



The Warwick Wedding Package

One Hour Reception

Includes: a selection of six passed hors d' Oeuvres and two reception displays

Five Hour Deluxe Open Bar

Including one hour cocktail reception

Champagne Toast

Three Course Dinner

Silver or Gold Edition

OR

Four Course Dinner

Platinum Edition

Wine Service with Dinner

Sycamore Lane Wines

Heart Shaped White Chocolate Dipped Cookies at each table

Custom designed Wedding Cake

served on a Gold or Silver Painted Plate

Starbucks Coffee and Tazo Tea Service

Value added packages may be offered for receptions on Friday nights and Sunday

Hint: Facilities are usually flexible with menu and course substitutions.

Share with your wedding consultant your ideas and taste for an individually designed menu.



Our Package Also Includes:

Formal White Glove Service

Private Reception & Dinner Manager to guide your affair

Exclusive Private Reception Room for the Wedding Party

Private Balcony & Ballroom for your Cocktail Hour

Grand Ballroom for dinner and dancing

Ivory Floor-length Tablecloths, Overlay and Linen Napkins

Romantic Candlelight throughout the venue

Coat Room or Restroom Attendant

Deluxe One Bedroom Suite for the Bride and Groom

Menu Tasting for up to Four People

Special Pricing for Our of Town Guest Rooms

Special Pricing for Valet or Self Parking for Guests

All Taxes and Gratuity

AND A
"ONE WEDDING AT A TIME POLICY"



Hors d'Oeuvres

Please select 6

Add \$4.00 per person for each additional selection

- Mini Crab Cakes *with Wasabi Aioli*
- Bourbon Glazed Scallops Wrapped in Bacon
- Shrimp Purses *with a sweet Chili Sauce*
- Asian Shrimp Cigar *with a spicy Mango Dipping Sauce*
- Shrimp in Bacon *with Warwick's Lamaze Sauce*
- Sesame Chicken Fingers *with Honey Mustard*
- Chicken Skewers *with a Cognac Barbecue Sauce*
- Beef Wellington *with Bernaise Sauce*
- Andouille Sausage en Croute *with Dijon Mustard Sauce*
- Duck Spring Roll *with Plum Sauce*
- Mediterranean Lollipop Lamb Chops *with Cucumber Yogurt Sauce*
- Vegetable Spring Roll
- Spinach, Feta, and Sundried Tomato in Phyllo
- Mini Bleu Cheese Burgers *with homemade Ketchup*
- Brie and Pear in Phyllo
- New Potatoes *filled with Bleu Cheese*
- Grilled Vegetables *with Goat Cheese on a Crostini*
- Mini Bouchee *filled with Curry Crab Salad*
- Assorted Sushi Rolls with Wasabi
- Asian Scallop on Crostini
- Smoked Salmon Mousse Tartlet with Dill
- Proscuitto and Melon Crostini
- Pepper Encrusted Beef Tenderloin on Polenta
- Tomato, Basil, and Asiago Crostini

Hint: Passed or Butlered hors d'oeuvres provide a very elegant touch to your reception. There are a wide range and variety of these morsels from which to consider. Listed are our favorites.



Displays

International Cheese Display with fresh Fruits, Nuts, Crackers, and Flat Breads

Cheeses to include Brie, Manchego, Creamy Saga Blue, Boursin, Smoked Gouda.

Crudite

Fresh crisp seasonal Vegetables, served with a Cucumber Wasabi Dip.

Mediterranean

*Hummus, Cucumber Yogurt Mint Dip, Grilled Vegetables, Olive Tapanade, Tabbouleh Salad, and Kalamata Olives.
Served with Pita Triangles and Feta Cheese Crostinis*

Antipasta

*A lavish display of vine ripened Tomatoes with fresh Mozzarella Cheese and Basil, marinated Roasted Peppers,
assorted Italian Meats and Cheeses, imported Olives and grilled Eggplant.*

Accompanied with roasted Garlic Crostinis and Focaccia.

Sushi Display

*An assortment of Sushi Rolls including California, Spicy Tuna, Philadelphia, and Vegetable.
Accompanied with Wakame Salad, Pickled Ginger, Wasabi, Soy Sauce, and Chopsticks. Served on a sushi boat.*

Cheese Fondue Display

Brie Cheese with Wild Mushrooms, White Wine, and Herbs. Served with crusty French Bread and Focaccia cubes.

