

THE  
COLONNADE  
EVENT SPACE AND BOUTIQUE HOTEL



POSH  
@ THE SCRANTON CLUB



SHOWER MENU AND SERVICE OPTIONS  
2024



# OUR PHILOSOPHY

AT THE COLONNADE AND POSH @ THE SCRANTON CLUB, OUR PHILOSOPHY IS ROOTED IN PERSONAL ATTENTION TO EVERY DETAIL.

OUR INTENTION IS TO TAILOR AN EVENT TO THE SPECIFIC NEEDS AND DESIRES OF THE CLIENT BY DEVELOPING MENUS, DÉCOR, AND THEMES THAT REFLECT EACH CLIENT'S OWN PERSONALITY OR BUSINESS NEEDS.

THE MENU EVOLVES THROUGH CONVERSATIONS WITH EACH CLIENT ABOUT THE EVENT, THE REASONS FOR CELEBRATING AND ANY SPECIFIC CULINARY INTERESTS.

DECORATION MEANT TO COMPLEMENT THE EVENT IS METICULOUSLY PLANNED TO INCLUDE A VARIETY OF FRESH FLORAL ARRANGEMENTS, AS WELL AS, PROPS AND DECORATIVE ELEMENTS THAT TIE BACK TO THE EVENT'S PURPOSE.

BUSINESS PRESENTATIONS ARE PLANNED TO

INCORPORATE THE LATEST TECHNOLOGY TO EASILY CONVEY A MESSAGE AND TO MEET THE SPECIFIC NEEDS OF THE BUSINESS.

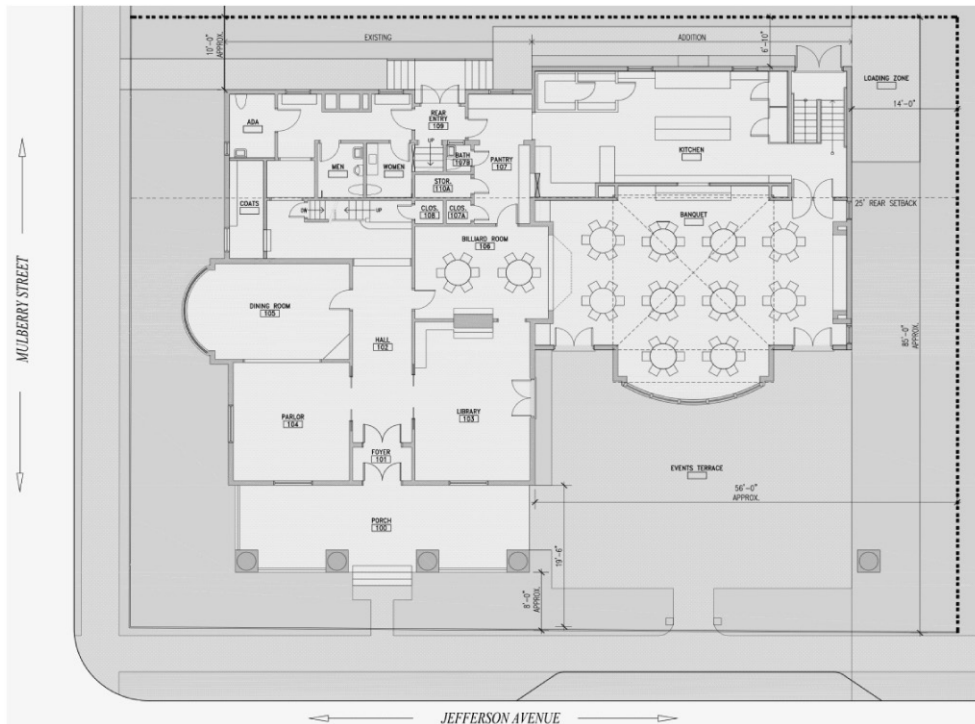
IT IS THROUGH EXTENSIVE PERSONAL ATTENTION TO DETAIL THAT THE COLONNADE AND POSH DISTINGUISHES ITSELF FROM OTHER EVENT SPACES.

