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2018/2019 WEDDING GUIDE

Tonawanda  
Castle

EVENT AND RECEPTION VENUE



69 DELAWARE ST | TONAWANDA, NY 14150 | 716-743-8544

# WELCOME TO THE TONAWANDA CASTLE

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Congratulations on your recent engagement and thank you for considering the elegant and historic Tonawanda Castle for your special day.

Planning a wedding is an exciting experience for couples. Selecting a venue is very important, as it sets the stage for your entire wedding day and the beginning of your new life together.

One of the area's most distinguished historical gems, the Tonawanda Castle is a venue brimming with elegant ambiance. This historical building offers a truly exceptional setting for a memorable and beautiful wedding reception.

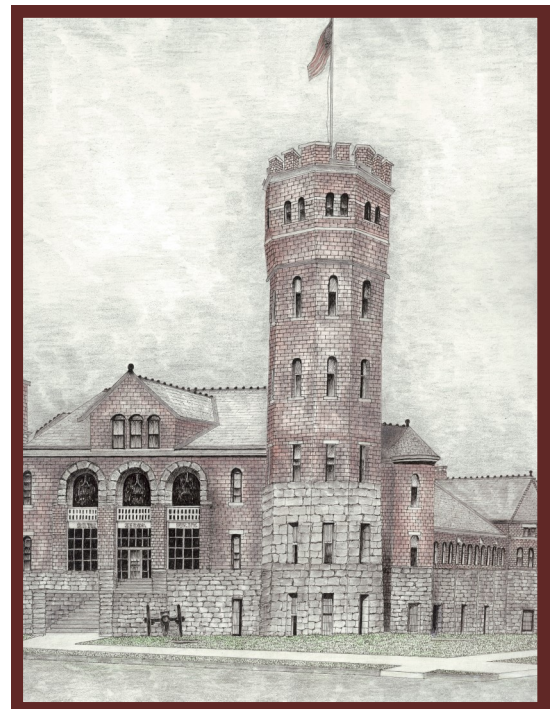
We are happy to provide you with this planning guide for the Tonawanda Castle. Inside you will find a basic outline on our wedding services and a variety of customizable options to make your unique vision come to life.

Our professional and dedicated staff is committed to ensuring your wedding day is a wonderful experience that will be remembered for a lifetime. We welcome the opportunity to assist you in creating an event that is custom tailored to your vision of a perfect day!

Best Wishes,

Lindsay, Teena & Richard

Tonawanda Castle Sales Team



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# OUR COMPLIMENTARY SERVICES

## FOR THE PLANNING

- ◆ An on-site event specialist to assist you in creating your dream wedding
- ◆ Flexible floor plan designs
- ◆ Customized food and beverage menus
- ◆ Personal planning consultation with event coordinator

## FOR THE TABLE SETTING

- ◆ 6 FT round tables - seats 8-10 people
- ◆ Option for an elevated head table
- ◆ Option for a sweetheart table
- ◆ Comfortable cushioned maroon colored chairs
- ◆ White table linen and skirting with corresponding napkins

## FOR THE DAY OF YOUR EVENT

- ◆ An on-site event coordinator
- ◆ Placement of favors, centerpieces and escort cards
- ◆ Pre event access to building with many beautiful rooms for photos
- ◆ Complimentary cake cutting
- ◆ Exclusive bridal lounge for wedding party 4 hours prior to start time
- ◆ Champagne toast for head table



# CATERING SERVICES

As one of Western New York's most unique venues, you will find – fittingly - some of the region's most distinctive, one-of-a-kind cuisine. Richard Kellogg, the Tonawanda Castle's catering director, brings more than 25 years of Executive Chef experience to our kitchen. He has trained with culinary specialists from around the world and is well versed in everything from sushi to barbeque to seven course European dinners. Richard has honed his culinary skills in a multitude of culture types and believes there is no cuisine that cannot be replicated.

Richard returns to Buffalo, his hometown, after years of operating a number of successful restaurants in Vail, Colorado. The diversity of his experiences has contributed to his creative approach to catering, enabling the Castle to customize the menu to the needs of your special day. The following menus presented in this package serve as a guide to our catering potential, but remember the possibilities are endless.

We look forward to serving you and making your menu as memorable as the event you are celebrating.