Sliced Fruit and Berry Display

Seasonal Fresh Fruits and Berries, sliced and served with a Yogurt dressing

Baked Brie en Croute

*Double Cream French Brie, crusted with a Fruit flavored Chutney and sliced Almonds. Baked in a flaky Puff Pastry.
Served with Grape clusters, dried Fruit, and sliced French Bread.*

Spanish Tapas Display

*Artisan young Manchego Cheese, sliced Serrano Ham, Wine Soaked Figs, grilled Eggplant stuffed with Goat Cheese,
marinated roasted Vegetables and spicy Manzanilla Olives. Accompanied with Tomato rubbed Bread and grilled Olive Bread*

Shish Kabob Display

*Grilled Chicken, Beef, and Lamb Kabobs, served with wild rice. Accompanied with mixed Greens,
roasted Garlic Yogurt Sauce, Mediterranean Salsa and mini Pita Pockets*

Pride of Norway Display

*Whole Herb Crusted Poached Salmon served with Cucumber and Pear Relish, Lemon Dill Cream Sauce,
Lemon Wedges, Pumpernickel Toast Points, and Flat Breads*

Smoked Salmon Display

Served with Cream Cheese Stars, sliced Red Onion, sliced Cucumber, Lemon slices, Capers, and mini Bagel Chips

Hint: Pair your display choice with your hors d'oeuvre choice.

Keep in mind the time of the event and even the season of your reception.





Starter Course

Appetizers

“Ketel One” Grilled Shrimp Martini

Served in a Martini glass with Ketel One Cocktail Sauce, Lemon Wedge and Peashoots

Poached Salmon

with a Lemon Mustard Sauce and garnished with Micro Greens

Sautéed Jumbo Shrimp and Broccoli Rabe

drizzled with a Chile Oil

Three Cheese Ravioli

with a Lavender infused Alfredo

Flaky Pastry Vol-au-Vent

filled with seasonal Vegetables and drizzled with a roasted Garlic Cream Sauce

Crabcake

with roasted Red Pepper Sauce and garnished with seasonal Micro Greens

Petite Tenderloin, Cajun Onion Strips, and Fig Demi Glace

Scandinavian Cured Salmon

served with Crème Fraiche and Toast Points

Tropical Fruit Martini

drizzled with a Vanilla Bean Sauce

Crab and Asparagus Risotto

garnished with a Crab Claw

Hint: Choose your entrée before your starter course. Look for food and flavors that complement each other.



Starter Course

Soups

Seafood Chowder
Gazpacho
White Bean with Saffron
Fruit Gazpacho
Lobster Bisque
Italian Wedding
Cream of Corn topped with Crab Meat
Pumpkin Soup with Crème Fraiche
Carrot Ginger Soup

Intermezzo

Included in Platinum Package

Lemon Sorbet with Lemon Confit
Rose Petal Sorbet with Rose Petals
Champagne Sorbet with edible Orchid
Passion Fruit Sorbet

Hint: A soup is a wonderful starter course for your reception in any season of the year. Guests of all ages recognize a soup course as a family tradition and for celebrations.



Salads

Mixed Greens

with Asparagus, Proscuitto, and fresh Mozzarella Cheese

Mediterranean Salad

Romaine Hearts, Kalamata Olives, Roasted Peppers and Feta Cheese served with a Garlic Crostini and Extra Virgin Olive Oil Vinaigrette

Arugula and Watercress

with Hearts of Palm and Roasted Peppers served with a Tomato Vinaigrette

Fruit and Flower Salad

Spinach, Mandarin Oranges, Seasonal Flowers and Candied Walnuts served with a Raspberry Vinaigrette

