



# Prom Package

Host your School Dance, Formal, Junior Prom, or Senior Prom at Falls Manor!

---

## *I n c l u d e d :*

- Unlimited Soft Drinks & Iced Tea
- Private Suite with Coffee & Tea for Chaperones
- Private Ballroom with Crystal Chandeliers
- Ample Dance Floor with a Disco Ball
- Beautifully Decorated, Delicious Buffet
- Choice of Black or Ivory Linens
- Choice of 63 Napkin Colors
- Lantern Centerpiece for each Guest Table
- Ceiling Draping and Twinkling Lights
- Event Uplighting in your Choice of Color
- Easels if needed
- Event Coordinator & Serving Staff
- 1.5 Additional Hours to Decorate (if needed) | 1 Hour to Break Down

---

## *P r i c i n g & G u e s t M i n i m u m s*

**\$65 per student for a 4 Hour Event**

\$33 For Teachers/Chaperones

\* \$100++ Soda Attendant Fee/1 per every 100 students

*Please add 6% PA Sales Tax & 20% Gratuity*

*6% PA Sales Tax Waived if PA Sales Tax Exemption Certificate is provided (REV-1220)*

*Pricing Valid through 2028 event dates*

Lounge Ballroom - 50 Guests min

Jesse Ballroom - 75 Guests min

Sofia Ballroom - 150 Guests+

*(We can host up to 800 students!)*

\*

*++ Indicates to add 6% tax and 20% Gratuity*



## *Cocktail Hour*

---

### SELECT 1 STATION:

#### TATER BAR

Crispy & fried to perfection, golden and delicious tater tots served with Sour Cream, Ketchup, Cheddar Cheese, and Bacon

#### HOMEMADE FLATBREAD PIZZA STATION

*( Select 2 Pizzas )*

- New York - Traditional Pizza with Shredded Mozzarella & Parmesan
- New York with Pepperoni - Shredded Mozzarella & Parmesan, & Pepperoni
- Margherita - Roma Tomato, Fresh Mozzarella, Fresh Basil
- Grilled Vegetable - Zucchini, Squash, Roasted Peppers, Mozzarella, Balsamic Drizzle
- BBQ Chicken - Tangy BBQ Sauce, Grilled Chicken, Caramelized Onions & Cheddar
- Buffalo Chicken - Spicy Buffalo Sauce, Grilled Chicken, Gorgonzola

*# 1 A D D - O N !*

#### COCKTAIL HOUR BUTLERED HORS-D'OEUVRES (\$15++/person)

Mozzarella Sticks  
Sesame Chicken Bites  
Philly Cheese Steak Spring Rolls with Chipotle Ketchup  
Buffalo Chicken Spring Rolls with Blue Cheese Aioli  
Mini Franks in a Blanket with Dijon Mustard  
Mini Vegetable Spring Rolls with Duck Sauce

---

## *Salad with Fresh Dinner Rolls & Butter*

---

*( Select 1 )*

Garden Salad - Fresh Field Greens with Grape Tomatoes, Cucumbers,  
Shredded Carrots, and Focaccia Croutons  
*Choice of Balsamic, Ranch, or House Champagne Vinaigrette*

Caesar Salad - Crisp Romaine, Shaved Parmesan, Focaccia Croutons with Creamy Caesar Dressing



## *Dinner*

**SELECT 2 STATIONS:**  
*Add an additional station - \$17++/person*

---

### **TRADITIONAL BUFFET**

*(Pick 1 Protein)*

*Served with Chef's Choice Starch & Vegetable*

Chicken Parmesan | Chicken Francaise | Chicken Bruschetta

### **PASTA STATION**

Penne Marinara

Baked Ziti

Macaroni & Cheese

Served with Garlic Bread

### **BOARDWALK BUFFET**

Slider Burgers

Chicken Fingers

Curly Fries Or French Fries

### **TASTE OF PHILLY STATION**

Beef OR Chicken Steak Sandwiches with Melted Cheese, & Fried Onions

*Served with French Fries and Onion Rings*

### **TACO BAR**

Your Choice of Chicken OR Beef with warm Flour Tortillas, Shredded Lettuce,  
Cheddar Cheese, Sour Cream, and Salsa

*Served with Tex Mex Black Beans & Mexican Style Rice*



## *Dessert*

### SELECT 1 STATION:

*Add an additional station - \$10++/person*

---

#### **DOUGHNUT WALL**

Classic Doughnuts presented on our adorable wooden wall with pegs.