# BUFFET STYLE DINNER SERVICE

Your Specific Buffet Menu Would be Customized with our Chef  
Each Buffet Dinner Includes the Following:

- A Complimentary Champagne Toast for the Head Table
- Assorted Breads & Rolls with Butter & Dipping Oils
- Displayed Seasonal Fruit, Fresh & Grilled Vegetables, Assorted Cheeses & Crackers
- Individually Plated Salads
- Choice of 2 Meat, Fish or Vegetarian Selections
- Pasta Selection
- Potato & Vegetable Selection
- Coffee & Tea Station Following Dinner Service
- Complimentary Cutting and Plating of Cake for Dessert Station

## **Sample Buffet Menu to Show Menu Structure**

- Appetizers:** -Fresh and Grilled Vegetables Display with Domestic Cheese, Imported Cheese with Crackers and Assorted Fresh Fruit
- Salad:** -Caesar Style Salad with Parmesan Crisp and Grated Parmesan Cheese with Moroccan Olives, Cucumber, and Sweet Red Onion  
-Focaccia Bread with Whipped Butter and Dipping Oil
- Buffet:** -Penne Pasta Aglio E Olio with Grated Hard Cheese  
-Vodka Sauce  
-Marinara Sauce  
- Flank Steak London Broil with Caramelized Onion and Mushroom with Dijon Glaze  
-Apple Marinated Grilled Pork Loin with Bourbon Cider Glaze  
-Garlic Mashed Potatoes with Butter and Cream Cheese  
-Vegetable Medley of Broccoli, Asparagus, and Carrot
- Dessert:** -Tonawanda Castle Blend Regular Coffee, Decaffeinated Coffee and Assorted Tea  
-Guests Provided Dessert

## **Buffet Dinner Pricing Including 4 Hour Open Bar**

Saturday - Peak Season (May - October): \$66.95 Per Person  
Saturday Contract Minimum \$12,000 (May-August)  
Saturday Contract Minimum \$14,000 (September - October)

Discount Friday Pricing - \$61.95 per person (Friday minimum may apply)  
Discounted Sunday Pricing - \$54.95 per person

\*20% Service Charge and 8.75% Sales Tax Additional\*

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# FAMILY STYLE DINNER SERVICE

Your Specific Family Style Menu Would be Customized with our Chef  
Each Family Style Dinner Includes the Following:

- A Complimentary Champagne Toast for the Head Table
- Assorted Breads & Rolls with Butter & Dipping Oils
- Displayed Seasonal Fruit, Fresh & Grilled Vegetables, Assorted Cheeses & Crackers
- Individually Plated Salads
- Choice of 2 Meat, Fish or Vegetarian Selections
- Pasta Selection
- Potato & Vegetable Selection
- Coffee & Tea Station Following Dinner Service
- Complimentary Cutting and Plating of Cake for Dessert Station

## Sample Family Style Menu to Show Menu Structure

Appetizers:	-Assorted Fruit, Cheese, Vegetable Display
Salad Course:	-Mixed Greens with Dried Cranberry, Feta, Toasted Candied Walnut, Cucumber, Tomato, and Rice Noodles with Apple Cider Vinaigrette -Focaccia Bread with Whipped Butter and Dipping Oil
Family Style Entrées:	-Penne Pasta with Olive Oil, Basil and Garlic -Marinara Sauce -Sharp Alfredo Sauce -Garlic Spinach and Cheese Stuffed Chicken with Garlic Cream -Roasted Beef Tenderloin with Bacon and Gorgonzola with Red Wine Demi -Garlic Mashed Potatoes -Side of Red Wine Demi -Roasted Vegetable Medley of Carrot, Broccoli, Cauliflower and Red Sweet Pepper
Dessert:	-Tonawanda Castle Blend Regular Coffee, Decaf Coffee, Assorted Tea. -Guest Provided Cake/Dessert

## Family Style Dinner Pricing Including 4 Hour Open Bar

Saturday - Peak Season (May - October): \$69.95 Per Person

Saturday Contract Minimum \$12,000 (May-August)

Saturday Contract Minimum \$14,000 (September - October)

Discount Friday Pricing - \$64.95 per person (Friday minimum may apply)

Discounted Sunday Pricing - \$57.95 per person

\*20% Service Charge and 8.75% Sales Tax Additional\*

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# SIT DOWN DINNER SERVICE

Your Specific Sit Down Style Menu Would be Customized with our Chef  
Each Sit Down Dinner Includes the Following:

- A Complimentary Champagne Toast for the Head Table
- Assorted Breads & Rolls with Butter & Dipping Oils
- Displayed Seasonal Fruit, Fresh & Grilled Vegetables, Assorted Cheeses & Crackers
- Choice of 2 Passed Hors D'Oeuvres
- Individually Plated Salads
- 2 Meat, Fish or Vegetarian Options for Dual Entrée OR 3 Entrée Selections for Choice Entree
- Potato & Vegetable Selection
- Coffee & Tea Station Following Dinner Service
- Complimentary Cutting and Plating of Cake for Dessert Station