Classic Caesar

with roasted Garlic Crostinis and freshly shaved Parmesan Cheese

Melon, Figs, and Proscuitto

with a balsamic reduction

Mixed Micro Green Salad in a Radicchio Cup

with crumbled Gorgonzola, dried Cherries, and toasted Pecans

Spinach and Belgium Endive

with Walnuts, Wild Mushrooms and a Citrus-Dijon Vinaigrette



Wedding Entrees

Choice of 2

Silver

Stuffed Pork Sirloin

Stuffed with roasted Apples and Walnuts, with a Port Wine Demi Glace

Seared Double Breast of Chicken

with a Coriander Ju

Stuffed Chicken Breast

Stuffed with Wild Mushroom Risotto and Brie Cheese with a Red Wine Demi Glace

Pan Seared Red Snapper

Topped with roasted Red Pepper and Pineapple Chutney

Pan Seared Black Sable Fish

with a roasted Tomato and Basil sauce

Roasted Airline Chicken Breast

served with a White Bean Ragut and a Maderia Sauce

Sautéed Boneless Chicken Breast

topped with a Tomato, Artichoke, Olive, and Garlic Compote



Wedding Entrees

Choice of 2

Gold

Grilled Filet

Sliced filet of Beef with a Juniper Berry Sauce

Oriental Szechwan Peppercorn encrusted Sea Scallops

with a Lemon Grass Beurre Blanc

Pesto encrusted Salmon

with a roasted Red Pepper Coulis

Roasted Striped Bass

topped with marinated Peppers and Olive Oil Essence

Yukon Gold encrusted Halibut

topped with a Mango Chili Chutney

Poached Salmon

*dusted with Cracked Pepper and served
with a Lemon Dill Sauce*

Rosemary skewered Roasted Rack of Lamb

with a Mustard-Herb crust

Seared Tornadoes of Beef

served with a classic Au - Poivre Sauce

Roasted Capon

with a Cilantro Pesto Sauce

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Wedding Entrees

Choice of 2

Platinum

Cilantro encrusted Sea Bass
with a Saffron Beurre Blanc

Louisiana Jumbo Lump Crabcakes
served with a Dijon Mustard Vinaigrette and topped with Fried Leeks

Grilled Filet Mignon
topped with Vidalia Onions and a Bleu Cheese Butter

Proscuitto wrapped Veal Chop
with a Red Wine Demi Glace

Miso glazed Sea Bass
topped with a Daikon Ginger Relish

Macademia Nut Crusted Mahi-Mahi
topped with a Papaya Salsa

Dijon Crusted Filet Mignon
with a roasted Shallot Merlot Sauce

Jumbo Stuffed Shrimp
stuffed with Lobster and English Pea Risotto, with a Tarragon Dijon Sauce



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Duet Entrees

Silver

Pan Seared Chicken Breast *served with a Wild Mushroom Demi Glace*
Herb Crusted Salmon *with Citrus Beurre Blanc*

Gold

Pan Seared Petit Filet with Jumbo Lump Crab Cake *topped with a Sweet Corn Jalapeño Relish*
Potato Encrusted Salmon *topped with a roasted Tomato and Tarragon Compote*
Seared Petit Filet *with a Balsamic Demi Glace*

Platinum

Peppercorn Crusted Petit Filet *with a Maderia Demi Glace*
Stuffed Jumbo Shrimp stuffed *with Lump Crabmeat, served with Pernod Beurre Blanc*
Grilled Petit Filet *with a Port Wine Demi Glace*
Broiled 4 oz. Petit Brazilian Lobster Tail *with Drawn Butter*
Pan Fried Sea Bass *with a Curry Fennel Sauce*
Grilled Petit Filet *with a Bordelaise Sauce*



Starter Stations

New England Raw Bar

Freshly shucked seasonal Oysters on the Half Shell, Little Neck Clams on the Half Shell, chilled Gulf Jumbo Shrimp, Cold Water Crab Claws, and Spicy Crab Shooters. Accompanied with Cocktail Sauce, Lemon Remoulade, and Lemon Wedges.

\$15.00 per person

Shucking Attendant \$150.00

(Suggestion- Add an Ice Carving to complement this display)

Sushi Station

Have your Sushi hand rolled fresh by our Sushi Chef. Includes California Roll, Tuna Roll, Vegetable Roll, and Assorted Sashimi. Accompanied with Wasabi, Pickled Ginger, Soy Sauce, and Chopsticks

\$10.95 per person

Sushi Chef \$250.00

(Suggestion: Add Sake and Japanese Beers to this display)

Mashed Potato Station

Yukon Gold, Peruvian, and Sweet Mashed Potatoes.

Served in Martini Glasses. Toppings: Caramelized Onions, Cheddar Cheese, chopped Bacon, Chives, Sour Cream, crumbled Bleu Cheese, Panchetta Cracklings and Broccoli.

