of visit. We then check availability. At the time of booking the tasting, please confirm the menu items and side dishes you would like to taste. The maximum number of choices for tastings are four entrees and four accompaniments or hors d'oeuvres. Additional items for tastings will be added to the final contract.

Guarantees

The guaranteed number of attendance is required 72 hours or 3 business days prior to the date and time of the function (a business day is defined Mon-Fri by 12 noon). If the guarantee is not received as stated, the number specified on the contract will be your guarantee. The guarantee is not subject to reduction after the 72 hour deadline. Increases in attendance given after the final guarantee deadline may be subject to additional charges. The Catering Department will prepare the food product for seated functions 5% over the final guarantee to a maximum of 30 people. Additional seating will only be placed, if needed.

Payment

A deposit of 50% of estimated charges is due, along with the signed contract, by the date specified in the Catering Contract to guarantee services. Any increases in final guarantee are due and payable prior to start of services. Any on-site adjustments, additions or replenishments of the contracted catering services will be reflected in a final invoice, payable within 15 days of receipt. The catering department does not extend direct billing. As such, a guarantee payment is required for all functions. You may finalize your account by company check, personal check, Visa, MasterCard, American Express or cash. The Catering Department will process/pre-approve your credit card for any estimated balance due three business days prior to function date.

Cancellation Policy

Cancellation of contracted services must be made in writing a minimum of 4 weeks prior to the scheduled function. If the event is cancelled less than 14 days but more than 72 hours (3 business days) prior to the event, a fee of 75% of the total estimated services will be charged. Any event cancelled less than 72 hours (3 business days) prior to the event would incur 100% of the estimated charges. Ballroom deposits are non-refundable.

Facility Services

Round table seating of 8 will be provided unless otherwise specified. Seating diagrams with numbered tables are available upon request. Banquet prices include linens, glassware, china & flatware for up to 600 seated guests. For banquets over 600 guests additional rental charges may apply. On dates with multiple banquets, china use will be given to the functions booked first and rental charges will be applied where needed.

Decorations and Floral

We can assist with decorations and floral arrangements with our business contacts.