AT ANY EVENT YOU WILL RECEIVE OUR PERSONAL ATTENTION TO EVERY DETAIL ALLOWING FOR A MOST MEMORABLE EVENT IN A MOST MEMORABLE SPACE.

ALL OF THE COLONNADE AND POSH SERVICES ARE AVAILABLE ON AND OFF- SITE.

POSH LIFE FLORAL AND EVENTS PROVIDES UNIQUE FRESH FLORAL ARRANGEMENTS AND DECORATION FOR ANY SPECIAL EVENT, NOT ONLY AT POSH BUT ALSO AT THE SITE OF YOUR CHOICE. CHOOSE A SMALL FLORAL ARRANGEMENT STARTING AT \$35.00 EACH OR WORK WITH OUR FLORAL DESIGNERS TO CUSTOMIZE YOUR EVENT.

## THE SPACE (THE COLONNADE)



THE COLONNADE CAN ACCOMMODATE UP TO 120 PEOPLE FOR A SIT DOWN EVENT IN ITS BRAND NEW DINING ROOM.

THE PROPERTY OFFERS FLEXIBILITY TO ACCOMMODATE MORE SEATED GUESTS IN THE ORIGINAL DINING ROOM AND PARLOR OF THE MAIN HOUSE.

THE EVENTS TERRACE CAN ALSO BE TENTED FOR ADDITIONAL SEATING FOR UP TO 80, WEATHER PERMITTING. SMALLER ROOMS FOR MORE INTIMATE OR PRIVATE GATHERINGS ARE ALSO AVAILABLE.

## THE SPACE (POSH)

POSH @ THE SCRANTON CLUB CAN ACCOMMODATE UP TO 300 PEOPLE FOR A SIT DOWN EVENT IN ITS TWO DINING ROOMS. THE PROPERTY OFFERS FLEXIBILITY TO ACCOMMODATE SMALLER GROUPS IN EITHER OF THE PRIVATE DINING ROOMS.

PARKING IS AVAILABLE IN OUR ONSITE PARKING LOT ON A FIRST COME BASIS. METERED PARKING IS AVAILABLE ON NORTH WASHINGTON AVENUE (NO CHARGE DAILY AFTER 6:00 PM OR ALL DAY SATURDAY AND SUNDAY) OR ADAMS AVENUE PARKING GARAGE.

# BAR/BEVERAGE MENU

## **CHAMPAGNE TOAST**

\$4.95 PER PERSON

## **PREMIUM BAR PACKAGE**

BEER, WINE AND SODA SOFT BAR, ALL CALL BAR ITEMS IN ADDITION TO POURING THE FINEST MIXED DRINKS FEATURING GREY GOOSE, PATRON, BOMBAY SAPPHIRE, GENTLEMAN JACK, HENNESSY VSOP, AND JOHNNY WALKER BLACK IMPORTED AND DOMESTIC BOTTLED BEER, PREMIUM WINE AND HOUSE CHAMPAGNE INCLUDES SODA, COFFEE, AND TEA

\$19.95 PER PERSON FOR 2 HOURS

\$5.95 PER PERSON FOR EACH ADDITIONAL HOUR

## **CALL BAR PACKAGE**

BEER, WINE, HOUSE CHAMPAGNE, AND SODA SOFT BAR IN ADDITION TO POURING MIXED DRINKS FEATURING SMIRNOFF, MALIBU BAY, BACARDI, CAPTAIN MORGAN, JOSÉ CUERVO, NEW AMSTERDAM, JACK DANIELS, SEAGRAM'S VO, JOHNNY WALKER RED, JAMESON, CANADIAN CLUB, OLD GRAND DAD, AMARETTO, KHALUA, AND BAILEYS DOMESTIC BOTTLED BEER (IMPORTED BOTTLED BEER AVAILABLE AS AN ADD-ON) INCLUDES SODA, COFFEE, AND TEA

\$17.95 PER PERSON FOR 2 HOURS

\$4.95 PER PERSON FOR EACH ADDITIONAL HOUR

## **BEER, WINE, SODA SOFT BAR**

SERVING DOMESTIC BOTTLED BEER: COORS, COORS LIGHT, AND SAM ADAMS SEASONAL HOUSE WINES - HOUSE CHAMPAGNE, CHARDONNAY, PINOT GRIGIO, CABERNET, SHIRAZ, PINOT NOIR, AND MERLOT