\$8.95 per person

Culinarian \$150.00

(Suggestion: Polenta or Risotto work equally as well for this station)

Dim Sum

Bamboo Steamer Baskets filled with Shrimp Dumplings, Vegetable Potstickers and Pork Wontons. Served with Soy-Ginger, sweet Chili Dipping sauces and Chopsticks

\$10.95 per person



Starter Stations

La Cucina della Nonna Soup & Pasta Station

Pasta e Fagioli Soup, Minestrone, Italian Wedding Soup

Choose Three - *Tri- Colored Radiatore, Farfalle, Pear and Cheese Beggar's Purse, Spinach Ravioli, Penne, Rotini*

Choose Three - *Pesto, Fra-Diablo, Lavender infused Alfredo, Bolognese, Roasted Garlic Olive Oil, Marinara*

Toppings- *fresh Asiago Cheese, Red Pepper flakes, Sundried Tomatoes, Pinenuts, imported Olives, fresh Basil, Pancetta cracklings,*

Accompanied by crusty Italian Bread and Focaccia

\$9.95 per person

Culinarian \$150.00

(Suggestion: Add an Opera Singer \$300.00 or A Violinist)

Carving Station (choice of two)

Accompanied with assorted Cocktail Rolls

Roasted Turkey

with Cranberry Chutney and Turkey Jus

Peppercorn Crusted Beef Tenderloin

with Horseradish Cream

Roasted Pork Loin

with a roasted Apple Demi Glace

Herb Encrusted side of Salmon

with a Tarragon Cream Sauce

Herb Crusted Sirloin of Beef

in a Merlot Demi Glace

\$10.95 per person

Culinarian \$150.00



Wedding Desserts

Warm Caramel Bread Pudding
with Crème Anglaise

Raspberry Dome
Chocolate Layer Cake filled with Raspberry Mousse and covered with Chocolate Ganache

Grand Marnier Fruit Tart
with Fruit Coulis

Mocha Torte
Layers of Chocolate and Vanilla Genoise, Mocha Butter Cream, Chocolate Flakes and Chocolate Coffee Beans

Crème Brulee
served with fresh Seasonal Berries

Traditional Apple Crisp
with Vanilla Bean Gelato

Banana Torte
Bananas sautéed in Butter, Sugar and Rum served with Chocolate Genoise, Vanilla Custard and Banana Butter Cream

Opera Squares
Hazelnut Cake layered with Mocha Butter Cream, Chocolate Fudge and Chocolate Icing

\$7.00 per person

Hint: Today, many brides will have their wedding cake cut and bagged with a thank you note to their guests served at departure. In this case, a dessert may be added to the reception menu.



Dessert & Bar Stations

Chocolate Fountain Station

*Our beautiful two - tier Chocolate Fountain with melted Milk Chocolate.
Accompanied with fresh Seasonal Berries, Fruits, Cream Puffs and crushed Pound Cake*

\$9.95 per person
Culinarian \$150.00

Viennese Sweet Station

*An assortment of deluxe Mini Pastries, including Opera Squares, Key Lime Tarts, Tiramisu
and Passion Fruit Mousse. Accompanied with assorted Cakes, Pies, and Chocolate Covered Strawberries*

\$8.95 per person

International Coffee Bar

*Freshly brewed Starbucks Coffee, Espresso, and Cappuccino.
Accompanied with White Chocolate Straws, freshly Whipped Cream, Chocolate Shavings,
Cinnamon Sticks, Swizzle Sugar Sticks, Baileys Irish Cream, Kahlua, Frangelico, and flavored syrups*

\$15.00 per person

Deep Fried Cheese Cake Station

*Deep Fried Cheese Cakes served with assorted Berry Coulis, Crème Chantilly,
and your choice of Vanilla or Chocolate Gelato*

\$9.95 per person
Culinarian \$150.00

Martini and Cosmopolitan Bar

*An assortment of Vodkas and Gins to create your favorite and colorful drinks,
including Apple, Chocolate, Melon, Orange, etc. All Martinis, and Cosmopolitans
are served in traditional glassware, with appropriate garnishes.*

\$15.00 per person

(Suggestions: An Ice Luge - not only chill your favorite drink, but awe your guests!)

