



Tower Inn Café Banquet Room Reservation Policy

General Info: The entire Room will seat 65 people up to a maximum of 70 guests.

Either half of the banquet room may be reserved and will seat up to 30 guests We request that room be booked at least 2 Weeks in advance.

- ❖ All rooms require a Deposit to hold the reservation (\$50 for a half room/\$100 for the entire room). The reservation may be cancelled 10 days before the event and the deposit shall be refunded.
- ❖ Food and Beverage minimum requirements are as follows;
 - Half room: 2 hours -\$150 minimum food and beverage required. 3 hours \$250
 - Entire room: 2 hours \$300, 3 hours \$400 minimum food and beverage purchase required.
 - Gratuity and sales tax are excluded from this minimum. This includes any carryout items purchased.
- ❖ Gratuity of 18% will be added to all final bills. If the food and beverage minimum is not met during a banquet, a gift card may be purchased to meet the minimum in sales.
- ❖ We offer three menu options for our banquet room:
 - Catered buffet with pre-selected menu selections; our recommendation. Please see Catering menu.
 - Full service dine-in plated dinner; not recommended for parties with 25 or more guests
 - Full service dine-in plated dinner with pre-selected limited menu selections; not recommended for parties of 25 or more guests
 - ❖ Full service dine-in plated dinner reservations may not be taken for the following times: During Lunch Time or during Prime Dinner Times.
- ❖ The room is reserved for 2 hours. Guests may request additional time when booking the reservation and will be charged accordingly. Minimum purchase minimum will be raised The earliest you will be granted access to the room is 10 minutes prior to your reservation. Please do not have your parties show up earlier as the room may be occupied or need to be set up after the previous reservation. Additional time required for set-up will be billed to the guest (see hourly fee rates).
- ❖ Cancellations of reservation must be made 10 days prior to date of reservation. Any damage to the room or failure to treat the facilities with ordinary care will be added to the final bill.
- ❖ We are not able apply daily specials, special promotions, or coupons towards your final bill. In addition, our Dine to Donate program excludes our banquet room. Wifi is available in our banquet room.

For further information, call 734-487-4000 to speak to a Manager