\$12.95 PER PERSON FOR 2 HOURS

\$4.95 PER PERSON FOR EACH ADDITIONAL HOUR

## **BEVERAGE BAR**

2 HOUR BEVERAGE BAR WITH SELECTION OF MIMOSA'S, SPICY BLOODY MARY'S AND BELLINI'S, RED AND WHITE WINE, SODA, JUICE, TEA, AND COFFEE

\$8.95 PER PERSON

\$3.95 PER PERSON FOR EACH ADDITIONAL HOUR

BEVERAGE BAR ON CONSUMPTION \$5.95 PER DRINK, \$1.95 FOR SODA AND JUICE

## **SODA, COFFEE, TEA AND ICED TEA SERVICE**

INCLUDES COCA-COLA PRODUCTS, FRESH BREWED COFFEE, TEA AND ICED TEA

\$3.95 PER PERSON FOR 2 HOURS

## **HOSTED CONSUMPTION / CASH BAR**

\$1.95 PER PERSON SET UP FEE

\$1.95 PER PERSON, PER HOUR WILL BE CHARGED TO EXTEND

A BAR PACKAGE PAST THE END TIME OF YOUR EVENT

*SPECIALTY WINES, CHAMPAGNE, PORTS, AFTER DINNER CORDIALS CAN BE ADDED AT AN ADDITIONAL CHARGE.  
ALL FOOD AND LIQUOR IS SUBJECT TO A 20% SERVICE CHARGE AND APPLICABLE SALES TAX.*



# SIGNATURE PASSED APPETIZERS

**\$1.95 PER PERSON/PER CHOICE**

ZUCCHINI ROLL WITH HERBED GOAT CHEESE AND RED PEPPER \* V

PHYLLO WRAPPED ASPARAGUS WITH ASIAGO CHEESE V

PUFF PASTRY PINWHEEL WITH PROSCIUTTO, GRUYERE AND BASIL

QUINOA STUFFED MUSHROOM \* V +

EDAMAME POSTSTICKER V

FRIED RAVIOLI WITH MARINARA DIPPING SAUCE V

GENERAL TSO'S CHICKEN

CRANBERRY GLAZED MEATBALL \*

MINI YUKON GOLD POTATO PANCAKE \* V

SEASONAL BRUSCHETTA V

BITE SIZE MACARONI AND CHEESE BALLS V

BUFFALO CHICKEN BITE WITH BLUE CHEESE

SPINACH AND FETA IN PHYLO CUP V

SUSHI ROLLS -

VEGETABLE ROLL, CALIFORNIA ROLL AND SPICY CRAB ROLL \* V

FRESH VEGETABLE SPRING ROLL \* V +

**\$2.95 PER PERSON/PER CHOICE**

LAMB CHOP LOLLIPOP \*

SHRIMP COCKTAIL SHOOTER \*

CRISPY COCONUT SHRIMP

ARANCINI WITH SUNDRIED TOMATOES  
AND BOURSIN CHEESE

SCALLOPS WRAPPED WITH HICKORY SMOKED BACON \*

PANKO CRUSTED JUMBO LUMP CRAB BITE

SHRIMP AND LOBSTER TOAST

MINI BEEF WELLINGTON

SEARED BEEF TENDERLOIN SERVED ON HERBED CROSTINI  
WITH WASABI CREAM CHEESE

ADDITIONAL SEASONAL APPETIZERS AVAILABLE

V - VEGETARIAN   \* - GLUTEN FREE   + - VEGAN



*ALL FOOD AND LIQUOR IS SUBJECT TO A 20% SERVICE CHARGE AND APPLICABLE SALES TAX*

# SIGNATURE BRUNCH STATIONS

## **\$19.95 PER PERSON**

ASSORTED SEASONAL MUFFINS, BREADS, AND PASTRIES  
SERVED WITH BUTTER AND ASSORTED PRESERVES

MIXED GREEN SALAD WITH SEASONAL DRESSING  
ADD GRILLED CHICKEN \$4.95 OR SHRIMP \$6.95 PER PERSON

SEASONAL FRUIT DISPLAY

CHOOSE 2 MAIN DISHES: BANANAS FOSTER FRENCH TOAST, FRITTATA, SCRAMBLED EGGS,  
VEGETABLE QUICHE OR FRITTATA, WAFFLES OR BLINTZES  
ADD CHICKEN SCAMPI FOR \$4.95 PER PERSON

