

PHILLY CASINO PARTIES

Setup & Breakdown Policy

Overview

Philly Casino Parties is committed to ensuring every event runs seamlessly. Our standard operating package covers 4 hours of casino entertainment. This policy outlines setup and breakdown scheduling, crew expectations, and any additional fees that apply when event timing falls outside our standard package parameters.

Standard Package — What's Included

Package Duration	4 hours of casino entertainment
Setup Window	Crew arrives and is fully set up 30 minutes before your event start time
Breakdown Timing	Breakdown begins at the conclusion of the 4th hour of entertainment
Crew Coverage	Setup and breakdown crew included within the 4-hour package at no extra charge

Setup Policy

Our crew will arrive and be fully set up 30 minutes prior to your scheduled event start time. This ensures all casino tables, equipment, and staff are in place and ready the moment your guests arrive.

Example — Standard Setup

Event runs 6:00 PM – 10:00 PM (4-hour package)

Crew Arrives	Event Starts	Breakdown Begins
5:30 PM	6:00 PM	10:00 PM

Breakdown Policy

Under our standard 4-hour package, breakdown begins at the end of the 4th hour of entertainment. If your event runs longer than 4 hours, our crew is scheduled to begin breakdown at the conclusion of the included entertainment window — not necessarily at the end of your overall event.

If you would like our setup to remain fully in place beyond the standard 4-hour entertainment window, an Extended Presence Fee applies (see below).

Scenario 1 — Extended Breakdown Hold

This applies when your overall event runs longer than our 4-hour entertainment package and you do not want us to begin breakdown until your event fully concludes.

Example

Your event runs 5:00 PM – 10:00 PM (5-hour event window, 4-hour package).

Set Up By	Standard Breakdown	If Client Requests Hold Until
4:30 PM	9:00 PM	10:00 PM

Extended Hold Duration	1 hour (9:00 PM – 10:00 PM)
Additional Fee	\$50.00 per crew member, per hour

Note: This fee compensates setup crew for remaining on-site and available during the hold period. The additional hour(s) are billed at \$50.00 per crew member per hour and will be reflected in your final invoice or quoted in advance upon request.

Scenario 2 — Early Setup / Pre-Event Gap

This applies when your event does not begin until after a specific time, but venue or logistical requirements mean our setup must be fully completed earlier. The gap between our setup completion and your event's start time requires crew to remain on-site, resulting in a standby fee.

Example

Your event runs 6:00 PM – 10:00 PM (4-hour package), but venue requires all setup completed by 5:00 PM.

Setup Completed By	Standby Gap	Event Starts	Breakdown
5:00 PM	5:00–6:00 PM	6:00 PM	10:00 PM

Standby Gap Duration	1 hour (5:00 PM – 6:00 PM)
Additional Fee	\$50.00 per crew member, per hour

Note: The standby fee covers crew compensation for the period between setup completion and your event start when crew must remain on-site. This will be quoted in advance and reflected in your contract.

Additional Fee Summary

Situation	When It Applies	Fee
Extended Breakdown Hold	Client requests crew stay past the standard end of entertainment window	\$50/person/hour
Early Setup Standby	Venue requires setup completed before our standard 30-min pre-event window	\$50/person/hour
Fifth Hour of Entertainment	Client opts to add a full 5th hour of live casino entertainment	See package pricing

Client Responsibilities

To avoid unexpected fees, please communicate the following details at the time of booking or no later than 7 days before your event:

- Your event's full timeline, including start and end times
- Any venue-mandated setup or load-in deadlines
- Whether you would like entertainment to run a full 5th hour
- Any requirements for equipment to remain in place beyond the entertainment window

Philly Casino Parties will always provide a written quote for any applicable additional fees before they are incurred. No surprise charges — ever.

Questions? Contact us before your event to discuss your timeline and we will build a custom schedule that works for everyone.

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