



KESWICK HALL  
AT MONTICELLO

# Banquet Services General Information

## Alcohol

The Virginia Alcoholic Beverage Control Bureau regulates the sale and service of all alcoholic beverages. Keswick Hall is responsible for the administration of those regulations. Keswick Hall is the only licensed authority to sell and dispense wines, liquors and other alcoholic beverages for consumption on premises. This regulation extends to the Club, Pool, Spa and Golf Course as well.

Alcoholic beverages must be purchased from the Hall prior to 1:00 a.m. Alcoholic beverages may not be taken off the premises. Alcohol brought onto Keswick Hall's property for public events is prohibited.

The use of private hospitality suites requires that a Keswick Hall staff bartender is in attendance for private functions serving alcohol. Private event wine licenses may be purchased. The special event license will allow individual clients to bring wine to Keswick Hall for consumption at private events. There is a corkage fee of \$25.00 per bottle.

In accordance with Virginia State Law, Keswick Hall will not serve alcohol to guests under the age of 21. Please note that a **driver's license or a passport with a photo ID may be required of guests who wish to consume alcoholic beverages.** The Virginia Alcoholic Beverage Control Bureau does not accept college ID's.

There is a Bartender Fee of \$90.00 per bar and a \$125.00 fee for a Cash Bar.

Any event over 100 guests requires one security guard per 100 guests. There is a service fee of \$30.00 per hour/per guard.



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**Audio Visual Equipment**

Keswick Hall will provide all audiovisual equipment and service from a contracted audiovisual company. Please contact your Catering Manager for information.

**Coat Check**

Coat check service is available and recommended for social functions. There is a service fee of \$15.00 per hour for an attendant, one attendant per 50 guests is recommended.

**Exclusive Use**

For events that have booked all 48 guest rooms and would like to take advantage of “Exclusive Use”, there will be a charge of \$10,000.00 per day. Please contact your Catering Manager for more information.

**Floral Arrangements and Plant Design**

Keswick Hall can arrange for stunning floral centerpieces and greenery suited for all events. Please inquire with your Catering Manager for suggestions.

**Food and Beverage Service for Catered Events**

Keswick Hall is the exclusive caterer for all business, social and sporting events. Due to price fluctuations in the market, menu items and food and beverage pricing are subject to change and guaranteed for six (6) months from the date of the contract.

**Function Rooms**

Private function rooms are designed around a resort theme. Many of the rooms have fireplaces for the winter months and outside accessibility for the warmer months. Space is assigned based upon the expected number of guests. A room rental charge will apply as follows:

\$500.00	Keswick I
\$500.00	Keswick II
\$500.00	Keswick III
\$1,500.00	Keswick I, II and III
\$250.00	Garden Room
\$250.00	Boardroom

Keswick Hall reserves the right to reassign event space.

**Gift Certificates**

Gift certificates may be purchased for all Keswick Hall services including our award winning Fossett’s restaurant, Spa and Golf Course. These are available through the Concierge at the front desk at 434-979-3440 or online at [www.keswick.com](http://www.keswick.com).



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**Guarantees**

The Catering Department requires a guaranteed guest count no later seventy-two (72) hours prior to all Corporate events, and no later than five (5) business days prior to all Wedding and Social events. This count is not subject to reduction. Please refer to the business contract for additional details.

**High Speed Internet Access**

Keswick Hall charges an internet connection fee of \$150.00 and a daily usage fee of \$50.00 per day.

**Menu**

Keswick Hall's Banquet menus emphasize contemporary American cuisine. All ingredients used are the freshest possible and subject to seasonal availability.

Please note that local health code ordinances do not permit our guests to remove food from our banquet sites.

Dietary substitutions are available upon request by the client with advance notice.

**Payment**

A deposit is required to confirm all private function space. A schedule of additional deposits will be included in a letter of agreement.

For weddings, ninety (90%) percent of estimated charges will need to be prepaid prior to arrival date. An initial non-refundable deposit of \$5,000.00 is due with contract signature.

All events including events with direct billing privileges require a credit card number on file to secure the event. Any direct bill accounts are to be paid in full thirty (30) days from billing date.

**Shipping and Receiving of Packages**

Packages for meetings may be delivered to Keswick Hall two working days prior to the date of set up. Five or less packages, held more than two working days, will result in a holding fee of \$50.00 per day. More than five packages will be charged a daily rate of \$10.00 per package.

Please include the following information on all packages to insure proper delivery:

1. Conference name/Client's name
3. Date of function
4. Catering Manager and contact's name
5. Shipping address:

Keswick Hall

701 Club Drive

Keswick VA 22947



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Keswick Hall can assist with the return shipping of outgoing packages at the end of the event. There will be a handling fee for all packages not prepared in advance for shipment. Please consult with your Catering Manager for arrangements.

**Special Events and Weddings**

Keswick Hall waives room rental charges for our wedding parties. There is a food and beverage minimum spend of \$22,000.00 and a golf and spa ancillary spend of \$3,000.00. Please consult with your Catering Manager for additional details.

The Ceremony Site Fee is \$750.00 and includes the venue, white padded folding chairs and on site ceremony coordination by the Catering Manager.

A plating fee of \$3.50 per person is charged for guests who prefer to bring in a cake from an outside vendor.

For groups of less than 20 guests, there will be a buffet surcharge of \$125.00 in addition to the buffet menu pricing.

Tents are permitted at Keswick Hall and can accommodate up to 400 guests. For additional information and pricing, please contact Virginia Tent Rental at 434-296-7595.

**Taxes**

Currently all food and beverage is subject to a 20% taxable service charge and a 9% state sales tax. These figures are subject to change. In order for the Hall to accept tax exempt status, a copy of the tax exempt certificate must be received by the Accounting Department ten (10) business days prior to the arrival date.

Setup charges and setup fees are taxed at 9%.

**Valet Parking**

Valet parking is available upon request. There is a service fee of \$25.00 per hour for each attendant. A seventy-two (72) hour notice is required.