*Topping include: Chocolate & Vanilla Glaze, Chocolate Chips, Kit-Kats, Vanilla Wafers, Rainbow Sprinkles, Crushed Oreos, Fruity Pebbles, and a variety of delicious sauces (Chocolate, Caramel, Vanilla, Strawberry, Mango, etc.)*



#### **ICE CREAM SUNDAE BAR**

Vanilla, Chocolate, & Strawberry Ice Cream with Classic Toppings:  
*Whipped Cream, Rainbow Sprinkles, Chocolate Sauce, Caramel Sauce, Glazed Strawberries, Crushed Oreos, Maraschino Cherries, Walnuts in Heavy Syrup, Chopped Butter Fingers, Chopped Kit-Kats, and Marshmallows*



#### **MINI DESSERT SWEET TABLE**

Includes Mini Cannoli, Eclairs, & Cream Puffs along with homemade Cookies, Brownies, Chocolate Mousse, and a Fresh Fruit Display



# *Add These House Favorites!*

## OPTIONAL ENHANCEMENTS

---

### **TASTE OF PHILLY FAVORS - \$9++/person**

House-made Cheesesteak with a package of Tasty Cakes, Ketchup, and Napkin, all packages in a White To-Go Bag with the event's custom seal



### **CHOCOLATE FOUNTAIN - \$10++/person**

Decadent, Flowing Chocolate surrounded by Graham Crackers, Jumbo Marshmallows, Fresh Strawberries, Pineapple, Slice Bananas, Biscotti, and Pretzel Rods. Choice of Milk, Dark, or White Chocolate



### **GIANT CHOCOLATE CHIP COOKIE FAVOR-\$6++/person**

Freshly made in house Giant Chocolate Chip Cookies, packaged in a White Cookie Bag with the event's custom seal



## Optional Enhancements

Please add 6% PA Sales Tax to any enhancement

Prices are subject to change at any time and not guaranteed unless contracted at the initial contract signing.  
Outside DJ, Photographer, Photobooth, and Videographer will incur a \$100 Vendor Fee each.

**\*The following items must be contracted from Falls Manor  
and are not allowed from any outside vendor, absolutely no exceptions:**

Sparling Cider Wall\* \$465  
Custom Ice Sculpture\* \$415  
Cloud Dance \* \$465  
Floor Monogram\* \$370  
Uplighting (Complimentary by Falls Manor)

Open Air Photobooth\* 4 hours \$999 (\$100 extra for proms over 250 students)

360 Photobooth\* 3 hours \$1,099

In House Photographer (4 hours) - \$1,900

In House Videographer (4 hours) - \$1,600

In House DJ - \$1,029

Projector & Screen - \$105 each

Personalized Menu Card - \$2 per person

Upgrade to floor length color linens for guest tables-\$20 per table

**ADD THIS AMAZING BUNDLE:**

**“PARTY-IN-A-BOX” - \$3,700 +6% PA Sales Tax**

Photographer (4 hours, \$150 print credit, consultation, online high-res gallery) [www.ProPhotoByMK.com](http://www.ProPhotoByMK.com)

Event DJ [www.LebtronProductions.com](http://www.LebtronProductions.com)

4 hour Open Air Photobooth [www.LebtronProductions.com](http://www.LebtronProductions.com)



# Terms & Conditions

- Event time varies based on availability.
- Falls Manor hosts multiple events at a time, the entire facility is not guaranteed for any event.
- \$1,500 non-refundable retainer required to reserve the date. For events valued at > \$10,000, a higher deposit will be required.
- After the initial retainer has been paid, the payment schedule is as follows:
  - 50% deposit of the estimated total is half way between the date booked and the event date.
  - Final balance is due 2 weeks prior to the event in the form of cash or certified check only.
  - Other payments may be made in the interim.
- **Once the package has been selected and the contract signed, the package cannot be downgraded and items/services cannot be removed.**
- Payments may be made by CASH or CHECK only.
- A \$200 Refundable Damage Deposit is required with the final payment and will be returned after your event pending any repairs resulting from the said event or to cover any missing or broken items.
- All deposits and interim payments are non-refundable and non-transferable to another event or person.

