



Owego Treadway Inn

Banquet & Conference Center

General Information

To insure the success of your function, we have outlined some suggestions and policies. If you have any questions, please contact our Sales Office.

MENU SELECTIONS

Our catering representative will contact you three to four months prior to your event. At this time, specific menus will be chosen and we will begin to detail your function and answer questions you may have. These menus are merely guidelines. If you desire our catering staff can custom tailor a special menu to fit any theme or occasion.

GUARANTEES

Meal guarantees are the minimum number of meals to be prepared and charged to the group. Meal guarantees are required five (5) working days prior to your function. If no guarantee is provided, the original estimate will be used as a minimum for the final bill. We will set prepare to serve 5% over the guarantee.

SERVICE CHARGE

There is an 20% service charge and 8.00% NYS tax added to all food and beverage prices.

RESERVATIONS

We are pleased to reserve a room block for your guests from out-of-town. All rooms held in the block must be guaranteed by the cut-off date of 30 days prior to your scheduled arrival. Rooming list or individual reservations not received by the Inn prior to the cut-off date will be reserved on a space and rate available basis. Any unused portion of the room block will then revert to general sale.

ROOM ASSIGNMENTS

We assign function rooms according to the anticipated number of guests. If the number of guests increases or decreases, it may be necessary for us to reassign the room accordingly.

PAYMENT PROCEDURES

A \$250.00 deposit is required in addition to an signed contract to finalize your booking date. Full payment is due at the conclusion of your function, including taxes and service charges, which are added into the final calculations. Any requests for direct billing must be made a minimum of 30 days prior to the event. A credit application must be filled out and returned to us for approval.

METHOD OF PAYMENT

Cash, certified check, credit card, direct bill (if approved) and company check.