

Carlisle Ribbon Mill

Banquet Facility

Rental Fees

<u>Weekend & Holiday Rates (Fri-Sat, 9 a.m. – 11:59 p.m.)</u>	
Banquet Hall plus Bar Room	\$3100.00
With ceremony	3400.00

Holiday (on actual holiday)	5000.00
With ceremony	5300.00

Sunday Rental (8 hours)	1800.00
With ceremony	2100.00

Weekday Rentals (Mon-Thurs.)

Half day	800.00
Whole day rental	1100.00

Equipment Rentals (all equipment rentals are subject to sales tax)	
Tables-60" round, seats 8 comfortably	8.00 each
Rectangle. tables- 6' & 8'	5.00 each
Chairs- white with padded seats	3.00 each

Facility Guidelines

- No permanent fixtures to be used. If using double sided sticky tape it must be temporary, removable tape. You may also decorate as much or as little as you like, it may not permanently alter the facility. No nails, screws, staples etc...
- Any flame must be completely enclosed in a non-flammable holder. All candles must have the glass higher than the flame.
- No roof access. The designated smoking area is the lawn by the steps of the Ribbon Mill front door.
- We charge a minimum of \$200.00 if we must clean up bodily fluids.
- You are responsible for acquiring \$1,000,000.00 event and alcohol liability insurance on the facility for the day of your event. If your caterer does not have liability insurance for the outside venues contact your homeowner or auto insurance company. Your policy may already cover this or you can purchase a one day event policy.
- To save your date we require a \$500.00 non-refundable deposit that goes toward your total. There is also a \$500.00 security deposit due when you sign your contract. This is refundable after your event provided there are no damages. Your final payment and proof of insurance is due two weeks before your event.
- If alcohol is served we do require a licensed bartender. You are free to use the caterer of your choice.
- We will have staff on hand throughout your entire event. If you have any questions please contact us at:

Phone: 717-448-2297

Email: carlisletribbonmill@gmail.com

Web: www.carlisletribbonmill.com

Address: 320 E. Louther Street

Carlisle PA 17013