

# **Educational Conference Center at Luzerne County Community College**

Thank you for your interest in the Educational Conference Center at Luzerne County Community College. Our goal is to provide guests with first-rate meeting and conference services coupled with unsurpassed customer service unmatched by any other facility.

We are pleased to offer state-of-the-art audio-visual equipment in every room and an open floor-plan dining room with seating for up to 140 guests. Facility usage is complimented by a full-service menu which can be customized to fit your specifications. There is also an open-air patio overlooking Alden Mountain and the surrounding Luzerne County Community College campus, complimentary parking and a host of other amenities.

Please use this information as a resource guide as you plan your next corporate training program, seminar, conference or social event. As always, we are available to assist in designing your next function. Please do not hesitate to call upon us as you begin your planning process.

We look forward to seeing you soon,

Donna Sedlak, Food and Event Services Specialist  
Educational Conference Center at Luzerne County Community College



A close-up photograph of a white ceramic plate with a distressed, rustic finish. The plate is filled with a meal consisting of a large, pan-seared salmon fillet on the left, topped with a golden-brown sauce and garnished with finely chopped green herbs. To the right of the salmon are several green beans, several small red potatoes, and a few larger, golden-brown potato wedges. A silver fork with an ornate handle is placed on the left side of the plate, partially overlapping the salmon. The background is dark and out of focus, with some green herbs visible in the top left corner.

*Catering and Events Menu*

*Educational Conference Center at  
Luzerne County Community College  
Prices and Selections in effect January 1, 2024*

# Educational Conference Center at Luzerne County Community College Catering and Facility Policies

## ***Deposits and Payments***

The Educational Conference Center at Luzerne County Community requires a \$200.00 deposit when booking facility space and/or food service. This fee is non-refundable unless the College is forced to reschedule/cancel a function due to unforeseen circumstances. At the time of booking the following required documents must be submitted including ***Tax Exempt documentation (if applicable) and Liability Insurance***. All functions will be invoiced within 7 business days of the close of the function and payment is expected within 30 days of receipt. Payments may be made by either check or credit card. A \$100.00 fee will be added to the invoice monthly if not paid within 30 days of receipt. All food service items are subject to a 6% Pennsylvania sales tax fee.

## ***Food and Beverage Policies***

The Educational Conference Center at Luzerne County Community College requires that all functions use the College's Food Service for any refreshment needs. At no time will guests or event organizers be permitted to bring outside food/beverages into the facility for their function. All final/guaranteed food service guest counts are due 7 business days prior to the function. This number provided is the minimum that will be billed unless guest counts are higher than provided. Cancellations are required to be submitted 7 business days prior to the function. Cancellations less than 7 business days prior to the event will result in full charges for the guaranteed guest count.

***\*Please note that the Educational Conference Center is NOT a peanut or tree-nut free environment. We do process nuts in our kitchen which creates the potential for cross-contact and contamination.***

## ***Service Standards***

The Educational Conference Center at Luzerne County Community College and staff take pride in providing high-quality, exceptional service and the freshest of food service choices. In order to achieve this goal, food service items will be available for guest consumption for 2 hours. Additional time may be requested and a refresh fee will be added to ensure item freshness. Due to health and safety concerns, function food service items will not be permitted to be removed from the building.

## ***Room Assignment/ Set Up***

The Educational Conference Center at Luzerne County Community College reserves the right to assign and re-assign function space according to the number of guests expected. If guest numbers are lower than expected, a smaller yet suitable space will be provided. Typically, room set up times are a maximum of 2 hours prior to the scheduled function. If more time is needed, 48 hour notice is required. The use of confetti, streamers, artificial snow, glitter, silly string, and items attached to the walls are prohibited. Damage to the facility and its contents will result in an additional facilities charge.

## Catering and Facility Policies Continued

### ***Drug and Alcohol Policy***

The consumption or possession of alcoholic beverages on or about the campus at any time is forbidden. By state law, anyone under the age of 21 who purchases or attempts to purchase, possesses, consumes, or transports any alcoholic beverage is subject to a fine, imprisonment, or both. The possession, use or sale of illegal drugs is not allowed at any time on campus. Any members of the college community caught consuming, using, selling, providing, or possessing any illegal drug will be turned over to the local or state police for prosecution and may also be subject to dismissal from the college. The College's alcohol and drug policies, including disciplinary procedures and possible sanctions are further described in the College student handbook and policy manuals. Smoking is prohibited on all College property.

