

Tom's Country Place Banquet Room Policies and Information

- A. Banquet Hours: Available hours for banquet rooms are from 12 noon till 12 midnight unless other provisions are arranged for a special event. All music or entertainment to end at 11:30 pm. Deliveries and decorating can be done after 12 noon on the day of the event. If there is no scheduled event the evening prior to your event, deliveries can be made in advance.
- B. Room Seating Minimums: Rooms minimums for Saturdays are as follows:
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|---------------------|-------------|------------|
| a. Oak Room | 100 minimum | 200maximum |
| b. Gold Room | 200 minimum | 260maximum |
| c. Gold & West Room | 260 minimum | 400maximum |
| d. Ballroom | 400 minimum | 800maximum |
- C. Set-up and clean-up: This service is provided by our staff. Decorations, gifts, and other personal or professional items are to be removed from our facility upon your departure the day the event is finished.
- D. Decorating: We provide the following items at no charge for your convenience: assorted clear and white bud vases, glass globes, table mirrors, and votive candle holders. Candles may be used, provided that wax does not drip or burn table linens. Charges will be applied for any wax damage/burns to table linens. Table numbers are also available if needed. No confetti or glitter allowed. **No nails, staples, tacks, or adhesive tapes may be applied to walls, molding or tables** Special cleaning fees may be assessed. If you choose to decorate please discuss your plans with us so that there is no misunderstanding about what you may or may not do.
- E. Linens: White linen tablecloths are included with the wedding buffet price. Round tables will sit 8 guests comfortably. Linen napkins are also included with an assortment of colors to choose from to fit your needs. We also provide skirting for your Guest Registry, Gift Table, Buffet Tables, and Bridal Head Table.
- F. Outside Food Service: We do not allow foods to be bought into the facility with the exception of a wedding cake. We do make special exceptions for desserts and pastries. Please contact us regarding this matter.
- G. Audio/Visual Equipment: We provide and in house PA system, podiums, projection screens, and other miscellaneous items such as raffle drums and boards for fund-raising events. You may bring in other audio/visual equipment as needed.
- H. DJ, Band and Entertainment: We have a recommended list of professional music entertainers for your choosing. We do allow you to choose professionals not included on this list. However, we reserve the discretionary rights for noise, nuisance, and excess volume control.
- I. Liability: Tom's Country Place, Inc. is not responsible for damage or loss of any merchandise, equipment, clothing or other valuables left at any event. For your protection and ours, a security fee may be imposed due to local regulations. Clients assume all responsibility for any violations of City, State, and Federal Laws.