

Items to Remember when Renting a Banquet Hall

Kenilworth Knights of Columbus - 191 Market Street Kenilworth, NJ 07033

Monarch Hall - 77 Queen Road Iselin, NJ 08830

For Non Food Renters:

Renters providing own food should consider the following items to ensure a successful event.

When planning menu and décor, keep in mind you will have 1 1/2 hour set up time and on 30 mins to clean & exit

	Linens:			Chafing Dishes / Wire Racks
	Guest Tables 72" Round Tables			Water Pans
	Banquet Table 8 ft. long			Sternos
	Square 36"			Lighter/Matches to light sternos
	Plates:			Pot Holders
	Appetizer			Dish Towels
	Dinner			Dish Detergent
	Dessert			Paper Towels
	Bowls:			Aluminum Foil / Saran Wrap
	Salad			Take out containers
	Snacks			
	Utensils:			Beverges:
	Forks			Cups for Drinks / Soda
	Knives			Coffee Cups
	Spoons			Lemons, Limes
	Serving Utensils:			Sugar
	Spoons			Milk
	Tongs			Straws
	Knives (Carving or Cake)			Stirrirs
	Serving Dishes:			Cocktail Napkins
	Platters			
	Bowls			

****T & L can provide the following items for non-food hall rentals:**

(Must be pre-ordered two weeks prior to event to ensure availability)

Beverages:

Soda Service: \$1.50 per person

includes cups, stirrirs & cocktail napkins

Soda Service with Bar Mixers: \$3.00 per person

includes soda, stirrirs, cocktail napkins, cranberry juice, orange juice, pineapple juice, tonic, club, lemons & limes

Coffee Service: \$1.50 per person

includes hot cups, brewed coffee, tea, stirrirs, creamers, sugar, artificial sweetners, sanku

Chafing Dishes:

Wire Rack: \$5.00 each

includes wire rack, water pan and two sternos

Deluxe Chafing Dishes: \$12.00 each (maximum 7)

includes chafer, water pan, lid, two sternos, serving spoon

Linens:

Tablecloths: \$6.00

90" x 90" for round tables - choice of color

72"x120" for long tables - choice of color

Napkins: \$.50 each

choice of color

Chair Covers:

White or Black Spandex: \$2.50 each

includes setting up and removing

(chair covers minimum 50)

Organza Chair Sashes:

choice of color \$1.00-\$1.50 each