## Sample Sit Down Style Menu to Show Menu Structure

Appetizers: -Fresh Fruit, Grilled Vegetables, Domestic and Imported Cheese Display with Crackers

Passed: -Prosciutto Wrapped Shrimp with BBQ Drizzle  
-Sausage and Sharp Provolone Cheese Stuffed Mushrooms with Balsamic Reduction

Salad: -Romaine and Mixed Greens with Tomato, Cucumber, Boiled Egg, Red Onion, Carrots and Dried Cranberries, Croutons and Cracked Pepper Ranch  
-Focaccia Bread with Whipped Butter and Dipping Oil

Dual Entrée: -Braised Short Rib atop Parmesan Risotto  
-Toasted Baguette and Pancetta Stuffed Chicken Wrapped with Prosciutto and Topped with Garlic Cream Sauce  
-Red Skinned Garlic Mashed Potatoes  
-Vegetable Medley of Zucchini, Yellow Squash and Red Pepper

Dessert: -Tonawanda Castle Blend Coffee, Decaf Coffee and Assorted Tea  
-Guest Provided Cake/Dessert

## Sit Down Dinner Pricing Including 4 Hour Open Bar

Saturday - Peak Season (May - October): \$69.95 Per Person

Saturday Contract Minimum \$12,000 (May-August)

Saturday Contract Minimum \$14,000 (September - October)

Discount Friday Pricing - \$64.95 per person (Friday minimum may apply)

Discounted Sunday Pricing - \$57.95 per person

\*20% Service Charge and 8.75% Sales Tax Additional\*

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# STATION STYLE DINNER SERVICE

Your Specific Station Style Menu Would be Customized with our Chef  
Each Station Style Dinner Includes the Following:

- A Complimentary Champagne Toast for the Head Table
- Assorted Breads & Rolls with Butter & Dipping Oils
- Displayed Seasonal Fruit, Fresh & Grilled Vegetables, Assorted Cheeses & Crackers
- Choice of 3 Customizable Themed Stations
- Coffee , Tea and Dessert Station with Complimentary Cutting and Plating of Cake

## Sample Station Style Menu to Show Menu Structure

Appetizers:	-Assorted Fresh Fruit, Domestic and Imported Cheese with Crackers, Grilled and Fresh Vegetables
Passed:	-Sharp Provolone and Bread Crumb Stuffed Mushroom with Fig Drizzle -Stuffed Hot Pepper atop Garlic Bread with Marinara Drizzle -Spinach and Artichoke "Dip" Phyllo Cup
Soup & Salad : Station	-Lobster Bisque -Mixed Green Salad -Tomato, Cucumber, Onion, Sunflower Seeds, Dried Cranberries, Rice Noodles, Carrot, Butter Croutons and Assorted Cheeses - Ranch and Balsamic Vinaigrette on the side -Focaccia Bread and Herb Butter
Pasta Station:	-Penne Pasta with Garlic, Olive Oil and Fresh Basil -Marinara Sauce, Genovese Sauce, and Garlic Cream Sauce with Fresh Diced Tomatoes -Roasted Tilapia Garnished with Crab Stuffing -Roasted Vegetable Medley of Asparagus, Cauliflower and Mandolin Carrots
Meat Station	-Roasted Beef Tenderloin -Apple Brined and Mesquite Smoked Turkey Breast -Assorted Kaiser and Kimmelweck Rolls -Red Wine Demi and Turkey Gravy -Roasted Sliced Russet Potato Bar -Bacon, Cheddar Cheese, Scallion, Sour Cream and Whipped Butter
Dessert Station:	-Tonawanda Castle Blend Regular Coffee, Decaf Coffee and Assorted Tea -Guest Provided Cake/Dessert

## Station Style Dinner Pricing Including 5 Hour Open Bar

Saturday - Peak Season (May - October): \$72.95 Per Person

Saturday Contract Minimum \$12,000 (May-August)

Saturday Contract Minimum \$14,000 (September - October)

Discount Friday Pricing - \$67.95 per person (Friday minimum may apply)

Discounted Sunday Pricing - \$60.95 per person

\*20% Service Charge and 8.75% Sales Tax Additional\*

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# BOOKING POLICY

## BOOKING DATES

All dates are sold on a first come first serve basis. Each date is booked to the first client to pay a non-refundable deposit of \$1,000.00 and no dates will be held until deposit is received.

