

The Parish Center



Complete Banquet, Meeting & Party Facility Affordable Elegance

Corner of North & Beaver Streets New Castle, PA 16101
724.658.2564 ext. 10 www.marymotherofhope.com

Our elegant smoke-free, air conditioned setting will be perfect for your special occasion. The Parish Center is caterer friendly and will accommodate 150 to 400 guests. For small groups we have the Marian Room which holds up to 100 guests.

The Parish Center

(Accommodates up to 400 Guests)

The cost of renting The Parish Center for any event is \$850.00. A \$200.00 *non-refundable* down-payment will secure a date with the remaining amount due 30 days prior to the event. You are permitted to serve Alcoholic Beverages so long as you purchase Special Events Coverage (\$125.00) from the Diocese of Pittsburgh through our office. This coverage must be purchased at least 30 days prior to the event. A Security Deposit of \$200.00 is required 30 days prior to the event. Deposit will be returned within 2 weeks if the hall and kitchen are in original condition and no damage has been done to the facility.

The Marian Room

(Accommodates up to 100 Guests)

The cost of renting the Marian Room for an event is \$200.00. A \$100.00 *non-refundable* down- payment will secure a date with the remaining amount due 30 days prior to the event. You are permitted to serve Alcoholic Beverages so long as you purchase Special Events Coverage (\$125.00) from the Diocese of Pittsburgh through our office. This coverage must be purchased at least 30 days prior to the event. A Security Deposit of \$200.00 is required 30 days prior to the event. Deposit will be returned within 2 weeks if the hall is in its original condition and no damage has been done to the facility.

Note to the Caterer

We are a caterer friendly facility. Caterers must provide the Rectory Office with proper ID and proof of current insurance two weeks prior to the event. Being ServSafe Certified is a plus.

The caterer is welcome to use refrigerators and ovens the day of the event to keep things cold and warm. If the caterer chooses to cook and wash their dishes on-site they are required to pay a fee of \$150.00 to the Parish.

Place settings and flatware are available at a cost of \$3.00 per person. Use of the dishwasher is included in the price of renting the place settings. Items included in the rental: forks, teaspoons, soup spoon, butter knife, bread/butter plate, soup/salad bowl, cup for soup bowl, dinner plate, dessert plate, cup and saucer, water and wine glass.

NOTE: Wine Carafes, Coffee Carafes and Water Pitchers are also available for rental.

The kitchen should be returned to its original condition at the end of the event and all trash should be removed from the building and placed in the outside dumpsters or security deposit will not be refunded.

A Message from our Staff . . .

Thank you for considering The Parish Center for your upcoming event. The elegant atmosphere of our banquet hall will make every event a special one. Below are answers to our most frequently asked questions . . .

- ◆ The Parish Center accommodates 125 to 400 guests. The Marian Room accommodates up to 100 guests.
- ◆ Rental of main hall includes use for 6 hours or until 11:00 pm (whichever comes first)
- ◆ We are caterer friendly. Caterers must present proper ID and proof of insurance. Being ServSafe Certified is a plus.
- ◆ Liquor may be served with the purchase of Special Events Coverage. Cost is \$125.00 payable to the Diocese of Pittsburgh.
- ◆ Ice & Set-ups included with fully equipped Bar. (You supply the liquor & paper products to control the cost & quality.)
- ◆ Approved Bartenders & Security Guards required – Renter responsible for fee. ID & Certification should be sent in 2 weeks prior to event.
- ◆ We have 60” round & 8’ rectangular tables for the Parish Center & 6’ rectangular tables for the Marian Room. (Set-up/tear-down included in rental fee)
- ◆ The hall, kitchen and bathrooms should be left the way they were found, clean.
- ◆ Trash must be removed from the building and placed in the outside dumpsters.
- ◆ The Parish Center is part of Mary, Mother of Hope Parish. We rent to all people regardless of faith, nationality or race.

Consider having your next event with us. Corporate Seminars/Meetings, Trade Shows, Weddings, Showers, Parties, Reunions, School Formals and Holiday Gatherings; no matter what the event, we can help you make it special.

Thank you for considering The Parish Center or the Marian Room.

Location

From Butler: 422 W turn right onto E. Washington St. (0.8 miles) Turn Right onto W. Washington St. (0.1 miles) Turn Right onto N. Beaver St. (0.1 miles)

North of New Castle: PA 376 Merge onto US-422 toward Sampson Street. (3.1 miles) Turn left onto US-224 W. Falls Street. (0.5 miles) Turn right onto N. Beaver street (0.1 miles)

South of New Castle: North on Rt. 18. Turn left onto S. Liberty. (1.3 miles) S. Liberty becomes Elmwood Street (0.2 miles) Elmwood Street becomes S. Atlantic Ave. (0.7 miles) Turn right onto W. Washington Street. (0.2 mile) Turn Left onto N. Beaver Street. (0.1 miles)

Youngstown OH: Boardman Poland Rd. 224 E. into New Castle. Turn Right onto N. Beaver Street. (0.1 miles)