### ***Firearms and Other Weapons***

The possession or use of firearms, explosives, chemicals and other lethal weapons on college property by unauthorized persons is strictly forbidden. Also prohibited are any CO2 and spring propelled guns. Individuals who have a permit to carry a concealed firearm may not bring the firearm on campus or to college sponsored events on or off campus. Only authorized on duty law enforcement or campus security personnel may possess a firearm on college owned property.

### **Emergency Situations**

In the rare event that the Educational Conference Center must close due to an emergency situation, paid deposits will be refunded or applied to a rescheduled event.

### ***Inclement Weather***

When booking an event at the Educational Conference Center between the months of November and March, event organizers are strongly encouraged to select an alternative snow date. If an alternative snow date is not selected and a weather emergency is a possibility, the Educational Conference Center will do everything possible to reschedule your event within an appropriate timeframe for guests to be notified of the change. If the College is running on a Compressed Schedule, 8:00AM events and functions will begin at 10:00AM. If the College is closed on the date of the scheduled event, the Educational Conference Center will follow College policy and the event will be cancelled and rescheduled for a later date.

We look forward to planning your next conference, meeting or special event!

The Educational Conference Center at Luzerne County Community College

916 Conference Way Nanticoke, PA 18634

1(800) 377-5222 ext. 7476

[www.luzerne.edu/ecc](http://www.luzerne.edu/ecc)

# ***Breakfast***

*Available from 7:00AM-10:00AM*

*\*In order to ensure freshness, items will remain available for guest consumption for 2 hours*

Minimum order 12, Priced Per Person

## **Hot Beverage Service**

Coffee, Tea and Decaf Coffee

**\$2.25**

## **The Eye Opener**

Coffee, Tea and Decaf Coffee

Assorted Morning Pastries

**\$4.00**

## **The Conference Center Continental**

Coffee, Tea, Decaf Coffee and Assorted Juices

Assorted Morning Pastries

**\$5.75**

## **The Associate Buffet (25 Guest Minimum)**

Coffee, Tea, Decaf Coffee and Assorted Juices

Cheese Quiche (Scrambled Eggs can be substituted for Quiche)

Breakfast Potatoes

Freshly Sliced Fruit and Yogurt

Assorted Morning Pastries

Choice of (1) Breakfast Meat: Sausage, Bacon, Ham or Turkey Sausage

**\$9.75**

## **Breakfast Ala Carte**

*\*All of the items below can be added to the above packages:*

Assorted Juices	\$1.75	Bagels w/Assorted Spreads	\$1.50	Additional Breakfast Meat	\$1.75
Bottled Water	\$1.50	Granola or Breakfast Bars	\$1.25	(Bacon, Ham, Sausage or	
French Toast	\$1.95	Milk	\$0.50	Turkey Sausage)	
Waffles	\$1.95	Freshly Baked Cookies	\$1.75	Freshly Sliced Fruit	Mkt.
Pancakes	\$1.95	Breakfast Sandwiches	\$2.75	Refresh Hot Beverages	\$1.50
Danish	\$1.50	Yogurt	\$1.75	Cheese Quiche	\$1.50
Muffins	\$1.50	Iced Tea	\$1.50		

## ***Lunch***

*Available from 11:00AM-2:00PM*

*\*Minimum order 12 (unless otherwise stated), Priced per person*

### **Assorted Deli Sandwich and Wrap Sampler**

Assorted Sandwiches with Lettuce, Tomato and Appropriate Condiments

Choose (3): Ham, Turkey, Tuna Salad, Italian, Chicken Salad, or Roasted Red Pepper

Choose (1) Side: Pasta Salad, Macaroni Salad, Potato Salad, Cole Slaw, or Bag of Potato Chips

Relish Tray

Choose (1) Dessert: Fruit Pies, Freshly Baked Cookies or Cake

Assorted Hot and Cold Beverages

**\$10.25**

\*Add a soup for \$2.75pp (Chicken Noodle, Vegetable, or Assorted Cream Soups \*Inquire when ordering)

### **Grilled Chicken Sandwich**

Grilled Chicken Sandwich including, Lettuce, Tomato and Cheese

Choose (1) Side: Pasta Salad, Macaroni Salad or Potato Salad, Cole Slaw or Bag of Potato Chips