CHOOSE 2 SIDE DISHES: HERB ROASTED POTATOES,  
SMOKED BACON, COUNTRY HAM, SAUSAGE, GRILLED VEGETABLE PLATTER,  
PENNE ALA VODKA

SERVED WITH COFFEE, TEA, AND ORANGE JUICE

## **\$23.95 PER PERSON**

ASSORTED SEASONAL MUFFINS, BREADS, AND PASTRIES  
SERVED WITH BUTTER AND ASSORTED PRESERVES

MIXED GREEN SALAD WITH SEASONAL DRESSING  
ADD GRILLED CHICKEN \$4.95 OR SHRIMP \$6.95 PER PERSON

SEASONAL FRUIT DISPLAY

CHOOSE 3 MAIN DISHES: BANANAS FOSTER FRENCH TOAST, SCRAMBLED EGGS,  
VEGETABLE QUICHE OR FRITTATA, WAFFLES, BLINTZES, EGGS BENEDICT, CHICKEN SCAMPI

CHOOSE 3 SIDE DISHES: HERB ROASTED POTATOES, SMOKED BACON,  
COUNTRY HAM, SAUSAGE, PROSCIUTTO WRAPPED ASPARAGUS, GRILLED VEGETABLE PLATTER,  
PENNE ALA VODKA

SERVED WITH COFFEE, TEA, AND ORANGE JUICE

# ADDITIONAL BRUNCH STATIONS

## BEVERAGE BAR

2 HOUR BEVERAGE BAR WITH SELECTION OF MIMOSA'S, SPICY BLOODY MARY'S AND BELLINI'S  
RED AND WHITE WINE, SODA, JUICE, TEA, AND COFFEE

**\$8.95 PER PERSON**

\$3.95 PER PERSON FOR AN ADDITIONAL HOUR

BEVERAGE BAR ON CONSUMPTION \$5.95 PER DRINK, \$1.95 FOR SODA AND JUICE

## OMELET STATION

WITH SELECTION OF FRESH VEGETABLES, CHEESES, AND MEATS PREPARED TO ORDER

**\$6.95 PER PERSON**

\$50.00 CHEF'S FEE

## TEA SANDWICH STATION

CLASSIC TEA SANDWICHES CHOOSE THREE: EGG SALAD WITH FRESH DILL, CUCUMBER AND TOMATO,  
TUNA SALAD, SESAME - CRUSTED CHICKEN SALAD, SMOKED SALMON WITH CREAM CHEESE,  
CRAB SALAD, TOMATO - MOZZARELLA AND ROASTED PEPPER WITH PESTO CREAM CHEESE

**\$7.95 PER PERSON**

## CHEF'S CARVING STATION

A CARVING STATION WITH CHOICE OF ONE: FILET OF BEEF TENDERLOIN,  
PORK TENDERLOIN, VIRGINIA BAKED HAM, OR OVEN ROASTED TURKEY BREAST.  
EACH SERVED WITH A SELECTION OF APPROPRIATE GRAVIES AND SAUCES

**\$12.95 PER PERSON**

ADD ONE ADDITIONAL MEAT CHOICE \$6.95 PER PERSON \$50.00 CHEF'S FEE

## SALAD STATION

A SELECTION OF DELICIOUS, FRESH SALADS INCLUDING: POSH SIGNATURE SALAD, CLASSIC CAESAR,  
SEAFOOD SALAD, RED POTATO SALAD, GREEK SALAD, PASTA SALAD, COUSCOUS SALAD

