



2020 SPECIAL EVENT GUIDE

Event and Reception Venue



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Thank you for Considering the Elegant and Historic Tonawanda Castle to Host your Next Corporate Event. Selecting a Venue is Very Important, As it Sets The Stage For your Entire Event, Whether it be an Off Site Meeting, Conference, Awards Banquet or Holiday Party.

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 Any Event.

I am Happy to Provide you With This Planning Guide for the Tonawanda Castle. Inside you will Find Information on Corporate Meeting Packages, Holiday Parties, Drop Off Catering and a Variety of Customizable Options.

Our Professional and Dedicated Staff is Committed to Ensuring your Event is a Wonderful Experience that Will be Remembered by All of your Guests. We Welcome the Opportunity to Assist you in Creating an Event that is Custom Tailored to Your Specific Requirements.

Our Venue Can Accomodate up to 450 People and Have Up to Four Seperate Smaller Spaces that can be designated as Breakout Rooms. We Also Offer a Projector, Screen and Podium for Rent as Well as Visual Equipment. Please Contact Us Directly for Any Individual Event Needs!



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TONAWANDA CASTLE MEETING PACKAGE

--*Corporate Meeting Package*--
\$28.95 Per Person

Meeting Package Includes

-Private use of the Building for Up To 8 Hours

-Continental Breakfast -

Coffee, Tea, Orange Juice,

Soda & Water

Assorted Pastries

Homemade Croissants

Fresh Fruit Medley

-Lunch Buffet to Include The Following:

Artisan Bread, Whipped Butter & Oils

Salad Selection

2 Main Entrée Selections

3 Side Dishes Selections

Customized Menus Available Upon Request

--Build Your Buffet--

-Salad Selection-

Mixed Greens, Tomato, Cucumber, Shaved

Carrot & House Dressing

or

Romaine, Asiago Cheese, Caesar Dressing,

Croutons & Parmesan Crisp



TONAWANDA CASTLE

MEETING PACKAGE

Choose 2 Mains

Assorted Deli Wraps

Assorted Chicken & Beef Sliders

Deconstructed Fajitas

Beef Tenderloin w/ Gorgonzola & Bacon

Breaded Pork Loin w/ Dijon Cream

Grilled Chicken Caprese w/ Tomato, Mozzarella, Basil
& Balsamic Reduction

Parmesan Risotto Stuffed Chicken Breast w/ Pesto
Cream

Peppercorn Crusted Sirloin w/ Brandy Demi

NYS Strip w/ Sautéed Garlic, Spinach & Caramelized
Onion

Pistachio Crusted Salmon w/ Maple Lemon Butter

Ricotta & Herb Vegetable Lasagna w/ Marinara

Choose 3 Sides

Penne Pasta w/ Olive Oil, Garlic & Basil

Baby Red Potatoes

Garlic Mashed Potatoes

Herb Rice Pilaf

Seasonal Vegetable Medley

Lasagna Roll w/ Ricotta Roll & Spinach



TONAWANDA CASTLE

BUILD YOUR OWN PACKAGE

--Build Your Own Event Package--

We Truly Want Your Event To Be As Unique As You
Please Make Your Own Selections From All of The Options
Provided Below

-The Minimum Spend Per Person Needs To Total At Least
\$28.95

- Non-Alcoholic Beverages Open Bar - \$5.95 Per Person
- 2 Hour Open Bar - \$14.95 Per Person
- 3 Hour Open Bar - \$18.95 Per Person
- 4 Hour Open Bar - \$21.95 Per Person