Choose (1) Dessert: Fruit Pies, Freshly Baked Cookies or Cake

Assorted Hot and Cold Beverages

**\$10.25**

\*Add a soup for \$2.75pp (Chicken Noodle, Vegetable, or Assorted Cream Soups \*Inquire when ordering)

### **Classic Grilled Chicken Over Field Greens**

Mixed Field Greens topped with Grilled Chicken

Assorted Salad Vegetables and Dressings

Rolls and Butter

Ice Cream or Frozen Yogurt

Cold Beverages

**\$10.25**

\*Add a soup for \$2.75pp (Chicken Noodle, Vegetable or Assorted Cream Soups \*Inquire when ordering)



## ***Lunch Continued***

*Available from 11:00AM-2:00PM*

*Minimum order 12 (unless otherwise stated), Priced per person*

### **Chef, Tuna or Chicken Salad**

Mixed Field Greens topped with your choice of Assorted Meats and Cheeses (Chef), Tuna or Chicken Salad

Assorted Salad Vegetables and Dressings

Rolls and Butter

Ice Cream or Frozen Yogurt

Cold Beverages

**\$10.25**

\*Add a soup for \$2.75pp (Chicken Noodle, Vegetable or Assorted Cream Soups \*Inquire when ordering)

### **Garden Fresh Salad Buffet (25 Guest Minimum)**

Garden Greens and an Assortment of Fresh Salad Vegetables

Choose (2): Ham, Turkey, Tuna Salad, Grilled Chicken or Chicken Salad

Your Choice of (Chicken Noodle, Vegetable or Assorted Cream Soups \*Inquire when ordering)

Assorted Salad Dressings

Rolls and Butter

Choose (1) Dessert: Fruit Pies. Freshly Baked Cookies or Cake

Hot and Cold Beverages

**\$12.95**

### **Lunch on the Run (Take Out Only)**

Choose (2): Turkey, Ham and Cheese, Tuna Salad or Roasted Red Pepper on a Kaiser Roll or Wrap

Assorted Condiments, Bag of Potato Chips, Granola Bars

Can of Soda or Bottled Water

All in a Container to Go!

**\$9.75**





## ***Lunch Continued***

*Available from 11:00AM-2:00PM*

*Minimum order 12 (unless otherwise stated), Priced per person*

### **The Luzerne Luncheon** (Served)

Your Choice of 6 oz. Chicken Francaise, Chicken Marsala, Stuffed Chicken Breast, Chicken Scampi, Grilled Chicken, Chicken Picatta, 8oz. Sirloin, 8 oz. Grilled Pork Loin, or Lemon Butter Cod

Choose (1) Starch: Rice, Mashed Potatoes, Herb Roasted Baby Reds, Baked Potato or a Side of Pasta (Traditional Tomato Sauce)

Pre-Set Garden Salad with Italian Vinaigrette Dressing

Chef's Choice Fresh Vegetable

Rolls and Butter

Choose (1) Dessert: Fruit Pies, Freshly Baked Cookies or Cake

Hot and Cold Beverages

**\$13.95**

### **The Trailblazer Buffet** (25 Guests Minimum)

Choose (2): Chicken Francaise, Chicken Marsala, Stuffed Chicken Breast, Grilled Chicken, Chicken Picatta, Roast Beef, Baked Cod, Baked Ham, Rosemary Roasted Pork Loin

\*Additional choice from the above entrees please add \$2.25pp

Choose (2): Pasta Salad, Macaroni Salad, Potato Salad, Cole Slaw, Mashed Potatoes, Herb Roasted Baby Reds, Rice Pilaf, Pasta w/Your Choice of Traditional Tomato Sauce,

