



BREWERY | GASTROPUB | EVENTS

We THANK YOU for considering Artifice Ales & Mead for your group dining needs or special event. Located in Manheim's RFO Marketplace, Artifice is a unique location with a casual setting full of charm & character. Let our Event Manager answer your questions and help you plan your perfect event.

Our location is the ideal choice for group events such as bachelor/bachelorette parties, rehearsal dinners, cocktail parties, birthdays, business meetings, after parties, and other special occasions. Artifice's menu has options for everyone, such as family friendly options for the children including craft sodas. Additionally, we have a selection of Pennsylvania crafted spirits and our own craft beers and meads that compliment our menu.

Our mission at Artifice is to make each visit as enjoyable as possible for everyone by serving the best products, with the best service and standards we can in a beautiful and relaxed environment.

Please visit us at [artificeales.com](http://artificeales.com) for more information

# BROADLEAF ROOM

## INFORMATION AND RESERVATION POLICIES

**OUR FACILITIES:** Our beautifully decorated Broadleaf room is our enclosed four-season room. It features garage doors on two sides which open up to our beautifully landscaped lawn. Cornhole and other lawn can be played in this space. This room can accommodate up to 50 people and can be customized to fit the needs of your event. The space also offers a bar and lounge type seating for a relaxing and engaging environment. With five televisions and a blue tooth speaker, this space is suitable for all your entertainment needs. Additional A/V equipment available on request.

**PARKING:** All-day parking is available in our lot located next to Mill 72. There is additional free parking in two municipal lots located nearby within walking distance. Signs directing you to these parking areas are all over; however, if you have any questions, please ask your Event Manager or other service staff for more information.

**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 or semi-private setting. 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 us to use, or in accordance with our policy.

### **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 manager 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 8:30, an additional \$100 fee would be incurred.) This policy is to protect the integrity of our scheduling as presented to other clients who wish to reserve the space and the expectations of other guests waiting for seating.

**FOOD AND BEVERAGE MINIMUM ESTIMATES:**

Please contact the Event Manager for exact pricing. Pricing is dependent on date and time and number of guests. There is a minimum guest number of 30 guests. We have a minimum spend of \$30 per person on Friday and Saturday and \$25 minimum spend Tuesday through Thursday, and Sunday. Below is the minimum spend for 30 guests.

**FRIDAY & SATURDAY:**

(11:00AM - CLOSING)

BROADLEAF ROOM	\$900

**TUESDAY - THURSDAY:**

(3:00PM - CLOSING)

BROADLEAF ROOM	\$750

**SUNDAY:**

(11:00AM - CLOSING)

BROADLEAF ROOM	\$750

**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. If you wish to leave additional gratuities, you may do so.

**PA SALES TAX:** Pennsylvania's Sales tax is assessed at 6% on all applicable purchases.

**GUEST COUNT:** Upon scheduling your event, you will need to provide us with an approximate guest count. Artifice 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 7 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 Manager reserves the right to choose a menu for you.

**OUR PRICE GUARANTEE:** All prices quoted herein are firm through September 30, 2023. Events booked beyond this date are subject to possible price increases in costs of food and beverage by the restaurant. Artifice 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 OPTION:** Artifice has an excellent selection of beverage options available to our guests. Everything from non-alcoholic refreshments (mocktails, craft sodas, Coke products, etc.), to PA distilled spirits for cocktails, and our very own Meads and Ales crafted in house.

Artifice is able to accommodate and control any 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 is chosen, drinks will be billed based on consumption.

**NOTE:** Open and Limited Bar options can be capped at your discretion. **Artifice is required by law to stop serving anyone who is visibly intoxicated.**

Your choice of Bar Service style (Cash, Open, Limited) must be submitted with menu selections fourteen (14) days prior to your reservation date. Guest tickets for bar purchases may be applied to the Food and Beverage Minimum, outlined in your contract at the discretion of Management.

**MENU OPTIONS:** Artifice 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 a buffet, we offer a variety of options to meet your needs. Our Event Manager will work with you to select the appropriate options from our current menu for your special event. Please advise if you or a guest have dietary restrictions to facilitate an appropriate menu. Parties greater than 25 will have buffet style menu.

**A la Carte Menu:** This option will be charged based on consumption and is only available for Private or Non-private parties of 35 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 25. 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 Manager will choose a menu that will best fit the event.

**Buffet Menu:** This option is great for any size event; however, required for parties over 25. 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 Manager will contact you with this information.

**AUDIO/VISUAL NEEDS:** Artifice offers limited AV packages that can be used for your special event. Please refer to the pricing guide below for more information. AV must be ordered fourteen (14) days prior to your event. AV fees are not included in the Food and Beverage Minimum.

**DEPOSIT:** A deposit of \$250 will be collected at time of booking.

**CANCELLATION POLICY:** Cancellation or change in date must be provided to the Event Manager no less than ten (10) days prior to your scheduled event. A \$250 cancellation fee will be issued if cancellation is not within the above-mentioned parameters.

Cancellations made through anyone other than the Event Manager are NOT valid. Events during the month of December (12/1-12/31) 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

\_\_\_ \$75-Value Line Projection Package:  
1500+ Lumen projector, tripod or electric screen, projection cart/stand  
power cable and power strip

**Please let the Event Manager know if you need additional equipment of how we can help make your event better.**