



# the mill

RESTAURANT | BAR | EVENTS

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**THANK YOU** for considering The Mill in Hershey for your special event and private or group dining needs. Located in historic downtown Hershey, The Mill offers a distinctive casual atmosphere mingled with warmth and charm. We feature innovative American cuisine complemented with the use of local farms and artisans. Our professional event planner will be happy to answer any questions you have and guide you through the preparation of your event.

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Our facility is an outstanding choice for group events such as rehearsal dinners, cocktail parties, birthdays, business meetings and other special occasions.

We welcome families and offer an excellent selection of menu offerings for children. The Mill's banquet menus provide guests with a variety of options for all types of events. In addition, we offer an excellent selection of premium spirits, wines, and a variety of seasonal craft beers that only further complement our cuisine. Our guests making reservations for non-private groups are also encouraged to elevate their experience at The Mill by ordering from our extensive banquet appetizer menu.

Our goal at The Mill is to create a positive and memorable experience for every guest who visits our restaurant. We achieve this by providing the highest quality of food, beverage and service to our guests in a casual and friendly environment.

Please visit us at [www.themillinhershey.com](http://www.themillinhershey.com) for additional information.

## **PRIVATE/BANQUET ROOM**

### **INFORMATION AND RESERVATION POLICIES**

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**OUR FACILITIES:** Our private dining rooms are located on the first and third floors of our restaurant, set in a rustic and warm style. The Swatara Room, located on our first floor, can accommodate cocktail receptions and sit-down lunches and dinners for up to 32 people. The Curry Room, located on our third floor, can accommodate sit-down lunches and dinners for up to 28 people, or cocktail and hors d'oeuvres receptions for up to 32 people. The final space we have is our Third Floor. This area is great for parties of up to 60. For larger parties, up to 100 people, we offer our Third Floor and Curry Room. This would include the Curry Room and would allow for ample seating, as well as accommodate space for a buffet table, gifts, games, etc. A lovely Mezzanine overlooks the Third Floor which would allow an extra area for cocktails and appetizers. The possibilities are endless and can be customized to fit all your needs! If you have any special requests, please contact the event coordinator.

**AMENITIES:** Our tables are finished in a classic mahogany stain. Tablecloths are not necessary, but may be rented at the reserve's cost. If you desire specialty colored napkin linens, they will be rented at the reserve's cost.

**PARKING:** All-day parking is available in our lot; there is additional parking west of our lot on Old West Chocolate Ave. Signs are appropriately located directing you to the additional parking facilities. Overnight parking is prohibited. Parking across the street from The Mill is also prohibited.

**FOOD AND BEVERAGE MINIMUM:** In lieu of a room charge or room fee, we impose a Food and Beverage Minimum to host your event in a private room. This minimum includes all food and beverage consumed by the party. If the minimum is not met, the difference is charged as an "unmet minimum". Please note, the food and beverage minimum does not include tax and gratuity. We do also require a credit card number to be kept on file in the event of cancellation. This card is NOT charged unless noted as the payment you would prefer to use.

Private rooms will be reserved under the following guidelines:

Event spaces are typically available for three (3) hour increments, starting with the reservation time. If you should need the room for a longer duration, contact the event coordinator to arrange additional time. If you would like to extend the end time after the contract has been signed, there is an additional fee of \$100 per hour, when available. (i.e. reservation end time is 8pm but room is only vacated by 8:30pm, an additional \$100 fee would be incurred.)

### **FOOD AND BEVERAGE MINIMUM ESTIMATES:**

(Please note: F&B Minimums do NOT apply to non-private groups.)

Please contact the Event Coordinator for exact pricing. Pricing is dependent on date and time.

#### **LUNCH:** Monday - Sunday

(Opening 3:30pm)

Curry Room	\$300
Swatara Room	\$450
3rd Floor	\$750
3rd Floor & Curry Room	\$1000

#### **DINNER:** Friday - Saturday

(4pm - Closing)

Curry Room	\$2500
Swatara Room	\$2800
3rd Floor	\$4500
3rd Floor & Curry Room	\$6500

#### **DINNER:** Sunday -Thursday

(4pm - Closing)

Curry Room	\$1600
Swatara Room	\$1900
3rd Floor	\$2500
3rd Floor & Curry Room	\$3500

**SERVICE FEE OR GRATUITY:** The gratuity assessed is paid to the service staff as compensation for set-up, food and beverage service, and breakdown of the party or special event. Our standard gratuity of 20% will be added to your food and beverage minimum or final bill, whichever is greater.