Alfredo or Vodka Cream

Garden Salad with (2) Dressing Choices

Chef's Choice Fresh Vegetable

Rolls and Butter

Choose (1) Dessert: Fruit Pies, Freshly Baked Cookies or Cake

Hot and Cold Beverages

**\$16.95**

*\*Gluten Free Salad Dressing is available on request*



## ***Lunch Continued***

*Available from 11:00AM-2:00PM*

*Minimum order 12 (unless otherwise stated), Priced per person*

### **A Taste of Italy (Buffet or Served)**

Garden Salad with (2) Dressing Choices

Choose (1) Pasta: Rigatoni, Ziti, Bowties, Linguini, Spaghetti or Penne

Choose (1) Sauce: Traditional Tomato, Alfredo, Vodka Cream or Vegetable Marinara

Rolls and Butter

Choose (1) Dessert: Fruit Pies, Freshly Baked Cookies or Cakes

Assorted Hot and Cold Beverages

**\$10.25**

\*Add Meatballs, Sausage, Cheese Manicotti or Spinach Ravioli \$2.00pp

### ***Ala Carte Items***

Chicken Tenders and Fries with Dipping Sauce	<b>\$5.95</b>
*Assorted Pizza with Toppings	<b>\$12.00</b> (8 slices per pie)
Chef's Choice Soup of the Day	<b>\$2.75</b>
Garden Salad	<b>\$2.25</b>
Field Greens Salad	<b>\$3.95</b>
Fruit Pies	<b>\$1.95</b>
Freshly Baked Cookies	<b>\$1.75</b>
Vanilla or Chocolate Cake	<b>\$2.25</b>
Ice Cream Sundae	<b>\$2.95</b>
Freshly Baked Brownies	<b>\$1.95</b>
Cheesecake	<b>\$4.25</b>
Eclairs	<b>\$2.25</b>
Mini Assorted Desserts	<b>\$4.95</b>

*\*One topping is included with Pizza (Extra Cheese, Mushroom, Pepperoni or Sausage)*



## ***Hors D'oeuvres and Appetizers***

*(25 Guest Minimum, Each Package Serves 25 Guests)*

*\*In order to ensure freshness, items will remain available for guest consumption for 2 hours*

### ***Cheeseboard***

Assorted Imported and Domestic Cheeses and Crackers and Honey Mustard Dipping Sauce

**\$75.00**

### ***Vegetable Crudité***

Assorted Fresh Vegetables with Ranch Dipping Sauce

**\$70.00**

### ***Fresh Fruit Display***

Assorted Freshly Sliced Fruit (Seasonal Selections may vary)

**Market Price**

### ***Carving Station***

(\$25.00 Service Fee)

Choose (1) Meat: Ham, Top Round of Beef, Freshly Roasted Turkey or Porketta

Assorted Breads and Rolls

Condiments

**\$90.00**

### ***Pasta Station***

(\$25.00 Service Fee)

Choose (2) Pastas: Penne, Bow Tie, Cheese Tortellini or Spinach Ravioli

Choose (2) Sauces: Traditional Tomato, Alfredo, Vodka Cream or Vegetable Marinara

Includes Assorted Rolls and Butter

**\$85.00**

\*Add meatballs or sausage for \$35.00

## ***Hors D'oeuvres and Appetizers*** (25 Guest Minimum)

*Hot Items (Either Stationary or Passed)*

*For Passed, \$50.00 Service Fee will be added*

*Each Item is Priced Per Person, A Minimum of (4) Items Must be Selected*

Spinach and Feta Phyllo	<b>\$2.50</b>
Swedish Meatballs	<b>\$1.95</b>
Chicken Wing Dip with Tortilla Chips	<b>\$2.25</b>
Stuffed Mushrooms	<b>\$2.50</b>
Sweet and Sour Meatballs	<b>\$1.95</b>
Mini Potato Pancakes	<b>\$1.95</b>
Shrimp Cocktail	<b>\$3.95</b>
Sweet and Sour Chicken Bites	<b>\$2.50</b>
Coconut Shrimp w/Sauce	<b>\$3.95</b>
Quesadilla	<b>\$1.95</b>
Chicken Marsala Bites	<b>\$2.50</b>
Egg Rolls w/Sauce	<b>\$1.95</b>
Mini Quiche	<b>\$1.95</b>
Mozzarella Sticks with Marinara	<b>\$1.95</b>



## ***Dinner***

*Available from 4:00PM-7:00PM*

*Minimum order 12 (unless otherwise stated), Priced per person*

### ***A Taste of Italy (Buffet or Served)***

Field Green Salad with (2) Dressing Choices

Choose (1) Pasta: Rigatoni, Ziti, Bowties, Linguini, Spaghetti or Penne

Choose (1) Sauce: Traditional Tomato, Alfredo, Vodka Cream, or Vegetable Marinara  
Rolls and Butter