**\$7.95 PER PERSON (CHOOSE 3)**

ADD GRILLED CHICKEN \$4.95 OR SHRIMP \$6.95 PER PERSON

## CRUDITÉ AND CHEESE DISPLAY

ALL OF YOUR SEASONAL FAVORITES PRESENTED IN A BEAUTIFUL DISPLAY.  
FRESH SEASONAL VEGETABLE DISPLAY WITH SEASONAL DIPS, GARLIC HUMMUS AND FLATBREADS,  
ASSORTMENT OF DOMESTIC AND IMPORTED CHEESES WITH A SELECTION OF CRACKERS

**\$6.95 PER PERSON**

ADD SHRIMP COCKTAIL SHOOTER \$2.95 PER PERSON ADD FRUIT PLATTER \$2.95 PER PERSON

## DESSERT STATION

SWEET TREATS FOR ALL AGES! A SELECTION OF MINI DESSERTS:  
HOUSE MADE CANOLLI'S AND SEASONAL MINI DESSERTS

**\$7.95 PER PERSON**

## S'MORE STATION

A MAKE YOUR OWN S'MORE STATION WITH MARSHMALLOWS, GRAHAM CRACKERS, CHOCOLATE BARS,  
PEANUT BUTTER CUPS AND ASSORTED S'MORES DESSERTS.

NATIONAL S'MORES DAY IS CELEBRATED YEARLY ON AUGUST 10TH IN THE USA.

**\$6.95 PER PERSON**

## DESSERT SERVICE

CUSTOM CUPCAKES \$1.95 PER PERSON, DESSERT PLATTER FOR THE TABLE \$3.95 PER PERSON,  
CHEESECAKE OR SIGNATURE TRIO OF MINI DESSERTS \$5.95

*ALL FOOD AND LIQUOR IS SUBJECT TO A 20% SERVICE CHARGE AND APPLICABLE SALES TAX.*

# SIGNATURE STATIONS AND TABLES

## **SIGNATURE ENTREE STATION**

**\$23.95 PER PERSON**

A COMBINATION OF DELICIOUS SELECTIONS TO PROVIDE A COMPLETE MEAL FOR LUNCH OR DINNER.

THE STATION INCLUDES:

SIGNATURE SALAD

CHOICE OF: ROAST TURKEY, ROAST BEEF OR BREAST OF CHICKEN BRUSCHETTA

CHOOSE ONE: HADDOCK, COD, FLOUNDER

CHOOSE ONE: PENNE ALLA VODKA, CHEESE RAVIOLI WITH MARINARA SAUCE OR

CHEESE STUFFED TORTELLINI WITH ALFREDO SAUCE

MASHED POTATOES AND SEASONAL VEGETABLE BLEND

SERVED WITH A SELECTION OF FRESH BREADS

SEASONAL DESSERT SERVICE

## **CLUB STATION**

**\$19.95 PER PERSON**

A COMBINATION OF DELICIOUS SELECTIONS TO PROVIDE A COMPLETE MEAL FOR LUNCH.

THE STATION INCLUDES:

