

SUNVALLEY BANQUET & PARTY CENTER

ENJOY YOUR PARTY - LET US BE OF SERVICE

The staff and management would like to thank you for selecting SunValley Party Center for your upcoming event. The staff has been brought together with the intention of assisting you in making your party an exciting and thoroughly enjoyable experience and lasting memory.

With this in mind, the following pages contain certain guidelines and procedures necessary to enable us to work together with you in offering your guests an atmosphere of elegance, warmth, and good food.

Please examine the menus and items provided in this booklet - perhaps share it with family members or friends; then, select those items which will most aptly suit the function which you are planning. If we can be of assistance in this selection, please consult with our staff.

Peggy B. Secura, Owner

To assure you of a firm commitment and reserve the date you have chosen, we require a non-refundable minimum deposit of \$1,000.00

SunValley Banquet & Party Center – General Policies

The following information may be helpful to you in planning for your event at SunValley.

Time Table of Events:

- A signed contract with a \$1,000.00 deposit.
- Attend a food tasting
- Four to six weeks before your event – Final Arrangement meeting
- Friday – one week before your event – provide Final Count and Place Card Seating Chart
- Thursday – the week of your event – provide Final payment and personal decorating items

Place Card Seating

Please advise SunValley of specific seating arrangements and head tables at the Final Arrangement meeting. We encourage place card seating for all events. **Ask for a table seating chart.** Guest cards or “Guest Lists” should be delivered on Thursday prior to your event in alphabetical order by their last name – not numerically by table number. We will supply a table or easel in the foyer for you to display these items.

If place card seating is not used, an additional number of tables equaling approximately 20% must be provided. Each additional table will be charged at a cost of \$20.00 per table.

Reserve Tables

If you are not utilizing place card seating, please provide Seating Cards or Table Tents of names for guests that are to be seated at the reserved tables.

Table Linens and Flowers

SunValley provides, at no additional charge, our standard white linen cloths and your choice of colored napkins. A wide selection of colors are available. There may be a charge for specialty colors.

Please advise SunValley of floral delivery time so we can schedule to accept the delivery.

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Decorating

Special table decorations, flowers, audiovisual equipment, photo booths, entertainers, details of equipment arrangements and unusual requested services must be arranged at the time of menu selection. Decorating is limited to table top only. If you bring in Centerpieces with open candles, the candles must be dripless and the Centerpieces must have a bottom. (No open candles on tablecloths)

Inside decorating is limited to two hours. If you require more than two hours, special arrangements need to be made. If you are providing your own Centerpieces, please have them assembled and ready to place on the tables. We will make every effort to accommodate your decorating requests. All personal item should be delivered to the Center on Thursday (at the time of your final payment.) The tables will be ready for you to distribute your items. If your event is scheduled for Saturday and we have an event on Friday, the Staff at SunValley will place your centerpieces, favors, etc. for you at no additional charge.

If confetti, gel balls, streamers, glitter, small plastic jewels, etc. are used in the table top decorations a \$250 cleaning fee will apply. We discourage the use of balloons. The paddle fans pull the balloons upright and before long the strings are wrapped around the blades and motor of the fan.

SunValley will supply all flowers for the Buffet Table and will coordinate with your colors as close as possible. No decorations may be placed on the bar or buffet tables.

Throwing of Bird Seed is permissible at SunValley (Outside only). Bubbles and live petals are also permitted. Silk flower petals are not permitted to be thrown outside.

Bringing Food / Beverages into the Party Center

Due to Food Service Regulations and liquor policies, no food, beverage, etc. may be brought into the Party Center (with the exception of the wedding cake). "Netted" party favors are O.K. - but not open containers or cups of mints, nuts, candies, etc. These all can be purchased though SunValley for a nominal fee.

Showing the Hall

We love to show the hall !!! The Hall is available for viewing or final arrangements meetings Monday through Friday from 7:00 a.m. until 11:00 p.m. We do not show the Hall when we are setting up for an event, during the event, or when we are cleaning up from an event. Always call for an appointment to avoid being disappointed.

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Bride's Room

The Bride's room is available only to the Bride and Bridesmaids for the duration of the reception.