Choose (1) Dessert: Fruit Pies, Freshly Baked Cookies or Cheesecake  
Assorted Hot and Cold Beverages

**\$12.95**

\*Add Meatballs, Sausage, Cheese Manicotti or Spinach Ravioli \$2.00pp

### ***The Community***

Choice of 8oz. Chicken Francaise, Chicken Marsala, Stuffed Chicken Breast, Grilled or  
Chicken Picatta, 10 oz. Sirloin, 10oz. Grilled Pork Loin, or Lemon Butter Cod

Field Green Salad with 2 Dressing Choices

Choose (1) Starch: Rice, Mashed Potatoes, Herb Roasted Baby Reds, Baked Potato or  
a Side of Pasta (Traditional Tomato Sauce)

Chef's Choice Fresh Vegetable

Rolls and Butter

Choose (1) Dessert: Fruit Pies, Freshly Baked Cookies or Cheesecake  
Hot and Cold Beverages

**\$15.95**

### ***The Presidential***

Choose (1) Fish: Baked / Broiled Haddock, Cod or Flounder prepared in Lemon Butter or Scampi  
Field Green Salad with 2 Dressing Choices

Choose (1) Starch: Rice, Mashed Potatoes, Herb Roasted Baby Reds, Baked Potato or  
a Side of Pasta (Traditional Tomato Sauce)

Chefs Choice Fresh Vegetable

Rolls and Butter

Choose (I) Dessert: Fruit Pies, Freshly Baked Cookies or Cheesecake  
Hot and Cold Beverages

**Market Price**

## ***Dinner Continued***

*Available from 4:00PM-7:00PM*

*Minimum order 12 (unless otherwise stated), Priced per person*

### ***The Executive Buffet (25 Guest Minimum)***

Choose (2): Chicken Francaise, Chicken Marsala, Stuffed Chicken Breast, Grilled Chicken, Chicken Picatta, Roast Beef, Catch of the Day, Baked Ham, Sliced Sirloin, Rosemary Roasted Pork Loin, Roasted Turkey, Cheese Manicotti or Spinach Ravioli

*\*Additional choice from the above entrees please add \$2.50pp*

Choose (1) Starch: Mashed Potatoes, Herb Roasted Baby Reds, Rice Pilaf, Tortellini with Choice of Traditional Tomato, Alfredo, Vodka Cream, or Vegetable Marinara  
Field Green Salad with (2) Dressing Choices  
Chef's Choice Fresh Vegetable  
Rolls and Butter

Choose (1) Dessert: Cheesecake, Eclairs, or Ice Cream Sundae

Assorted Hot and Cold Beverages

**\$21.50**

### ***Vegetarian Selections***

#### ***Sautéed Vegetables Over Angel Hair Pasta***

Assorted Sautéed Vegetables in Garlic and Olive Oil served over Angel Hair Pasta

Garden Salad with (2) Dressing Choices

Rolls and Butter

Choose (1) Dessert: Fruit Pies, Freshly Baked Cookies or Cake

Assorted Hot and Cold Beverages

**\$12.95**

#### ***Meatless Chef Salad***

Assorted Vegetables and Cheeses Over Garden Greens with (2) Dressing Choices

Rolls and Butter

Choose (1) Dessert: Fruit Pies, Freshly Baked Cookies or Cake

Assorted Hot and Cold Beverages

**\$10.25**

#### ***Eggplant Parmesan***

Lightly breaded Eggplant topped with Red Sauce and Cheese

Garden Salad with (2) Dressing Choices

Side of Pasta with a Traditional Red Sauce

Rolls and Butter

Choose (1) Dessert: Fruit Pies, Freshly Baked Cookies or Cake

Assorted Hot and Cold Beverages

**\$12.95**

## ***Refreshments and Desserts***

*Minimum of 12 (unless otherwise stated), Priced per person*

*\*In order to ensure freshness, items will remain available for guest consumption for 2 hours*