THE POSH @ THE SCRANTON CLUB SIGNATURE SALAD

CHOICE OF: ROAST TURKEY, ROAST BEEF, BREAST OF CHICKEN BRUSCHETTA,

MASHED POTATOES AND SEASONAL VEGETABLE BLEND

SERVED WITH A SELECTION OF FRESH BREADS

SEASONAL DESSERT SERVICE

## **LUNCH OR BRUNCH STATION**

**\$16.95 PER PERSON**

THE CHEF'S CREATION OF VEGETABLE QUICHE

SIGNATURE SALAD FRESH SEASONAL FRUIT

ASSORTED BREADS

SEASONAL DESSERT SERVICE

## **ITALIAN STATION**

**\$16.95 PER PERSON**

SIGNATURE SALAD, THREE PASTAS AND SAUCES -

PENNE ALLA VODKA, CHEESE RAVIOLI WITH MARINARA SAUCE AND

CHEESE STUFFED TORTELLINI WITH ALFREDO SAUCE

ACCOMPANIED BY ASSORTED BREADS AND GRATED PARMESAN CHEESE

SEASONAL DESSERT SERVICE

# AFTERNOON TEA SERVICE

THE MEAL IS PLATED AND SERVED TO EACH GUEST

**\$19.95 PER PERSON**

SELECTION OF GOURMET TEAS AND COFFEE

MIXED GREEN SALAD WITH SEASONAL DRESSING SERVED TO EACH GUEST  
ADD GRILLED CHICKEN \$4.95 OR SHRIMP \$6.95 PER PERSON

ASSORTED SCONES, MUFFINS, BREADS, AND PASTRIES SERVED WITH BUTTER

AFTERNOON TEA ENTREE

SEASONAL FRUIT

THREE CLASSIC TEA SANDWICHES AND TWO COLD SALADS:  
CLASSIC EGG SALAD WITH FRESH DILL, CHICKEN SALAD,  
TOMATO-MOZZARELLA AND ROASTED PEPPER WITH PESTO CREAM CHEESE

RED POTATO SALAD AND MEDITERRANEAN QUINOA SALAD

A DESSERT PLATTER SERVED TO EACH TABLE  
WITH A SELECTION OF SWEET TREATS FOR THE TABLE

ADDITIONAL SANDWICHES AND SALADS CAN BE ADDED FOR \$1.95 EACH:  
SMOKED SALMON WITH CREAM CHEESE, CRAB SALAD, TUNA SALAD, VEGETABLE QUICHE  
ORANGE-GINGER COUSCOUS, TABOULI SALAD, MACARONI SALAD, GREEK COUSCOUS SALAD



# SIGNATURE SERVED ENTREES

ALL DINNERS INCLUDE SIGNATURE SALAD, SEASONAL VEGETABLES  
AND OTHER APPROPRIATE ACCOMPANIMENT, GOURMET COFFEE AND SPECIALTY TEAS

YOU MAY GIVE YOUR GUESTS A CHOICE OF UP TO 3 OPTIONS FROM ANY OF THE ENTREES LISTED  
BELOW. GUEST AND ENTREE COUNTS NEED TO BE CONFIRMED ONE WEEK PRIOR TO YOUR EVENT.

## **\$19.95 PER PERSON**

\*PRE CARVED ROAST BEEF

\*ROAST PORK LOIN WITH SEASONAL RELISH

\*CHICKEN BREAST WITH BRUSCHETTA TOPPING

V-TUSCAN VEGETABLE RAVIOLI WITH A TOMATO CREAM SAUCE

COD CASINO

+CHEFS VEGAN OPTION

## **\$23.95 PER PERSON**

\*8 OZ. SIRLOIN STEAK AU POIVRE

\*SWEET CHILI GLAZED SALMON

\*FIVE HOUR BRAISED BONELESS SHORT RIBS

\*SEARED AHI TUNA STEAK WITH SESAME CRUST (SERVED RARE)

PANKO CRUSTED STUFFED CHICKEN WITH SPINACH, ASIAGO CHEESE AND RED PEPPERS

\*STRIPED BASS WITH LEMON CAPER SAUCE

\*VEAL SALTIMBOCCA

## **\$26.95 PER PERSON**

\*TOURNEDOS OF BEEF WITH GREEN PEPPERCORN SAUCE

\*6 OZ FILET OF BEEF TENDERLOIN - MARKET PRICE

THE COLONNADE SIGNATURE CRAB CAKES WITH SPICY REMOULADE

\*ARCTIC CHAR

LOBSTER RAVIOLI

\*LOBSTER TAIL - MARKET PRICE

ANY TWO ENTRÉES CAN BE COMBINED INTO A DUAL PLATE \$32.95

ADD A PASTA COURSE FOR \$3.95

ADD A TRIO OF SEASONAL MINI DESERTS TO ANY ENTRÉE \$5.95

OR DESSERT TRAY FOR THE TABLE \$3.95 PER PERSON

V - VEGETARIAN   \* - GLUTEN FREE   + - VEGAN

*ALL FOOD AND LIQUOR IS SUBJECT TO A 20% SERVICE CHARGE AND APPLICABLE SALES TAX*

# SPECIAL EVENTS

## ACCOMMODATIONS

APPOINTMENTS TO VIEW THE COLONNADE AND POSH @ THE SCRANTON CLUB CAN BE MADE BY CONTACTING AN EVENT MANAGER AT 570-342-6114. CERTAIN RESTRICTIONS APPLY FOR EXCLUSIVE USE OF THE COLONNADE AND POSH @ THE SCRANTON CLUB SUCH AS RENTAL AND FOOD AND BEVERAGE MINIMUM REVENUE GUARANTEES.

