

MISSION STATEMENT

To provide quality food and services to clients and guests of Legacy Banquet Center and Hog Wild. To create the ultimate dining experience.

To purposely employ staff who best provide a role model and example for others. To actively promote, through management and staff, Christian principals and values.

To provide a clean, safe and healthy environment for all employed.

To properly maintain the building and equipment so that all food can be properly stored and prepared.

For the Staff of Legacy and Hog Wild to be of service to our community by participating in community programs, fundraisers and events.



Banquet & Conference Center

1946 Mercer Grove City Road
Mercer, Pa 16137
724-748-3640



Club/Group Meeting Guidelines 2007



Legacy Banquet Center

- Weddings & Receptions
- Rehearsal Dinners
- Bridal & Baby Showers
- Birthday & Anniversary
- Retirement Dinners
- Sports Banquets
- Club/Social Gatherings
- Corporate Meetings
- Dances / Fundraisers
- Holiday Gatherings



www.legacybanquetcenter.com



Hog Wild" Catering
Specializing in
BBQ Pork & Fried Chicken

In addition to full-service catering,
you can also order and pick up your favorite
picnic / party foods!

www.callhogwild.com

ONE CALL DOES IT ALL!

724-748-3640

1946 Mercer Grove City Road
Mercer, PA 16137

Owners: Darla & Chris Motta

Without providing us an exact advance count of guests for each meeting, the Legacy Staff is provided with a very difficult task of setting and preparing meals in advance of the club/group's arrival. We obviously require your patience if more guests arrive than we originally prepared for.

On the other hand, obviously there are many times when we incur the expense of preparing more meals than are needed for lower attended meetings.

In exchange for the courtesies that we extend to club/groups, it is our hope that you will use the services of Legacy and Hog Wild for any of your catering needs, banquets and holiday parties. In addition, please remember us when planning events for your business, church or personal needs.

We appreciate the opportunity to work with your Club/Group. Please let us know if we can assist in any other ways to help make your Club/Group and its activities successful!

MEETING GUIDELINES

(Continued)

- A copy of the club/group's tax exempt form must be supplied to the office.
- Club/Group rates do not include a 20% standard service charge added to all Legacy events.
- There will be a yearly review of rates and services for each club/group.
- Each year the person in charge must sign a Client Service Agreement to be aware of Legacy Policies.
- When possible, we would be happy to assist with fundraising events for the benefit of this community or specific club/group projects.

POSSIBLE FUNDRAISER IDEAS

Oldies Dance
Square Dance
Themed Party
After Hours Event
Pancake Breakfast
Luncheons
Dinner Parties
Dinner & Show
Hawaiian Luau

With the resources of Legacy & its staff
the possibilities are endless!

Dear Club Members,

On behalf of our management team and all staff, it is my extreme pleasure to welcome you to our facility! I am very excited and proud of the business that we have established here with both Legacy Banquet & Conference Center and Hog Wild Catering.

We hope you will consider our facility and/or services for your regular meetings in addition to your fundraisers, events and holiday gatherings.

I welcome your suggestions, comments and concerns at any time as it is important that we continue to identify any way possible to improve on the quality of our services.

I look forward to working with you!

Darla

Darla J. Motta
President

2007 RATE SCHEDULE

Luncheon Meetings \$10.00/person (Regular rate \$12.24 plus tax)

- Chef's choice meal (typically one entrée, one side and soup or salad)
- Chef's choice dessert
- Iced Tea, Water, Hot Tea and Coffee
- Use of the small banquet room or a section of the large room for (1) one hour
- Recommended minimum number of guests 15

Dinner Meetings \$12.00/person (Regular rate \$17.10 plus tax)

- Chef's choice meal (typically one entrée, two sides and soup or salad)
- Chef's choice dessert
- Iced Tea, Water, Hot Tea and Coffee
- Use of the small banquet room or a section of the large room for (2) two hours
- Recommended minimum number of guests 15

Dessert or Light Appetizer

Meetings \$7.00/person (Regular rate \$4.75 plus tax PLUS room rental of \$75/hour)

- Choice of assorted desserts or light appetizers
- Iced Tea, Water, Hot Tea and Coffee
- Use of the small banquet room or a section of the large room for (1) one hour
- Recommended minimum number of guests 20

MEETING GUIDELINES

- As there is no rental charge for use of the facility, all guests attending a meeting or event will be charged the full club/group rate. Upon request, most items can be packaged "to go" in place of eating at the meeting when necessary.
- Although there is normally a \$200.00 minimum for any event at Legacy, we have reduced this amount for clubs/groups that meet on a regular basis. Minimums are required to cover the costs of:
 - Set up of room / tables
 - A Chef to prepare meals - approx. 3 to 4 hours
 - Banquet Staff - approx. 4 or more hours
 - Food costs
 - Beverages
 - Utilities and other fixed costs
 - Storage of Club/Group supplies
 - General use of facility as we refer other clients from your groups date and times
- Recommended minimum number of guests will be reviewed if minimums are not met for more than two meetings.
- Legacy will include regular club/group meetings on its website and in other available forms of advertising as available. Includes: cable advertising, bulletin boards, trade show displays, etc.
- A minimal amount of club/group banners, etc. are permitted to be stored at Legacy for clubs/groups that call Legacy their home. We are not responsible for lost or stolen items.