



## Banquet Policies

Thank you for considering Spartan Hall of Fame Cafe for your upcoming function. Our staff capabilities and team effort will make your event as pleasant to plan as to attend. As is the case with most businesses, we find that certain guidelines and procedures help us to ensure that you will be satisfied with your event. Please note the following:

### Deposits for Banquets

All private functions require a minimum of 30 adults for the "Spartan Room" using our banquet menu and are required to pay a \$100.00 deposit when the event is booked. Otherwise, a prorated room fee will be applied based upon menu selected and length of service.

### Guarantees

In order to be properly prepared to host your function, it is essential we know your guaranteed attendance at least 48 hours prior to the function. 90% of the number guaranteed will be charged if fewer guests attend.

### Cancellation

In the event that you would need to cancel your booking with us, we require that you give us a 30-day notice in order to receive your deposit back. Spartan Hall of Fame Cafe reserves the right to cancel due to circumstances beyond our control such as power outages. We also reserve the right to cancel for any reason with a 30-day notice. We will do our best to provide reasonable alternatives to planned services.

### Offsite Catering

The \$100 deposit applies to complete your reservation in addition to A: a final payment made 48 hours prior to the event of your estimated total and B: any differences of estimated versus actual will be reconciled and paid in no less than 5 days.

### Tax and Gratuity

A customary 18% gratuity will be added to all Banquet invoices. Applicable sales tax will be automatically added to all pricing. Tax exempt status may be granted if you provide us with an Official Tax Exempt Certificate 14 days prior to the event.

**Please complete the following to secure your event. A restaurant managers signature will ensure your space is secure. Please note, your menu decisions should be made within 30 days of this booking.**

Name:\_\_\_\_\_ Date/Time of the event:\_\_\_\_\_

Address of person making reservation:\_\_\_\_\_

Banquet Deposit (\$100.00) CC#\_\_\_\_\_ Exp:\_\_\_\_\_

Check # & Amt:\_\_\_\_\_ # of Guaranteed Guests:\_\_\_\_\_

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Phone #:\_\_\_\_\_ Selections made: Y or N

Signature of Restaurant Manager:\_\_\_\_\_ Date:\_\_\_\_\_