



Banquet Policies

Thank you for considering Spartan Hall of Fame Café 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 people for the "Banquet Room" using our banquet menu and are required to pay a \$100.00 deposit when the event is booked.

Guarantees

In order to be properly prepared to host your function, it is essential that 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 14 day notice in order to receive your deposit back. Spartan Hall of Fame Café 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.

Special Services

The banquet room includes white linen tablecloths and linen napkins. Should you need additional services please consult with a manager regarding our capabilities. We can arrange a business meeting for your group, should you need an extended use of our banquet room.... and we'd be happy to discuss morning coffee service, afternoon break service, as well as room rental fees.

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 your event.

Please complete the following to secure your event. A restaurant manager's signature will ensure your space is secure.

Name: _____ Date/Time of 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 _____

Phone 517.337.4680 Fax 517.337.4930

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