Passed Appetizer Selections

Each Appetizer Selection is \$2.00 Per Person

- | | |
|--|--|
| -Bacon Wrapped Scallops | -Assorted Crostini |
| -Cajun Grilled Shrimp | (A) Tomato Basil (B) Herb Cream Cheese |
| -Risotto Cake with Roasted Sweet Peppers | -Crab Cakes with Lemon Fraiche |
| -Meatball (Choose One) | -Stuffed Mushrooms (Choose One) |
| (A) Barbeque (B) Swedish (C) Parmesan | (A) Sharp Provolone (B) Spinach (C) Eggplant |
| -Asian Flank steak with Sweet Pepper, Grilled Onion and Carrot | -Southwest Chicken Wonton with BBQ Drizzle |
| -Spinach and Artichoke Tarts with Shaved Hard Cheese | -Chicken Skewers (Choose One) |
| | (A) Asian (B) Greek (C) Fajita |
| | -Adobo Pork Skewers |

Food Station Selections

- Salad Bar - \$3.00 Per Person
 - Chefs Salad with Assorted Toppings and Homemade Dressing
 - Caesar Salad with Homemade Caesar Dressing
- Pasta Station - \$4.00 Per Person
 - Penne Pasta with Roasted Vegetables
 - Choice of 2 Sauces: Marinara, Garlic Cream, Vodka Sauce or Pesto Cream
- Potato Bar Station - \$3.50 Per Person
 - Choice of Mashed or Roasted Potatoes with Cheddar Cheese, Bacon, Herb Butter, Chives and Sour Cream
- Carved Meat and Sandwich Station - \$6.00 Per Person
 - Choice of Eye of Round / Turkey / Pork Loin with Condiments and Rolls
 - Add \$75.00 for Carving Attendant - Additional Meat \$2.00 Per Person
- Rustic Pizza Station - \$3.50 Per Person
 - Assorted Gourmet Pizzas



TONAWANDA CASTLE FOOD STATION ENHANCEMENTS

Food Station Selections Continued

-French Fry Station - \$3.50 Per Person

Grated Cheddar and Parmesan Cheeses, Sour Cream, Creole Seasoning
Sea Salt, Truffle Oil, Ketchup and BBQ Sauce

-Fajitas Station - \$4.00 Per Person

Chicken Fajita or Beef Fajita Served with Tortillas, Onions, Peppers, Grated
Cheese, Pico Di Gallo and Sour Cream

-Sushi Station - \$7.00 Per Person

Assorted Sushi - Crab, Smoked Salmon and Vegetables and Ginger with
Wasabi and Soy Sauce

-Barbecue Station - \$4.25 Per Person

Beef Brisket or Pulled Pork with Rolls, Homemade Barbecue Sauce and
Baked Beans

-Asian Station - \$3.50 Per Person

Vegetable Lo Mein, Egg Rolls and Asian Slaw

-Seafood Station - \$8.50 Per Person

Grilled Shrimp with Raspberry Cocktail Sauce, Bacon Wrapped Scallops
and Maryland Style Crab Cakes

-Skewer Station - \$3.50 Per Person

Choice of 2 Options: Beef, Chicken, Pork and Vegetable

-"Manned" Risotto Station - \$4.75 Per Person

Creamy Risotto with 3 Toppings of your choice

Options Include: Wild Mushrooms Melange, Pancetta, Gorgonzola, Asiago
Cheese, Asparagus Tips, Spinach, Butternut Squash, Sun-dried Tomatoes,
Grilled Zucchini and Caramelized Onions

-Slider Sandwich Station - \$4.00 Per Person

Choice of Beef or Chicken with Assorted Toppings and Condiments

*Additional Slider Selection - \$1.50 Per Person

Dessert Station Selection:

Cheesecake Bar - \$4.00 Per Person

Assorted Cheesecakes with Blueberry / Raspberry / Chocolate Sauces
and Whipped Cream



TONAWANDA CASTLE LUNCH BUFFET PACKAGE

--Lunch Buffet Package--

\$20.95 per person

Package Includes:

Non Alcoholic Beverages
Salad Selection
Two Main Entrée Selections
Three Side Dishes Selections

Salad Selection

Mixed Greens, Tomato, Cucumber, Shaved Carrot & House Dressing
or
Romaine, Asiago Cheese, Caesar Dressing, Croutons & Parmesan Crisp