Hot Beverage Service	<b>\$2.25</b>
Hot Chocolate	<b>\$1.95</b>
Cold Beverage Service	<b>\$1.75</b>
Chilled Fruit Punch	<b>\$1.75</b>
Assorted Freshly Baked Cookies	<b>\$1.75</b>
Individual Bags of Chips or Pretzels	<b>\$1.00</b>
Individual Bags of Popcorn	<b>\$1.00</b>
Assorted Granola Bars	<b>\$1.25</b>
Assorted Yogurt	<b>\$1.75</b>
Assorted Candy Bars	<b>\$1.50</b>
Whole Fruit	<b>\$1.00</b>
Freshly Sliced Fruit	<b>Market Price</b> (25 guest minimum)
Personalized Specialty Cake	<b>Full Sheet</b> Butter Cream \$80 (Serves 72)
	<b>Half Sheet</b> Butter Cream \$45 (Serves 35)

### ***Desserts w/Garnish and Toppings***

Fruit Pies (Cherry, Blueberry or Apple)	<b>\$2.25</b>
Coconut Cream Pie	<b>\$2.25</b>
Cheesecake	<b>\$4.25</b>
Brownie Ala Mode	<b>\$2.95</b>
Eclairs	<b>\$2.25</b>
Rice Pudding	<b>\$3.25</b>
Freshly Baked Cookies	<b>\$1.75</b>
Ice Cream Sundae	<b>\$2.95</b>
Carrot Cake	<b>\$2.95</b>
Vanilla or Chocolate Cake	<b>\$2.25</b>
Assorted Mini Desserts	<b>\$4.95</b> (50 Guest Minimum)

**\*Upgrade any package dessert with Blackberry Cheesecake, Triple Chocolate Mousse Cake, Double Layer Chocolate Cake, Layered Strawberry Short Cake or Carrot Cake for \$2.95 per person**

*\*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions*

## Educational Conference Center at Luzerne County Community College Facilities Fees

<b>Room</b>	<b>Capacity</b>	<b>Full Day Fee</b>	<b>Half Day Fee</b>
AUD132 (Large Auditorium) <i>*podium w/microphone complimentary in this room</i>	260 Guests	\$400	\$200
AUD131 (Small Auditorium) <i>*podium w/microphone complimentary in this room</i>	90 Guests	\$300	\$150
C130 <i>*computer w/ speakers and projector included</i>	30 Guests	\$250	\$125
Room 120 <i>*computer w/speakers and projector included</i>	16 Guests	\$180	\$90
Room 119 <i>*computer w/speakers and projector included</i>	24 Guests	\$200	\$100
Room 115 (Computer Lab) <i>*All Microsoft Window computers</i>	21 Guests	\$275	\$125
ECC123 (Dining Room)	140 Guests <i>(pending set-up)</i>	\$425	\$200
Interior Hall Area <i>(3 or more vender tables)</i>	20 Vender Tables	\$180	\$90
Exterior Building Area	Participant # Varies		*Inquire on pricing
Outdoor Patio <i>(Tent available for an additional fee)</i>	50-75 Guests		*Inquire on pricing



## Educational Conference Center at Luzerne County Community College Audio/Visual Equipment Fees

Podium with Microphone	\$50
Hand Held Wireless Microphone	\$50
Meeting Owl (web-based video camera)	\$150
<i>*Technician Fee (if client equipment is used)</i>	\$70

### *Other*

Copies	\$.20 per copy
Printer with Paper	\$50 per printer
Linen/Skirted Table	\$15 per table
Easel	\$15 per easel

*One podium w/microphone is included with each auditorium*

*\*\*LCCC staff is not responsible for outside equipment loss, damage or malfunction*

*The Educational Conference Center is a wireless facility*





**TO:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RE:** \_\_\_\_\_

**DEPOSIT AMOUNT:** \_\_\_\_\_

**PLEASE NOTE:**

Please sign and return original contract with a copy of your ***Tax Exempt Certificate*** and ***Certificate of Liability Insurance or equivalent***.

\*If you have any questions, changes or corrections, please call  
Donna Sedlak at (570) 740-0476



# Educational Conference Center

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The Educational Conference Center at Luzerne County Community College is a state-of-the-art meeting and conference center facility which offers an ideal setting for hosting conferences, business meetings, off-site training retreats as well as a variety of special events. The Center proudly offers guests the use of two auditoriums, several multi-functional classrooms including the latest in presentation technology, a full-service dining room designed to cater to your individual needs, and Wi-Fi access throughout. Serving the Community since 1985, the Educational Conference Center at Luzerne County Community College is dedicated to providing outstanding service and is the perfect location for your next function or gathering.