Available Dates: _____	
Package: _____	Price Per Person _____ ++ x # of Guests _____ = \$ _____ ++
Soda Attendant Fee: # of Attendants _____	x \$100 each = _____ ++
TOTAL \$ _____	x 1.26 (Tax & Gratuity on Food & Beverage) = <input type="text" value="\$_____"/>
<i>Add-ons subject to 6% Sales Tax:</i>	
Outside Vendor Fees: # of Vendors: _____	X \$100 each Price: _____
Add-On: _____	Price: _____
Add-On: _____	Price: _____
Add-On: _____	Price: _____
Add-On: _____	Price: _____
TOTAL ADD-ONS \$ _____	x 1.06 (Tax) = <input type="text" value="\$_____"/>
REQUIRED REFUNDABLE SECURITY DEPOSIT:	<input type="text" value="\$_____"/>
<b>GRAND TOTAL \$ _____</b>	

Initial Deposit of \$ \_\_\_\_\_ on \_\_\_\_\_ Mid-payment \$ \_\_\_\_\_ on \_\_\_\_\_ Final Payment \$ \_\_\_\_\_ on \_\_\_\_\_

Price Guaranteed until: \_\_\_\_\_



## *Outside Vendors, Liability Insurance & Vendor Meals*

---

### 1. Vendor Requirements:

- a. The following outside vendors will incur a \$100 Vendor Fee each: DJ, Photographer, Videographer and Photobooth.
- b. All outside vendors including but not limited to DJ's, Bands, MC's, Photographers, Videographers, Decorators, Planners, Event Stylists, Florists, Bakeries, Sweet/candy table providers, Balloon Arch companies, etc. must be pre-approved by Falls Manor PRIOR to the client contracting for their services. You must submit the list of potential vendors at least 6 months prior to the wedding via email to [info@fallsmanorcatering.com](mailto:info@fallsmanorcatering.com) Vendors are not guaranteed to be approved by Falls Manor.
- c. ALL outside Vendors must be a legitimate registered business AND have a website or social media page with reviews or be one of the paid vendors on The Knot or The Wedding Wire with reviews.
- d. Any outside Vendor is solely responsible for their own labor and set up of any items or services they are contracted for by the client. Falls Manor will not provide any of its own staff to assist any outside vendors.
- e. Outside Vendors have a maximum of 1.5 hours for any set up and 1 hour for any break down. A fee of \$25 for every 15 increments will be assessed to the client for any additional break down time. Addition time may not be added to the set up.
- f. Outside Vendors may not use any of Falls Manor property and Falls Manor will not provide any items that the vendor might need to perform their services. An 8' DJ Table and access to a power outlet will be provided.
- g. Vendors may not consume any alcohol while performing services at Falls Manor and must abide by all rules and regulations set forth by Falls Manor. DJs may not play music above 90 db.

### 2. Liability Insurance:

- a. ALL outside vendors must carry Liability Insurance with at least \$1,000,000 in coverage.
- b. ALL outside vendors must add Falls Manor as an additional insured to their Liability Insurance and submit Certificate of Insurance to Falls Manor at least 30 days prior to your event.
- c. If a vendor without prior approval comes to Falls Manor, "The Day of" management will refuse entry to said vendor and vendor's services will not be allowed to be performed.
- d. In the event an approved vendor has not submitted their Certificate of Liability Insurance or has submitted one WITHOUT adding Falls Manor as an additional insured, that vendor will not be allowed to perform any services at the venue and "The Day of" management will refuse entry to said vendor.

### 3. Vendor Meals:

- a. The following IN HOUSE vendors must be provided with a meal: Photographers, DJs, Photobooth attendant and Videographers. Vendor meals are paid for by the client and are always half price. 2 vendor meals count as 1 person towards the guest minimum.
- b. Providing vendor meals to the outside vendors is at the discretion of the client. If provided, these vendor meals must be paid for by the client. If the vendor meals are not paid for, outside vendors will not be provided with a meal by Falls Manor.