Main Selections

Assorted Deli Wraps
Assorted Chicken & Beef Sliders
Deconstructed Fajitas
Beef Tenderloin w/ Gorgonzola & Bacon
Breaded Pork Loin w/ Dijon Cream
Grilled Chicken Caprese w/ Tomato, Mozzarella, Basil & Balsamic Reduction
Parmesan Risotto Stuffed Chicken Breast w/ Pesto Cream
Peppercorn Crusted Sirloin w/ Brandy Demi
NYS Strip w/ Sautéed Garlic, Spinach & Caramelized Onion
Pistachio Crusted Salmon w/ Maple Lemon Butter
Ricotta & Herb Vegetable Lasagna w/ Marinara

Side Dishes Selection

Penne Pasta w/ Olive Oil, Garlic & Basil
Baby Red Potatoes
Garlic Mashed Potatoes.
Herb Rice Pilaf
Seasonal Vegetable Medley



TONAWANDA CASTLE

BUFFET DINNER PACKAGE

--Buffet Dinner Package--

\$20.95 Per Person

Package Includes:

Salad Selection
Artisan Bread, Whipped Butter & Oils
Salad Selection
2 Entrée Selections
3 Accompaniment Selections

Salad Selections

Mixed Greens, Tomato, Cucumber, Shaved Carrot & House Dressing
or
Romaine, Asiago Cheese, Caesar Dressing, Croutons & Parmesan Crisp

Entrée Selections

Beef Tenderloin w/ Gorgonzola & Bacon
.
Crab Stuffed Shrimp w/ Brandy Cream
.
Breaded Pork Loin w/ Dijon Cream
.
Grilled Chicken Caprese w/ Tomato, Mozzarella, Basil & Balsamic Reduction
.
Parmesan Risotto Stuffed Chicken Breast w/ Pesto Cream
.
Peppercorn Crusted Sirloin w/ Brandy Demi
.
NYS Strip w/ Sautéed Garlic, Spinach & Caramelized Onion
.
Pistachio Crusted Salmon w/ Maple Lemon Butter
.
Ricotta & Herb Vegetable Lasagna w/ Marinara

Accompaniments

Penne Pasta w/ Olive Oil, Garlic & Basil
Baby Red Potatoes ~ Herb Rice Pilaf
Seasonal Vegetable Medley ~ Garlic Mashed Potatoes



TONAWANDA CASTLE SIT-DOWN DINNER PACKAGE

--Sit-Down Dinner Package--

--\$25.95 Per Person--

Sit-Down Dinner Package Includes:

Artisan Bread w/ Butter and Dipping Oils
Salad Selection
2 Entrée Selections For Duel Entrée or 3 Entrée
Selections for Choice Entrée
(Choice Entrée Additional \$1.50/pp)
2 Accompaniments

Salad Selections

Mixed Greens, Tomato, Cucumber, Shaved Carrot & House Dressing
or
Romaine, Asiago Cheese, Caesar Dressing, Croutons & Parmesan Crisp

Entrée Selections

Beef Tenderloin w/ Gorgonzola & Bacon
Crab Stuffed Shrimp w/ Brandy Cream
Breaded Pork Loin w/ Dijon Cream
Grilled Chicken Caprese w/ Tomato, Mozzarella, Basil & Balsamic Reduction
Parmesan Risotto Stuffed Chicken Breast w/ Pesto Cream
Peppercorn Crusted Sirloin w/ Brandy Demi
NYS Strip w/ Sautéed Garlic, Spinach & Caramelized Onion
Pistachio Crusted Salmon w/ Maple Lemon Butter
Ricotta & Herb Vegetable Lasagna w/ Marinara

Accompaniments

Baby Red Potatoes ~ Herb Rice Pilaf
Garlic Mashed Potatoes ~ Frenched Green Beans
Seasonal Vegetable Medley
3 Cheese Au Gratin