Contact: Donna Sedlak at 570-740-0476 or [dkratz@luzerne.edu](mailto:dkratz@luzerne.edu)

[CATERING AND EVENTS MENU](#)

[FOOD AND EVENT SERVICES REQUEST](#)

Please use this link below to fill out a Food and Event Service Request Form

<https://www.luzerne.edu/workforce/ecc/>

**RELEASE AND INDEMNIFICATION OF CLAIMS**

This Release and Indemnification of Claims (the "Release Agreement") is given to Luzerne County Community College ("LCCC"), located at 521 Trailblazer Drive, Nanticoke, PA 18634, which owns and/or operates a building known as Educational Conference Center (the "Facility") for which \_\_\_\_\_ ("Client"), having an address of \_\_\_\_\_ desires to use solely for \_\_\_\_\_ purposes (the "Event").

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, and intending to be legally bound, the Client hereby agrees as follows:

1. **License.** LCCC does grant a license to the Client for purposes of preparation for, conducting of and cleaning up from the Event (and for no other purposes whatsoever), which Event is to occur on \_\_\_\_\_, 20\_\_\_\_. The Client agrees to comply with LCCC's policies with respect to the Event, which are attached hereto as Exhibit "A" and incorporated herein by reference.

2. **Waiver and Release.** Client does hereby, for itself, its heirs, personal representatives, administrators, executors, successors and assigns (collectively, "Releasing Party") (a) acknowledges and agrees that Releasing Party will not be providing any goods or services for which LCCC, its successors, assigns, subsidiaries, affiliates, officers, directors, owners, representatives, employees, and agents (collectively, the "Released Parties") have agreed to or otherwise will be responsible, and (b) releases, forgives, waives and forever discharges LCCC and the other Released Parties from any and all claims, basis for claims, demands, suits, actions, causes of action, liabilities, complaints, damages, judgments, or any other loss or harm of any nature whatsoever (including, without limitation, claims for compensation for goods or services and also claims for attorneys' fees and expenses), arising directly or indirectly from Client's conducting of the Event at the Facility or on any other party of the property owned or operated by LCCC, or otherwise, including personal injury, property damage and/or death, whether known or unknown, foreseen or unforeseen, asserted or unasserted, and caused in any manner, except for the gross negligence or willful misconduct of LCCC, through the date of this Release Agreement and forever hereafter (collectively, "Claims" or individually, a "Claim").

3. **Indemnification.** The Client, for itself and all Releasing Parties, further, hereby agrees, at Client's expense, utilizing counsel reasonably satisfactory to the Released Parties and their respective insurance carriers, to defend, indemnify and hold harmless the Released Parties from and against any and all Claims. The Released Parties shall be permitted to cooperate in the conduct of any such Claim and in any negotiations and/or settlements thereof. The Client further agrees that any or all of the Released Parties may, at its/their option, jointly participate in the defense of any Claim at the expense of the Client, and in all cases, no Claim for which indemnification is sought shall be compromised or settled without the prior written consent of the Released Parties.

4. **Insurance.** At all times during which the Client is preparing for, conducting and cleaning up from the Event, the Client shall procure and maintain in force, at the Client's sole cost and expense, general liability insurance in the amount of \$1,000,000, naming LCCC as an additional insured and including an endorsement so indicating, including, without limitation, (a) such insurance as is reasonably necessary to protect the Released Parties from liability arising from or incident to the conducting of the Event at the Facility; (b) such insurance as is required under applicable law; and (c) any other insurance reasonably required by LCCC. Simultaneously with the execution and delivery of this Release, the Client shall furnish to LCCC Certificates of Insurance evidencing the insurance coverage, which shall provide for not less than thirty (30) days' written notice by the insurer to LCCC of any cancellation or material alteration of such insurance. In addition, the Client shall promptly notify LCCC of any cancellation or other material alteration in the amount or scope, of the insurance coverage required under this Section 4.

5. **Miscellaneous.** The Client acknowledges and agrees that the Client shall comply with applicable law and LCCC's policies and procedures during the time Client is providing services at the Facility. This Release Agreement is governed by and construed under the laws of the Commonwealth of Pennsylvania, and any dispute related hereto shall be adjudicated in the Court of Common Pleas of Luzerne County.

