

THE
Refectory
Events

General Information

Event Menus

Groups of 14 or more are required to select prix fixe, buffet or hors d'oeuvres menu.

Event menus are priced per person and do not include the price of beverages.

Event menus must be selected and finalized at least 1 week in advance of an event.

The Refectory will not accommodate menu changes made within 1 week of an event.

Beverage/Bar Menu Selection

Groups of 30+ must select an open bar package or a “dry event” tab.

Open bar packages are priced per person.

A “dry event” offers all non alcoholic beverages, priced per consumption.

Groups smaller than 30 may choose an open bar package **-or-** a per consumption tab with our full beverage menu available.

The Refectory does not allow for a cash bar.

Event menus & open bar packages are customizable for an additional per person fee.

Please refer to the provided event and open bar package menus provided.

Food and Beverage Minimums

Depending on the day of the week, and time of your event, certain event spaces may require a food and beverage minimum.

All food and beverages ordered contribute to the food and beverage minimum.

Any deficit between the subtotal and minimum will be charged to a gift card and given to the event's host at the conclusion of the event.

Food and beverage minimums are quoted for 2 hours of reservation time.

Time extensions are available for an additional fee.

Tax, gratuity and event fee do not count toward meeting the minimum.



Tax, Gratuity & Event Fee

A 20% gratuity will be added to the event's final bill before standard 6% tax.

A 4% event fee will be added to the event's final bill before standard 6% tax.

The event fee is used to offset the cost associated with the administration of your event. The event fee is not a gratuity and will not be distributed to members of our service staff.

All charges are subject to stand 6% tax, as required by law.

If you have tax exempt status, a copy of your exemption certificate must be provided to The Refectory's management team in order to remove standard tax from your check.

Deposit

Any party exceeding **30 guests** will require a \$250 non refundable deposit.

Guaranteed Guest Count

Final guest count is due 5 days prior to the event.

If no adjustments are made, the guest count on the contract will be used as the final guest count.

Once guarantee is given, it cannot be reduced.

Per person charges will be based on either the guaranteed guest count or the actual number of guests in attendance, whichever is greater.

Payment

Payment is required in full at the conclusion of your event and may be made either by cash or credit card.

We do not accept personal checks.



Cancellation Policy

The Refectory requires that all events have a credit card on file in order to uphold our cancellation policy if necessary.

Cancellation within 1 week will result in the card on file being charged 20% of the quoted food and beverage minimum.

-or-

If no food and beverage minimum has been quoted: the card on file will be charged 20% of the price per person on the chosen event menu based on the highest estimated guest count.

Parties of 30 guests or more are subject to the above cancellation policy in addition to loss of deposit.

Cancellation within 48hrs will result in the card on file being charged for the quoted food and beverage minimum in full + gratuity, event fee and tax.

-or-

If no food and beverage minimum has been quoted: the card on file will be charged for the price per person on the chosen event menu based on the highest estimated guest count, + gratuity, event fee and tax

Parties of 30 guests or more are subject to the above cancellation policy in addition to loss of deposit.



Site Decoration

We ask that guests refrain from rearranging or moving any furnishings/seating in the space; our staff will gladly handle such tasks.

No nails, screws, pins, staples or penetrating items of any kind are to be used on The Refectory's walls, floors or furniture.

Flower arrangements must be assembled before arriving on site.

The Refectory does not provide table cloths, specialty flower arrangements, balloons, or decor of any kind beyond our typical table adornment.

Table cloths are permitted, but must be provided by the event client and set up on tables at least 1 hour prior to the start of the event.

The Refectory's staff are not responsible for coordinating the pick up and/or delivery of site decor from a 3rd party of any kind.

No confetti or glitter is allowed on site- A cleaning fee of \$100 will be imposed if confetti or glitter is opened and distributed within the restaurant.

Property Damage- Any damage to The Refectory's property will result in a \$500 fee.

Parking & Coat Check

Parking is located in the I-1 garage on Ithan Ave.

We validate parking.

Coat check is available at The Refectory's host stand, free of charge.

Children's Menu

Child friendly items are available during events for children 12 and under.

Children's meals are priced at \$14 per child, beverages included.

Allergy/Dietary Restrictions

Please be sure to alert us as far in advance as possible if anyone attending your event requires accommodations for allergies or dietary restrictions of any kind.

THE
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Event Spaces

The Library*

Located in The Refectory's main dining room, The Library is 1/2 of the total restaurant. The Library is semi-private, and separated from the rest of the main dining room by open shelving.

Optimal Guest Count - Maximum Capacity

Seated: 45- 80

Reception: 50- 100

The Den

Located in The Refectory's main dining room, The Den is around 1/3 of the total restaurant. The Den offers direct bar access. Events in The Den will have 1/3 of the bar reserved. The Den is not a private or semi-private event space.

Optimal Guest Count - Maximum Capacity

Seated: 25-35

Reception: 20-45

The Alcove

Located in The Refectory's main dining room, The Alcove is 1/4 - 1/2 of The Library- event size dependent. The Alcove is able to be made semi-private with the use of room dividers.

Optimal Guest Count - Maximum Capacity

Seated: 16-40

The Alcove is not recommended for reception style events

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Father Peter's Room

Father Peter's Room, or "The President's Dining Room", is a fully private event space. The room is complete w/ a closable door, television, HDMI hookup, and music & lighting control separate from the main dining room.

Optimal Guest Count - Maximum Capacity

Seated: 6-14

Father Peter's Room is not recommended for reception style events

The Friar Room*

The Friar Room is a fully private event space. The room is complete with a closable door, television, HDMI hookup, and music and lighting control separate from the main dining room. The Friar Room offers a wrap around drink rail, window to Villanova's campus, and an electric fireplace.

Optimal Guest Count - Maximum Capacity

Seated: 15-30

Reception: 20-50

**A satellite bar is available to add to this event space for an additional fee. Please ask our event director for more information.*