

# GRANT STREET — TRD MRK — 20 LOFT 18

227 GRANT STREET • CHAMBERSBURG, PA 17201  
(717) 496-8551 • GRANTSTREETLOFT.COM  
GRANTSTREETLOFT@GMAIL.COM

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## Facility Rental Information

The Grant Street Loft is a premier event venue in downtown Chambersburg, offering a modern, on-trend space, highly customizable to your needs. Whether it's a wedding, business function, baby shower or family reunion; breakfast, luncheon, dinner, or cocktail party; whatever your event, we'll work alongside you to help make it a success.

When you rent The Loft, you will be the only group here; we will not rent out the space to multiple groups at once. We want you to have our full attention. You will have access to both the second-floor main event space and balcony as well as the rooftop patio. Your rental fee also covers tables, chairs, linens and waitstaff for your event.

If you plan to use the outdoor spaces, please be aware we are not responsible for the weather. Inclement weather does not change the rental rate.

The Loft can hold up to 175 people if it is mixer-style event. The space can seat 125 people for a meal. The number of guests does not change the rental rate.

## Planning an Event at The Loft

The Loft staff will work closely with you providing information to help you produce a successful event. We will create a proposal in accordance with the needs and details of your event (i.e. date, menu, seating, etc.). However, Loft representatives are not event planners! If you do require assistance in planning your event, we strongly encourage you to secure an event planner/coordinator.

## Contracts and Payments

Once a proposal is agreed upon, a contract will be signed and a deposit made. A 25% non-refundable deposit on the room rental is required to reserve the venue. Final balance will be due no more than 7 days following the event.

## Music, Audiovisual and IT

The venue may be able to host a DJ or band and dancing, dependent on number of guests/the size of your event. We would be happy to discuss options and recommend vendors if needed.

We have a projector, screen, and speakers for presentations or slideshows, as well as a wireless microphone and small speaker. We also

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have smart TVs behind the bars in the main space and the rooftop, as well as Sonos speakers you can use with a smartphone to play your own music or playlist.

## Weddings

Grant Street Loft hosts wedding ceremonies and receptions. We will work to provide a quality experience for you and your guests. It is important to note, however, that we do not provide wedding planning services. We strongly suggest you work with a planner, especially for day-of coordination of your vendors (florist, entertainment provider, decorator, etc.). We have great relationships with local vendors and would be happy to provide recommendations.

## Catering

Catering is provided by Grant Street Loft. Prices for catering are dependent on the menu selected and the needs of your event. We will be happy to customize a menu just for you.

## Alcohol

The Loft is BYOB. We have two bars to use (one in the second-floor main space, and one on the rooftop). You will need to provide us with your

alcohol prior to your event. Individual guests may not bring their own alcohol — alcohol must be purchased by the client. Proof of purchase will be required. Kegs, wine, spirits, and bottled beer are all acceptable.

Our corking fees will provide you with bartending service, mixers and garnishes. We can serve the alcohol you provide; however, we cannot purchase it for you. We would be happy to assist in decisions about how much to buy or help create a signature cocktail for your event. Whatever alcohol is left after your event is yours to take home.

## Decorations and Furniture

You will see our standard furnishings when touring the venue. We have a relationship with Country Creek Farmhouse Tables in Chambersburg, and they will provide a 5% discount on rentals if additional furnishings or props are needed or desired.

## Additional Set-Up/Labor Fees

There may be additional fees incurred if you require significant changes to the venue set-up. These fees will be discussed in advance.

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## RENTAL FEES

### MONDAY–FRIDAY, 8 AM–3 PM

**\$100/hour** with a minimum 2-hour time block.

### MONDAY–WEDNESDAY, HAPPY HOUR/DINNER, 4–11 PM

**\$200/hour** with a minimum 3-hour time block.

### THURSDAY, HAPPY HOUR/DINNER, 4–11 PM

**\$250/hour** with a minimum 3-hour time block.

### FRIDAY AND SATURDAY, 4–11 PM

**\$2000**, which covers a 4-hour time block.

### SATURDAY AND SUNDAY, 8 AM–3 PM

**\$250/hour** with a minimum 3-hour time block.

## CORKING/SERVICE FEES

|                 |             |
|-----------------|-------------|
| Keg             | <b>\$40</b> |
| Liquor Bottle   | <b>\$15</b> |
| Wine Bottle     | <b>\$8</b>  |
| Beer Bottle/Can | <b>\$1</b>  |

Maximum corking fee **\$500**. Corking/service fee covers the mixers and garnishes, glassware, and one bartender. By law, we are required to stop serving alcohol at 11 PM.

## CATERING

Catering is provided exclusively by Grant Street Loft. Prices are dependent on the menu selected, number of guests and the needs of the client and the event. We will work with you to plan a menu to suit your budget and event.

## ADDITIONAL FEES

**Rooftop service** (additional bartender, food displays, etc.) **\$100/hr.**

**Table arrangements** (flowers, candles, etc.) **Price determined based on event needs**

An 18% gratuity will be applied to food, corking fees and the venue rental. Appropriate PA sales tax of 6% will also be applied to food prior to gratuity.

For further questions, please contact Karin Fitz, Events Coordinator, at Grant Street Loft at (717) 496-8551 or at The Butcher Shoppe at (717) 263-1918.

**\*ALL PRICES SUBJECT TO CHANGE.**