

Dolard & Priscilla
Gendron Franco Center

Parties, Lectures, Business Meetings and Entertainment



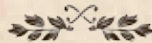


Thank you for considering the Gendron Franco Center!

Our beautiful full-service facility is located in the majestic, historic neo-gothic former church. The magnificent Performance Hall Venue is like no other! Our reception venue comfortably seats 50 to 250 guests for a sit-down buffet meal, and up to 300 for a stand-up reception with appetizers and perimeter seating. Our staff prepares and serves a wide variety of delicious menu options. We can also discuss catering alternatives.

At the Gendron Franco Center, we believe that planning your event should be worry-free and most enjoyable. You imagine the possibilities, and we will take care of the details. Once you review the information, please call with any questions you may have. We are also happy to provide recommendations for other services, such as, music options and local hotel accommodations.

Thank you,
Event and Banquet Staff



Central Maine's Premier Events

FrancoCenter.org

(207) 783-1585 * 46 CEDAR STREET, LEWISTON, MAINE 04240

Please contact our Program/Event Director,
Richard Martin, at RMartin@francocenter.org

Scheduling the Event

The Gendron Franco Center is a large multifunction facility, and reserves the right to book various events throughout the venue, during the same time period, when necessary.

Room rentals represent a 4 hour period.

Arrangements may be made if more time is needed.

Additional Fees

All menu, rates and fees are subject to change

Menu pricing are guaranteed 30 days prior to your event

Performance Hall:	\$775.
Heritage Hall:	\$900. (fee may vary, please call Richard Martin at 207-783-1585)
Additional Time:	\$150. per hour will be charged if the event extends reservation
Bar Set-Up Fee:	\$75.
Sales Tax:	8% of food & ancillary sales
Service Charge:	20% of food services

At the Franco Center, Some of the Best Amenities are Included!

Round banquet tables seating eight guests per table

Dinnerware, silverware and glassware

Linen on dinner tables

Linen/skirting on other reception tables

High-top cocktail tables available with linen

Linens/Napkins are available in white, black, blue and ivory

(*Other linen colors are available for an additional fee)

Professional lighting and sound equipment

Dressing rooms

Modern restroom facilities

Handicap access via elevator to all floors from exterior entrance

Monitored sprinkler and security camera systems

Steinway piano available for use

A wide variety of lodging options located within minutes

On-site and nearby public parking

Announcement/messages posted on outdoor marquee

Courteous and Professional Staff

*Ceremony and Reception in the same location, with no inclement weather concerns

Heritage Hall is a reception space that will suit all of your needs

*The magnificent Performance Hall, for your ceremony, could not be more perfect!

*Permission & fees apply

As a Non-profit for Arts & Culture, your event adds to the richness of our community and
assists in creating more public programming
Certified “AAA Rating” State of Maine for our sparkling kitchen
ServSafe Certification®
A wide variety of lodging options located within minutes

Deposit and Payment

A \$500 deposit is required with a signed contract to confirm and reserve your function
Additional deposit:
50% of the current balance is due 90 days prior to your event
The remaining balance is due 7 days prior to the event

Refunds

90% of the deposit can be refunded prior to 6 months
50% of the deposit can be refunded prior to 90 days
The deposit is not refundable within 90 days of the event

Decorations

The Franco Center provides full banquet set-up. Assistance may be available for your event decorations; however, additional fees will apply. The affixing of anything to walls, floors, or ceilings with nails, staples, tape or any other substance is prohibited. Prior approval must be granted for all decoration plans.

Food & Beverage

The Franco Center is a licensed event center. Food and beverages (including a wedding cake) are prepared and served by the Center staff; however, a licensed and insured outside caterer (including a cake maker) may be selected by you and approved by management. **When planning your menu please make our Chef aware of any specific food allergies for you and your guests so that we can prepare accordingly. Without advance notice, please know that due to limited ingredient information available in our kitchen, we may not be able to comply with all requests.** A guaranteed number of guests must be provided 10 business days prior to your event. If a guarantee is not given by that time, billing will be based on the estimate or the actual number of guests, whichever is greater. Any charges incurred during the event must be paid in full the same day. All food prices may be subject to change based on market conditions prior to seven (7) days of the event.
The Franco Center requires a credit card on file for any incidentals.

The Center wants everyone to enjoy themselves, however, we do request that guests drink responsibly. Staff will not serve anyone who is visibly intoxicated, under 21 years of age, or who has been asked for a valid ID and fails to show one. Alcoholic beverages served to legally-aged guests may not be given to under-aged guests. Alcoholic beverages may not be brought onto the Franco Center property, including the parking areas. This policy is strictly enforced in accordance with the Maine State Law. Violation may result in the removal of the guest from the premises and the closing of bar services. Beverages served are not allowed to be removed from the premises.

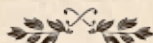
Weapons Policy

Dangerous weapons, including but not limited to, firearms, knives, other sharp-edged weapons, bows, arrows, rockets, sling shots, air guns, and martial arts weapons are not permitted on property owned by or under the control of the Gendron Franco Center.

Any guest(s) who violates this policy shall be asked to leave the premises; the Franco Center reserves the right to notify law enforcement. Violators shall be subject to all appropriate procedures and penalties including, but not limited to, the application of the criminal provisions of the laws of the State of Maine.

Liability

The Franco Center shall not assume responsibility for damage or loss of any materials/ articles/equipment left behind prior to, during, or following an event. Contracted guests will be held responsible for any damages incurred by their guests during the course of the event. Further, the Center will not assume responsibility for damage to or theft of vehicles located in our parking areas either before, during or left behind after the event (including pre-approved overnight parking).



Outside Catering

For parties who prefer to use outside catering, the following shall apply:

General

Room Fee	\$900.
Kitchen Fee	Range- \$200 - \$500
Bar Fee	\$75.

Linens:

Table Cloth	\$10. /Table
Napkins	\$2. /Person

Place Settings

10 pc. Setting	\$5./Person
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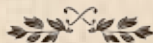
Includes:

- 2 plates - Salad and Dinner
- 2 Glasses - Water and Wine/Champagne
- Cup and Saucer, 2 Forks, 1 Knife and 1 Spoon

Dishwasher

\$25./hr - 2 hour minimum

***Proof of Catering License and Insurance Required**



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