



Owego Treadway Inn

Banquet & Conference Center

GENERAL INFORMATION

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

PAYMENT PROCEDURES

A \$1,000.00 non-refundable deposit is required in addition to a signed contract to finalize your booking date. The next payment will be due three months prior to your wedding date. At that time, 50% of the balance of your anticipated bill is required. The final payment must be made no later than the close of business on the Thursday prior to your wedding date. *Credit card, certified check or cash are acceptable forms of payment.*

MENU SELECTIONS

We will contact you three to four months prior to your wedding day. At that time, specific menus will be chosen and we will begin to detail your wedding and answer questions you may have.

GUARANTEES

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

SERVICE CHARGE

There is an 20% service charge that will be added to your final bill. Your bill will also be taxed at the current tax rate.

RESERVATIONS

We are pleased to reserve a small room block of overnight rooms for your guests who wish to stay at the Owego Treadway Inn, Holiday Inn Express, or Hampton Inn. Up to 15 rooms (5 at each hotel) will be blocked under the name of the bride and groom. If your group needs more than the 15 original rooms, additional rooms will be offered on a space available basis. You will be supplied with reservation cards (at no additional charge) to include in the invitations of the guests you believe may wish to stay overnight. They can then call, fax, or e-mail their reservation directly to the hotel of their choice. Check-in and check-out times, cut-off dates, and rates will all be explained on the reservation card for your guests.

2012