**PA SALES TAX:**

Pennsylvania's Sales tax is assessed at 6% for all prepared food.

**GUEST COUNT:** Upon scheduling your event, you will need to provide us with an approximate guest count. The Mill may need to change staffing arrangements, food orders or room configurations to properly prepare for the event. The final guest count needs to be provided no later than 96 hours (4 days) prior to the reservation. Please note, if a buffet option is chosen, the final charges will be based on the confirmed count or actual guests served, whichever is greater. If you did not provide us with menu and beverage options at the time of booking, it will need to be confirmed fourteen (14) days prior to the event. This allows the chef adequate time to source the related food products to prepare for your event. If menu choices are not selected fourteen (14) days prior to your event, the event coordinator reserves the right to choose a menu for you.

**OUR PRICE GUARANTEE:** All prices quoted herein are firm through October 31, 2019. Events booked beyond this date are subject to possible price increase in costs of food and beverage by the restaurant. The Mill implements seasonal menu changes that occur a few times a year. Occasionally, new menu changes may affect your pre-determined menu selections. We will do our best to honor all menu choices made at the time of booking if a menu change has occurred.

**BEVERAGE OPTIONS:** The Mill has an excellent selection of beverage options available to our guests. Everything from non-alcoholic refreshments (soda, house made lemonade, iced tea, coffee, etc.), to a custom bar for you to offer your guests. Premium liquors, beer, and wine are all available to suit your needs.

The Mill is happy to accommodate and control alcohol consumption by your group based on the information you provide us. You are not required to offer alcohol to your guests. Prior notification needs to be made if you choose to limit or not offer alcohol to your guests. If the Open Bar or Limited Bar option are chosen, drinks will be billed based on consumption.

Type of Bar Service must be submitted with menu options fourteen (14) days prior to reservation date. Please note that Cash Bar purchases cannot be applied to the Food and Beverage Minimum contracted.

**MENU OPTIONS:** The Mill offers many menu options to choose from, tailored to meet the specific requirements of our guests for all occasions. Whether it's a casual gathering of appetizers and drinks, a plated meal for a business presentation or social event with buffet, we offer a variety of menus designed to meet all needs. Our event planner will work with you to select the appropriate options from our current menu for your special event. Please inform us if you have dietary restrictions to facilitate an appropriate menu.

**A la Carte Menu:** This option will be charged based on consumption and is only available for Private or Non-private parties of 18 or less. It allows you and your guests to order directly from the full restaurant menu.

**Preset/Limited Menu:** This option is ideal for smaller Private or Non-private parties up to 35. This option is also charged based on consumption and it limits the menu in which guests can order from. This allows for excellent service and food served in a timely manner. If a party chooses this option and does not return their menu options within fourteen days of their event, the event coordinator will choose a menu that will best fit the event.

**Buffet Menu:** This option is great for any size event. This menu creates the perfect option for a party that would include a lot of socialization. A custom buffet menu can be built to offer everything from heavy appetizers to a full 3 course meal.

Please note, the items on the menu may vary slightly due to seasonality of the ingredients. If any changes need to be made, the event coordinator will contact you with this information.

**AUDIO/VISUAL NEEDS:** The Mill offers many AV packages customized for your special event. Pricing guide can be found below. AV must be ordered 14 days prior to your event. AV fees are not included in the Food and Beverage Minimum.

**CANCELLATION POLICY:** Cancellation or change in date must be provided to event coordinator no less than ten (10\*) days prior to your scheduled event. A \$300 cancellation fee will be issued if cancellation is not within the above-mentioned parameters.

*Cancellations made through anyone other than the event coordinator are not valid. Events during the month of December (12/01 - 12/31) are subject to a 30-day cancellation policy.*

**AUDIO/VISUAL PRICING GUIDE:**

\_\_\_ \$75-Projection Support Package:

Audio visual (AV) cable lot, projection stand and tripod screen

\_\_\_ \$150-Value Line Projection Package:

1500+ Lumen projector, tripod or electric screen, projection cart/stand, power cable and power strip

**\*\*All listed prices are inclusive of taxes and service fees.\*\***

**Please contact the event coordinator if you need additional equipment or have any questions.**