## SPECIAL SERVICES

OUR EXPERIENCED EVENT MANAGERS AND ON SITE CHEF ARE AVAILABLE TO ASSIST YOU WITH MENU PLANNING AND OTHER ARRANGEMENTS TO ENSURE A SUCCESSFUL EVENT. WE CAN ALSO ASSIST YOU WITH ENTERTAINMENT, FLORAL ARRANGEMENTS, ICE CARVINGS, DECORATIONS, AND THEME PARTIES.

## MENU SELECTIONS

WE PRIDE OURSELVES ON PROVIDING EXCEPTIONAL FOOD AND SERVICE DESIGNED TO YOUR INDIVIDUAL NEEDS AND TASTES. PREPARATIONS MAY VARY BASED ON SEASONAL ITEMS IN INVENTORY BUT WE WILL ALWAYS PROVIDE YOU WITH A CUSTOM MENU BASED ON YOUR SPECIFIC DESIRES. MENU PRICES ARE SUBJECT TO CHANGE, HOWEVER PRICING WILL BE GUARANTEED FOR ANY EVENT WITH A SIGNED BANQUET EVENT ORDER AND DEPOSIT. CHOICES OF MENU SELECTION ARE REQUIRED THREE (3) WEEKS PRIOR TO YOUR EVENT.

## GUARANTEES

IN ARRANGING PRIVATE PARTIES, THE COLONNADE AND POSH @ THE SCRANTON CLUB REQUIRE A MINIMUM GUARANTEE OF ATTENDANCE SEVEN (7) BUSINESS DAYS PRIOR TO YOUR EVENT. THIS GUARANTEE IS NOT SUBJECT TO REDUCTION. SHOULD NO GUARANTEE OF ATTENDANCE BE PROVIDED FIVE (5) BUSINESS DAYS PRIOR TO YOUR EVENT, THE NUMBER OF ATTENDEES ON THE EVENT AND SERVICE CONTRACT WILL BE PLANNED AND CHARGED FOR. IF YOU HAVE QUESTIONS OR CONCERNS REGARDING GUARANTEED ATTENDANCE, PLEASE ASK OUR EVENT MANAGER.

## FOOD AND BEVERAGE SERVICE

ALL FOOD AND BEVERAGE SERVED MUST BE PURCHASED THROUGH THE COLONNADE AND POSH @ THE SCRANTON CLUB.

## DECORATIONS

THE COLONNADE AND POSH @ THE SCRANTON CLUB ARE FULL SERVICE EVENT SPACES. WE ARE DELIGHTED TO ARRANGE EVERY FACET OF YOUR EVENT. WE HAVE ACCESS TO A WIDE VARIETY OF LIGHTING, FLORAL, SPECIAL LINENS, PROPS AND DECORATIONS, AS WELL AS, ENTERTAINMENT. ANY ADDITIONAL DECORATION OR FLORAL ARRANGEMENTS BROUGHT INTO THE SPACE BY OUTSIDE PURVEYORS MUST MEET THE APPROVAL OF OUR EVENT MANAGER. THE COLONNADE AND POSH @ THE SCRANTON CLUB WILL NOT PERMIT THE AFFIXING OF ANY ITEM TO THE WALLS OR CEILINGS.

## SERVICE CHARGE AND SALES TAX

ALL FOOD AND LIQUOR IS SUBJECT TO A 20% SERVICE CHARGE AND APPLICABLE SALES TAX. DÉCOR AND MISCELLANEOUS ITEMS ARE SUBJECT TO APPLICABLE TAXES.