Soup Station

*Choose Three: Shrimp Bisque, Italian Wedding, Minestrone, Butternut Squash,
Potato Leek, Ginger Carrot, New England Clam Chowder*

*Toppings: grated Parmesan Cheese, Crème Fraiche, Cheddar Cheese, Pancetta Cracklings
and Oyster Crackers. Accompanied with Herb Parmesan Bread Sticks and crusty French Bread*



Wedding Departure Brunch

Host your guests in one of private rooms and continue your wedding celebration with one of our delicious brunches until it is time to say good-bye

Scrambled Eggs with Toppings
(choose two: Chives, Tomatoes, Cheese, Scallions, Bacon, Ham, Onion)
Griddle Fried Potatoes with Onions and Peppers
Savory Blintzes served with Warm Berry Compote
Crisp Thick Bacon, Sausage Links
Assorted Danishes, Muffins and Bagels
Served with flavored Cream Cheeses
Fresh Sliced Fruits and Berries
Chilled Juices



And



Options

Waffle Station

Attendant \$125 plus \$6.50 per person

Omelet Station

Attendant \$125 plus \$6.75 per person

\$21.95 per person inclusive of tax and service charges

\$10.00 for children from age 3-10

Free for children under 3



Accommodations, Services & Amenities

The Radisson Plaza – Warwick Hotel is a full service hotel with features and amenities that offer comfort, convenience and choice.

Valet and Self Parking	Concierge Staff	Room Service
Hair Salon	Bell Service	Luggage Hold
Safety Deposit Box	Daily Newspapers	Express Yourself Services
Three Restaurants	Lounge	Piano Bar
2,000 sq ft State of the Art Fitness Center		

The guest room accommodations at the Radisson Plaza-Warwick Hotel are spacious and beautifully furnished. There are 298 guest rooms in this historic hotel in Rittenhouse Square.

Sleep Number Beds by Select Comfort	Luxury Linens and Comforters
Complimentary High Speed Internet Access	32" Plasma Televisions
Two Telephones and two Phone lines	Large Desk with mini-mobile desk
Complimentary Bottled Water	Marble Baths with Crescent Showers
Printing from your laptop is available in all guest rooms	

The Plaza Club Level accommodations can be found on a key accessed exclusive floor and provides an extra touch of comfort. The Plaza Club Lounge is open Daily from 7:00a.m. – 10:00am. for a continental breakfast and in the evening for beverage and snacks from 5:00p.m.-8:00p.m. For convenience there is a work station with computer, high speed internet access, and printer. Our Club Concierge is there to assist you with all of your dining and attraction requests. On these floors you will find amenities found in the standard guest room accommodations plus upgraded features such as:

The hospitality is on us. The rewards are up to you.

Earn Gold Points at Radisson Hotels & Resorts:

- Earn 10 Gold Points per U.S. dollar spent on your room rate.
- Make your reservation at radisson.com or by phone at 800-333-3333
- Earn 1,000 points every time you book your stay online at radisson.com.

Goldpoints plus is a hotel loyalty program within Gold Points Reward Network. We are partnered with Gold Points Reward Network and offer an ever expanding world of rewarding opportunities. For exclusive goldpoints plus member information and benefits, visit goldpointsplus.com. Join today!



Banquet and Catering Policies

We thank you for selecting the Radisson Plaza- Warwick Hotel to host your event.

Our Catering and Convention Service Managers are ready to assist you with all aspects of your event.

We ask that you take a few minutes to familiarize yourself with the following banquet procedures.

The following information is intended to assist you in planning a successful event and familiarize you with our services.

All space reservations and agreements are made upon and subject to rules and regulations of the Hotel and the following terms and conditions:

Menu and Room Arrangements

Menu, room arrangements and all other information pertinent to the success of your event will be needed by your Catering or Convention Service Manager two to four weeks prior to your event. The contents of our menus are merely suggestions. Our catering department will be happy to design a special menu for you.

Food & Beverage

*It is the policy of The Radisson Plaza-Warwick Hotel that all food and beverage must be purchased from our facility with the exception of wedding cakes and Kosher events. The Radisson Plaza-Warwick Hotel prepares the quantities of food and beverages based on the guaranteed number of guests and in ample amounts to ensure that all guests at the event enjoy an attractive selection of food. **Leftover food or beverages may not be taken from the premises due to state health regulations.***

Banquet Bars

Pennsylvania Liquor Control Commission regulations require we provide a bartender to dispense all alcoholic beverages. A fee of \$125.00 per bartender is charged. All cash bars require a cashier. The cashier fee is \$85.00. No alcoholic beverages will be served to persons under the age of twenty-one (21). The hotel reserves the right to discontinue service of alcoholic beverages to any group or individual guest should hotel personnel determine that to continue such service would not be in the best interest of the guest or of the hotel.

