

Tofflers Banquet Policies

- All bills are payable the day of your party, no exceptions please. All direct billings must be arranged in advance. We issue only one guest check per party. We cannot do separate checks for banquets. We accept Visa, MasterCard, Discover and company checks.
- All food, appetizers and beverages must be purchased through our restaurant and bar. Tofflers offers dessert but does not offer cake/s. You are welcome to bring in your own cake/s.
- We ask that your guests be sat at the time you selected for dinner. Our kitchen schedules the food to be done at that time. We want your food to be fresh and of high quality.
- Sorry, carry-outs are not allowed for buffet-style banquets for food safety reasons.
- All alcoholic beverages that you may have for door prizes, etc. may not be opened in the building or on our grounds.
- We cannot guarantee a private room or area unless it is stated on the Events Agreement and authorized by a banquet manager. We seat all parties in a comfortable area according to the size of your group and menu selection.
- Tofflers requires a 20 person minimum for buffet style banquets. We do not guarantee private rooms for groups under 20. There is a \$500 food minimum to guarantee a private banquet room on Friday or Saturday and may be subject to a time limit depending on date and/or special events.
- To insure proper staffing and preparations, we must have an approximate guest count one week prior to your event. We set only for the count that you give us. We charge for those people that do not show if your guaranteed guest count falls below 10%. Please try to be as accurate as possible with your final count.
- Children and guests under the age of 21 are welcome in the restaurant until 10pm (or when food is no longer being served). After 10pm, we will require two forms of I.D. (one picture I.D. mandatory). We must be informed of all underage guests; anyone looking underage will be carded. If you have under age persons in your group they cannot be in the bar area without a parent or legal guardian.
- We must have your deposit to book your party, unless you have had a banquet here before and a contract on file. Those entering this contract agreement (including Tofflers) must give a 30 day cancellation notice or forfeit their deposit.
- We are not responsible for lost or stolen articles.
- No confetti or glitter decorations are allowed. Please do not use tape or tacks on walls or ceiling.
- A dedicated bartender is available for banquets. There is a \$25 set-up charge and \$15 per hour fee with a 2 hour minimum, subject to tax and gratuity, for dedicated bar service.

Tofflers Events Agreement

Date of Event: _____

Time of Event: _____

Duration of Event (Approx.): _____

Organization / Purpose of Event: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Number of Guests: _____

Private Room (Yes / No)

Accessible Seating Required (Yes / No)

Meal Style: (Plated / Buffet)

Deposit Amount: _____ Received: _____

Meal Choices: _____

Beverage Choices: _____

Customer (can be approved via email)

Name: _____ Signature: _____ Date: _____

Tofflers Owner/Manager

Name: _____ Signature: _____ Date: _____