IN WITNESS WHEREOF, and intending to be legally bound hereby, Client has executed and delivered this Release and Indemnification as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**WITNESS/ATTEST:**

**CLIENT:**

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Print (Name, Position, Organization)

## EXHIBIT "A"

# Educational Conference Center at Luzerne County Community College Catering and Facility Policies

### ***Deposits and Payments***

The Educational Conference Center at Luzerne County Community requires a \$200.00 deposit when booking facility space and/or food service. This fee is non-refundable unless the College is forced to reschedule/ cancel a function due to unforeseen circumstances. At the time of booking the following required documents must be submitted including ***Tax Exempt documentation (if applicable) and Liability Insurance***. All functions will be invoiced within 7 business days of the close of the function and payment is expected within 30 days of receipt. Payments may be made by either check or credit card. A \$100.00 fee will be added to the invoice monthly if not paid within 30 days of receipt. All food service items are subject to a 6% Pennsylvania sales tax fee.

### ***Food and Beverage Policies***

The Educational Conference Center at Luzerne County Community College requires that all functions use the College's Food Service for any refreshment needs. At no time will guests or event organizers be permitted to bring outside food/beverages into the facility. All final/guaranteed food service guest counts are due 7 business days prior to the function. This number provided is the minimum that will be billed unless guest counts are higher than provided. Cancellations are required to be submitted 7 business days prior to the function. Cancellations less than 7 business days prior to the event will result in full charges for the guaranteed guest count.

***\*Please note that the Educational Conference Center is NOT a peanut or tree-nut free environment. We do process nuts in our kitchen which creates the potential for cross-contact and contamination.***

### ***Service Standards***

The Educational Conference Center at Luzerne County Community College and its staff take pride in providing high-quality, exceptional service and the freshest of food service choices. In order to achieve this goal, food service items will be available for guest consumption for 2 hours. Additional time may be requested and a refresh fee will be added to ensure item freshness. Due to health and safety concerns, function food service items will not be permitted to be removed from the building.

### ***Room Assignment/ Set Up***

The Educational Conference Center at Luzerne County Community College reserves the right to assign and re-assign function space according to the number of guests expected. If guest numbers are lower than expected, a smaller yet suitable space will be provided. Typically, room set up times are a maximum of 2 hours prior to the scheduled function. If more time is needed, 48 hour notice is required. The use of confetti, streamers, artificial snow, glitter, silly string and items attached to the walls are prohibited. Damage to the facility and its contents will result in an additional facilities charge.

# Catering and Facility Policies Continued

## ***Drug and Alcohol Policy***

The consumption or possession of alcoholic beverages on or about the campus at any time is forbidden. By state law, anyone under the age of 21 who purchase, or attempts to purchase, possesses, consumes or transports any alcoholic beverage is subject to a fine, imprisonment, or both. The possession, use or sale of illegal drugs is not allowed at any time on campus. Any members of the college community caught consuming, using, selling, providing, or possessing any illegal drug will be turned over to the local or state police for prosecution and may also be subject to dismissal from the college. The College's alcohol and drug policies, including disciplinary procedures and possible sanctions are further described in the College student handbook and policy manuals. Smoking is prohibited on all College property.

## ***Firearms and Other Weapons***

The possession or use of firearms, explosives, chemicals, and other lethal weapons on college property by unauthorized persons is strictly forbidden. Also prohibited are any CO2 and spring propelled guns. Individuals who have a permit to carry a concealed firearm may not bring the firearm on campus or to college sponsored events on or off campus. Only authorized on duty law enforcement or campus security personnel may possess a firearm on college owned property.

## **Emergency Situations**

In the rare event that the Educational Conference Center must close due to an emergency situation, paid deposits will be refunded or applied to a rescheduled event.

## ***Inclement Weather***

When booking an event at the Educational Conference Center between the months of November and March, event organizers are strongly encouraged to select an alternative snow date. If an alternative snow date is not selected and a weather emergency is a possibility, the Educational Conference Center will do everything possible to reschedule your event within an appropriate timeframe for guests to be notified of the change. If the College is running on a Compressed Schedule, 8:00AM events and functions will begin at 10:00AM. If the College is closed on the date of the scheduled event, the Educational Conference Center will follow College policy and the event will be cancelled and rescheduled for a later date.

We look forward to planning your next conference, meeting or special event!

The Educational Conference Center at Luzerne County Community College  
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