## TOTAL PAYMENTS

A non-refundable deposit of \$1,000.00 shall be paid in order to secure the date of the event, and shall be applied to your total event cost. Because costs are subject to change based on current market values, your deposit does not guarantee your total cost until a signed contract is in place. The balance of your event cost shall be paid in 2 installments, 25% due 4 to 6 months from signing and your final adjusted amount due 6 business days prior to your event.

Remaining amount due will be based on final head count, and **MUST** be received by the Tonawanda Castle no less than **6 business days** prior to the event in the form of cash or bank check. We reserve the right to refuse admission to the Castle on the day of your event if payment is not received within this specified time period.

If event date is scheduled within 30 days of this signing, payment in full is due upon signing.

All payments shall be made in immediately available funds in US Dollars, drawn on a US Bank by certified check or money order, payable to the Tonawanda Castle. If the Castle has secured any additional vendors for your event, the fees for those vendors shall be paid with separate check, and under separate contract, and shall be deposited in the Castle account for payment to said vendors.

## DAMAGE DEPOSIT

A separate damage deposit shall be collected from the renter and secured as a charge to a major credit card. This charge shall not be processed until after the event and only if 1) damage to the property has occurred, 2) a breach of contract occurs with regard to time, 3) additional cleaning is required from the Tonawanda Castle staff, or 4) Payment for outstanding invoices and consumption based beverage service not paid at the conclusion of the event.

In the event of damage to the property, a joint walk-through will be requested by The Castle management within 3 business days of the event, with a predetermined representative of the Renter (in the event that Renter is not available). The Castle will then contract all repairs to be made by skilled professionals and all charges for repairs will be paid from Renter's damage deposit. In the event that repair costs exceed the amount of damage deposit, Renter will be responsible for the entire repair over and above the damage deposit, and net amount shall be due and payable to the Castle by renter. If damages to the facility prevent the next scheduled event(s) from occurring, renter will be responsible for any and all refundable deposits that may be demanded by future renter(s).

## REFUND POLICY

The refund policy for cancellation is as follows:

If cancellation occurs within 30 days of signing, all deposits are non-refundable. If cancellation occurs between 31 days of signing and 75 days prior to your event, renter is responsible for 25% of total cost contracted at signing plus all deposits. If cancellation occurs within 74 days of scheduled event, the Castle reserves the right to collect the total cost contracted determined at signing.

# TONAWANDA CASTLE POLICIES

## **GUARANTEED COUNT**

In order to ensure the best possible service of your event, a guaranteed number of guests must be received no later than 10 business days before your event. The final bill will be prepared based on guaranteed count which can be no more than 10% less than contracted number.

## **BILLING**

Final payments must be made in the form of cash or in immediately available US funds, in the form of a US Bank issued check or money order payable to The Tonawanda Castle. We reserve the right to refuse admission to The Castle on the day of your event if payment is not received within this specified time period. Personal Checks are accepted if received 10 business days or more before the date of event. Direct Billing may be established with corporations based on approval of credit application. Credit Card payments will not be accepted.

## **SALES TAX & SERVICE CHARGE/GRATUITY**

The Tonawanda Castle pricing does not include sales tax or service charge/gratuity. There is 8.75% New York State sales tax added where applicable. In addition, there is also a non-taxable 20% service charge/gratuity. Tax exempt status will be granted upon receipt of proper documentation. Sales tax and service charge/gratuity are subject to change.

## **MISCELLANEOUS CONDITIONS**

Arrangements must be made with the sales office if any outside decorations are requested. Nothing may be affixed to the walls, ceilings, floors or light fixtures. Anything that may permanently damage The Tonawanda Castle, furniture or décor is not permitted. If utilizing an outside vendor for any services or decorating, vendor must be insured. Chair Covers must be rented and provided by the Tonawanda Castle unless previous arrangements have been made. Helium balloons are not permitted in The Tonawanda Castle.

The client is required to provide place cards for assigned seating for all weddings, regardless of dinner service unless other arrangements have been made with the sales office. All events with a 3 choice sit-down dinner service must provide place cards for guests with meal choices marked with a clear, identifiable color code to ensure prompt, successful service. All place cards must be at the facility no less than 24 hours before the event, and in alphabetical order.

Any consumption based beverage service and outstanding invoices owed to the Tonawanda Castle must be paid at the conclusion of the event, by cash or credit card. Any outstanding invoices not paid at the conclusion of the event will be charged to the credit card provided in the contract.