Ceremonies at SunValley

If your reception is at SunValley there is an additional \$350.00 charge to hold your ceremony on SunValley grounds. SunValley provides an additional hour for your ceremony. This includes the use of the outside grounds, water for your guests on the covered desk, and access to the restrooms. This also includes ½ hour of use of the Bride's room before the ceremony for the Bride and Bridesmaids only. Extra time is available for an additional cost. SunValley can arrange the rental of white chairs for your outdoor ceremony. The cost is \$3.50 per chair plus a \$60.00 delivery fee.

Starting Times

Pricing includes the use of the facilities for 5 hours. All expenses are structured around the 5 hour time period.

Please plan your times carefully. We will open the doors at the precise time that you tell us. There are many, many, last minute details to finish right before we open the doors. Please, please don't ask us to open the doors earlier than previously arranged at the "final arrangement meeting". Remember, the Wedding Party is usually the last to arrive at the reception.

Should you desire additional time

Extra time before the ceremony or reception start time: \$75.00 per hour

Extra reception time: \$175.00 per each additional ½ hour, plus the security guard. Closing time is 1:00 A.M.

Final Count

Your final count is due on Friday the week before your event by 9:00 A.M. Please call us promptly with your final count. Your place card seating chart is also due on Friday. SunValley will charge \$20.00 per table for changes that are made to your place card seating after Friday.

Note: The number of guaranteed guests will be charged in full even if fewer guests attend.

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Wedding Cake

If the wedding cake is dessert, we will cut and plate the cake. We will then wrap the remainder (if any is left) or leave in large layers for you to take home. If we cut and plate the entire cake and it is not eaten, the pieces will dry out overnight. If you leave the remaining cake in large pieces, it will stay fresh longer. If you want us to wrap any pieces for guests to take home, please furnish us with napkins to do so.

Payment

Payment for your event is due 48 hours prior to the start of the event. We accept personal checks and most major credit cards. We do not accept out-of-town checks or second party checks. When you bring out your Centerpieces, place cards, etc., bring your payment. (For a Saturday event, this is always on Thursday)

Non - Smoking

SunValley is a non-smoking facility. The outside deck is the designated smoking area. You may select another area as a designated smoking area, such as the gazebo.

Remaining Food

Here at SunValley, we believe in full and plentiful. The portions are very generous. We prepare enough food for an additional 5% of guests. If we presented only enough food for the exact number of guests, the last person going through the line would receive the last of the pan. The Buffet remains open 20 minutes after the last guest has gone through for seconds. By this time, all the hot food is gone. You only pay for what you eat.

DJ / Photographer

Please advise your photographers of the serving time to avoid interruption and confusion. When selecting a serving time, please allow your photographer enough time to take pictures. (Most photographers need one hour) We always serve on time and it is impossible for us to hold our meal.

Bands/DJ/ Entertainment/Photographer

No auditions are permitted at SunValley. Persons other than invited guests are not allowed.

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If you are providing dinner or beverage service for your photographer, or DJ / Band members, please include these guests in your final count. SunValley will supply a dining table located near the end of the dance floor for the DJ and photographer.

Service Charge and Sales Tax

A 20% service charge and state sales tax are automatically charged on all banquet functions.

Contact Us

Remember, we are available for all your questions or concerns. Please call on us.

Peggy Secura

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SunValley Banquet & Party Center
10000 Edwards Lane • Chagrin Falls, Ohio 44023
330-562-6277

Information for DJ's and Bands

We hope the time that you spend at SunValley will be enjoyable and we will extend to you every professional courtesy. The following information is to prevent any type of miscommunication the night of the event.

1. Please contact us at 330-562-6277 at least one week prior to your scheduled event to confirm scheduling. You may set up one hour prior to the time that the doors are scheduled to open.
2. Please bring your own equipment. We will furnish you with one 8' rectangle table. If you need additional tables, please bring your own.
3. Please set up in the designated area with no cords stretching into the dance floor area. Please duct tape all other cords onto the floor.
4. If you are included as a guest, please eat at the scheduled times. Please don't ask for special times to eat or cut in line in front of other guests.
5. Don't drink alcohol. Unless you have special arrangements with the Hosts, don't drink. You're a professional entertainer paid to provide entertainment for the evening.
6. Please, watch your times carefully. When it's over - it's over. Playing music after the scheduled time only creates problems.

We want everyone to have an enjoyable and SAFE evening. Please refrain from encouraging guests to dance on tables or chairs or from any activity that would put them in any type of danger.

DJ or Band Representative

Date