

Wyndham
The Alumnae House of Bryn Mawr College

-Catering Policies-

Menus

Enclosed for your considerations are Wyndham's catering menus. Our kitchen staff is exceptionally versatile and you are not limited to these selections; special requests are welcome. Please note that the prices quoted are current and are subject to change but may be confirmed three months prior to your event.

Beverages

Pennsylvania law prohibits any caterer from purchasing or transporting alcohol. You may deliver your alcohol to Wyndham 2-3 days prior to your event. Please consult with the Manager regarding delivery date and location. Any unused liquor, beer or wine will be returned to you at the end of your affair.

Bar Supplies

We will provide all non-alcoholic bar supplies (ice, cocktail napkins, fruit, sodas and mixers) for \$3.75 per guest.

Guarantee Policy

We require a minimum guarantee three working days prior to your affair. Within the three days of the guarantee, with approval of the Chef, you may raise the number, but you may not lower it. We customarily prepare 5% above your guaranteed number to insure last minute needs.

Payment Policy

We require a signed contract with a deposit equal to the rental fee to hold the date of your event. The estimated balance is due in our office 48 working hours prior to the day of your affair. We accept personal checks, Mastercard, Discover and Visa.

(Please Note: All leftover food remains the property of Wyndham and cannot be issued to guests following a catered function. No credit will be issued for leftover food or unused items.)

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-Amenities-

Equipment

Our pantry is fully stocked with china, silver and glassware to accompany your event. Our basement is also stocked with tables and chairs in sufficient quantities to handle most affairs. Should we require any additional equipment to handle your event we will make the necessary arrangements and bill you accordingly. We may be able to provide all 60" round tables for your affair based on the size and requirements of your event. There is a \$350.00 fee for this service.

Linen

You are welcome to use our house linens, which are white, for your affair. We will be happy to make arrangements for colored linens at an additional charge.

Parking

Parking is available in the Bryn Mawr College visitors' parking lot. In the case of very large events, valet parking is recommended.

Audio-Visual Equipment

The Audio-Visual department of Bryn Mawr College provides a complete line of equipment to meet your needs. Please contact the Manager and we will gladly make arrangements for you.

Service and Staff

There is no additional fee for our regular service staff. For sit-down dinners, we schedule one waitperson for every 15 guests to be served. There is a \$50.00 charge for each bartender; we recommend one for every 50 guests. For special carving and cooking stations, there is a \$50.00 attendant fee. Please refer to our catering menus for those items requiring an attendant.

Time Regulations

Music and entertainment must conclude by 11:30pm. Midnight is our "noise curfew", the time we require all events to be completed. Please be aware that the rental fee for your event reflects a specific time period. If for any reason you need more time, there is an overtime fee prorated based on your rental agreement.

Other Services

We will be happy to assist you with other specialty services such as flowers, entertainment and decor. Names and phone numbers of various professionals are on our Referral List. However, you are welcome to use your own contacts.

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-Referral List-

Floral Arrangements

<i>Bryn Mawr Flower Shop</i>	610-525-4244
<i>Greenwald's</i>	610-527-4970
<i>Perennial Pleasures</i>	610-594-6696
<i>Sheesh</i>	610-520-1603
<i>Trillium</i>	610-642-8140
<i>Tish Long</i>	610-527-3193
<i>Wishes by Carlino's</i>	610-649-4046

Music

<i>Ardath & Terry Belzer, Strings & Woodwinds</i>	610-578-9484
<i>Cindy King</i>	610-520-9456
<i>Fred Crumrine, Pianist</i>	610-627-9039
<i>Jeffery Gordon & Romantic Jazz</i>	609-468-6580
<i>Juke Box John</i>	610-558-0300
<i>Mark Michaels Orchestra</i>	610-527-9301
<i>Prime Time Entertainers</i>	610-825-6855
<i>Shaw Strings</i>	800-383-6775
<i>Sherry Butler Jazz</i>	215-849-5140
<i>Silver Sounds DJ's</i>	800-TALENTS
<i>String Thing Entertainment</i>	610-644-1676
<i>String Variations</i>	610-649-4946
<i>Tom Smith, Pianist</i>	610-353-1058
<i>Another resource:</i>	www.Phillyjazz.org

Pastries

<i>Angie's Fancy Pans</i>	215-287-1474
<i>Aux Petit Delices</i>	610-971-0300
<i>Clay's Creative Bakery</i>	610-647-2119
<i>Scandia Pastry Shop</i>	610-449-3619
<i>Sweet Jazmine's</i>	610-644-1868
<i>Termini Brothers</i>	610-642-7724
<i>Viking Pastries</i>	610-642-9227

Invitations, Menu Cards, Stationery

<i>Lillian Nelson Invitations</i>	610-896-8970
<i>The Little House Shop</i>	610-642-7919
<i>RSVP</i>	610-667-4322

Miscellaneous

<i>Brenda Carpenter Photography</i>	
<i>Journeys of the Heart, Nondenominational Officiants</i>	215-572-8232
<i>The Party Center</i>	610-935-8368
<i>Penn Parking Service</i>	215-233-9470
<i>Plantasia Plant Rentals</i>	610-630-0820
<i>Rev. Peter McGuinness</i>	610-668-8584
<i>Royal Valet</i>	484-645-1960
<i>Liberty Wines and Spirits</i>	610-265-6800
<i>Lindy Powers Photography Studio</i>	302-633-2926