Guarantees

It is the guest's responsibility to notify the Sales Office within three (3) business days seventy-two (72) hours prior to your event, by 10:00 am, with the exact number of guests attending. Guarantees for Sunday and Monday are due by 10:00am on Thursday. Guarantees for Tuesday are due by 10:00am on Friday.

We will consider this number to be a guarantee for which you will be charged even if fewer guests actually attend the event.

If no guarantee is provided we will use your original number of expected guests as the guarantee.

Any additional entrees requested, after the guarantee count is received, will be at the Chef's discretion and based on availability.

Upon request, we will set for 5% above your guarantee number. The set for continental breakfasts, coffee break and receptions will be the same as the guarantee for your main meal.


Function Space

Function rooms are assigned according to anticipated number of guests. In order to maximize space, the hotel reserves the right to alter your assigned room if necessary, especially if your attendance increases or decreases.

We will inform you of such changes immediately. It is the policies of the hotel that all scheduled event times in the contract are strictly adhered to and that the banquet rooms are vacated on schedule. If your time schedule changes, please contact the Sales Office who will make every effort to accommodate your request



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. If a room set-up change is required the day of the event, which differs from that which is on the signed Banquet Event Order a labor charge of \$50.00 will be assessed.

Banquet and Catering Policies

Parking

The Radisson Plaza-Warwick offers valet parking for attendees. A Self parking option is also available in the Penn-Warwick Garage which is connected to the hotel on Chancellor Street between 17th and 18th Streets or through Central Park which is located across from the hotel on Chancellor Street between 16th and 17th Streets.

Electrical

If your event requires any special electrical needs for exhibitors, bands or special equipment, we will be happy to complete those arrangements for you with the help of our Engineering Department.

We will share all cost information with you as soon as you inform us of your specific needs.

Banquet Room Liability

In the event that you or your guests damage Hotel property, you will be held fully responsible for all replacement costs and repair charges as determined by the Hotel management.

To avoid damages to wall coverings, the hotel does not allow the use of strong tapes, tacks or any other attachments for any poster, flyer or written material to walls or doors without prior consent from the hotel.

The Hotel reserves the right to inspect and control all private parties, bands, meetings and receptions being held on the premises.

Security

The hotel will not assume responsibility for damage or loss of merchandise or articles left in the hotel prior to, during, or following any function. A lock change is required for meeting rooms which require a 24-hour set-up (i.e., offices, storage, exhibits, computer training, etc.) The charge is \$50.00 per lock change. Lock changes are not possible in the Grand Ballroom. In the event that a 24-hour set-up is necessary for exhibits, computer training, etc., a security guard is required during times when area is unattended. The charge is \$30.00 per hour per security guard with a 3-hour minimum

Shipping and Receiving.

Packages for functions may be delivered to the Hotel three (3) working days prior to the date of the function.

The following information must be included on all packages for delivery to be accepted and to ensure proper delivery:

- *Name of Organization*
- *Guest's Name*
- *Attention Convention Service Manager (indicate name)*
- *Date of Function and Box Number of Total Number*


All incoming and out going packages are subject to a handling fee. Please consult with your catering or convention service manager.

No C.O.D.'s will be accepted. Please be advised no loading docks or forklifts are available.

Banners

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Banners may be hung only by The Radisson Engineering Department. We will share all cost information with you as soon as you inform us of the banner's size and the number of banners that you wish to hang.

Smoking Policy

The Radisson Plaza Warwick Hotel is a smoke-free facility with the exception of Capriccio's, The Prime Rib and designated guest rooms.

Deposits and Payment

To confirm your booking, the customer's signature on a copy of the contract will be required.

All weddings require a \$1,500.00 deposit. Deposits for other social events may vary according to the estimated revenue.

All functions must be paid in full seven to ten business days prior to function date. Payment must be in the form of cash, cashier's check or major credit card. Groups claiming to have Pennsylvania sales tax exemption status must make arrangements through the Sales Office 30 days prior to the scheduled function. Tax exemption status must be reviewed prior to