## PAYMENT

THE COLONNADE AND POSH @ THE SCRANTON CLUB ACCEPTS ALL MAJOR CREDIT CARDS. MOST EVENTS REQUIRE A DEPOSIT OF \$250.00 AT TIME OF BOOKING AND 50% DUE ONE (1) MONTH PRIOR TO THE EVENT DATE. THE COLONNADE AND POSH @ THE SCRANTON CLUB DOES NOT DIRECT BILL; ALL EVENTS MUST BE PAID IN FULL BY THE CONCLUSION OF THE EVENT. CASHIER CHECKS, CASH, AND PERSONAL CHECKS ARE ACCEPTED. FOR CASH AND CHECK TRANSACTIONS, THE BALANCE IS TO BE PAID IN FULL THREE (3) BUSINESS DAYS PRIOR TO YOUR EVENT.

## SECURITY

POSH @ THE SCRANTON CLUB RESERVES THE RIGHT TO REQUIRE ADDITIONAL SECURITY FOR CERTAIN EVENTS. ONLY SECURITY COMPANIES THAT HAVE ESTABLISHED WORKERS COMPENSATION POLICIES AND LIABILITY INSURANCE WILL BE AUTHORIZED ON THE PROPERTY. POSH @ THE SCRANTON CLUB STRICTLY ENFORCES A NO WEAPONS POLICY.

## **SHOWER TIMELINE:**

### **FOUR TO SIX WEEKS**

- DECIDE IF YOU ARE HAVING A DISPLAY SHOWER OR OPENING GIFTS AS THIS NEEDS TO BE ON YOUR INVITATION
- LET US KNOW IF YOU NEED THE COLONNADE/POSH EVENTS TO PROVIDE DISPLAY SHOWER SERVICES
- ONLY PUT A START TIME AND NOT AN END TIME ON A SHOWER INVITATION AS THIS IS NOT A OPEN HOUSE
- SEND INVITATIONS OUT
- CHOOSE YOUR MENU
- LET US KNOW IF YOU ARE BRINGING IN ANY DECOR, COOKIES OR DESSERTS
- SOME DECOR MAY REQUIRE A DAMAGE DEPOSIT OF \$500 OR INSURANCE CERTIFICATE

### **TWO WEEKS IN ADVANCE**

- CONFIRM YOUR MENU
- CONFIRM YOUR DECOR
- CONFIRM IF YOU NEED AN EASEL
- CONFIRM IF YOU ARE DOING OPEN SEATING OR ASSIGNED SEATING

### **ONE WEEK IN ADVANCE**

- CONFIRM YOUR FINAL GUEST COUNT
- CONFIRM SEATING IF YOU ARE DOING A SEATING CHART OR ANY RESERVED TABLES
- CONFIRM WITH YOUR PARTY PLANNERS AND HELPERS:
  - YOU CAN ARRIVE UP TO 45 MIN BEFORE THE START TIME
  - CONFETTI, GLITTER OR ATTACHING OF ANYTHING TO THE WALLS IS NOT ALLOWED
  - ALL ITEMS BROUGHT IN NEED TO BE REMOVED INCLUDING BALLOONS, BOXES, AND PACKAGING
  - IF THE COLONNADE/POSH EVENTS IS DOING THE DISPLAY SHOWER YOUR GUEST LIST FOR THE GIFT TAGS

### **DAY OF EVENT**

- SHOW UP, UP TO 45 MINUTES BEFORE THE START TIME ON YOUR CONTRACT
- IF YOU ARE BRINGING IN ANY FLOWERS OR DECOR PLEASE HAVE IT PRE-ASSEMBLED
- ENJOY YOUR SPECIAL EVENT!



# POSH LIFE FLORAL & EVENTS

BY PAUL BLACKLEDGE & JOSHUA MAST

WE ARE IN THE BUSINESS OF CREATING  
EXCEPTIONAL AND UNIQUE ENVIRONMENTS FOR  
LIVING, ENTERTAINING AND DINING



POSH LIFE FLORAL & EVENTS PROVIDES UNIQUE FRESH FLORAL ARRANGEMENTS  
AND DECORATION FOR WEDDINGS, SHOWERS, REHEARSAL DINNERS OR  
ANY SPECIAL EVENT NOT ONLY AT THE COLONNADE AND  
POSH AT THE SCRANTON CLUB BUT ALSO AT THE VENUE OF YOUR CHOICE.

401 JEFFERSON AVENUE, SCRANTON PA 18510 POSHSCRANTON.COM