TONAWANDA CASTLE

BEVERAGE PACKAGES

Open Bar - Beer, Wine and Liquor

2 Hour - \$14.95 Per Person

3 Hour - \$18.95 Per Person

4 Hour - \$21.95 Per Person

--Beer, Wine and Liquor Package Includes--

- | | | |
|----------------------------|----------------------|--------------------------------------|
| -Labatt Blue Bottles | -Svedka Vodka | -Pepsi and Diet Pepsi |
| -Labatt Blue Light Bottles | -Bacardi Rum | -Sierra Mist, Ginger Ale |
| -Cabernet Sauvignon | -Tanqueray Gin | -Soda, Tonic Water |
| -White Zinfandel | -Seagram's 7 Whiskey | -Sweet Tea, Unsweetened Tea |
| -Chardonnay | | -Cranberry, Orange, Grapefruit Juice |

Open Bar - Beer, Wine and Soda

2 Hour - \$12.95 Per Person

3 Hour - \$16.95 Per Person

--Beer, Wine and Soda Package Includes--

- | | |
|----------------------------|--------------------------------------|
| -Labatt Blue Bottles | -Pepsi and Diet Pepsi |
| -Labatt Blue Light Bottles | -Sierra Mist, Ginger Ale |
| -Cabernet Sauvignon | -Soda, Tonic Water |
| -Chardonnay | -Sweet Tea, Unsweetened Tea |
| -White Zinfandel | -Cranberry, Orange, Grapefruit Juice |

All Open Bar Packages Include Deluxe Coffee Station

Tonawanda Castle Blend Regular Coffee, Decaffeinated Coffee & Assorted Tea

Non-Alcoholic Bar

\$5.95 Per Person

Add Coffee Station for \$1.50 Per Person

Cash Bar

Bartender Fee \$149.95 Per Person

Add Coffee Station for \$1.50 Per Person



APPETIZER ENHANCEMENTS

--Options To Consider--

-Tuscan Vegetable and Fresh Fruit Crudite Display -
\$3.50 Per Person

**Includes: Hummus, Fondue Assortment, Roasted and
Fresh Vegetables, Fresh Fruit, Artisan Crackers and
Imported Cheeses**

Hand Passed
Hors D'oeuvres
(Pricing Per 50 Pieces)

Bacon Wrapped Scallops \$150

Mini Crab Cakes w/ Lemon Aioli \$150

Mini Shrimp Cocktail \$150

Crab Ragoon WonTon w/ Thai Curry Drizzle \$115

Grilled Steak Crostini w/ Blue Cheese Crumble \$115

Greek Style Grilled Chicken Skewer \$115

Buffalo Chicken WonTon w/ Siracha Drizzle \$115

Deep Fried Mac & Cheese Bites \$95

3 Cheese Stuffed Mushrooms \$95

Pretzel Bites w/ Mustard Drizzle \$95

Caprese Skewer w/ Mozzarella & Tomato Basil \$95

Stuffed Banana Pepper Crostini \$95

Risotto Cake w/ Roasted Sweet Pepper \$95

Spinach & Artichoke Tarts w/ Shaved Hard Cheese \$95



TONAWANDA CASTLE

STATION ENHANCEMENTS

Perfect Addition for Cocktail Hour, Add-On
Buffet or Late Night Food

Rustic Pizza Station - \$3.50 Per Person

-Assorted Gourmet Pizzas

Cheese Fondue Station - \$3.50 Per Person

-Assorted Cheese Fondue, Apples, Bread with Steam
Fresh Vegetables

French Fry Station - \$3.50 Per Person

-Grated Cheddar and Parmesan Cheeses, Sour
Cream, Creole Seasoning, Sea Salt, Truffle Oil,
Ketchup and BBQ Sauces

Fajita Station - \$3.50 Per Person

-Chicken Fajita or Beef Fajita Served with Tortillas,
Onions and Peppers, Grated Cheeses, Pico De Gallo,
Sour Cream and Guacamole

Skewer Station - \$3.50 Per Person

-Choice of two: Beef, Chicken, Pork and Vegetable

Slider Sandwich Station - \$3.50 Per Person

-Choice of Beef, Chicken or Pulled Pork Sliders with
Assorted Toppings and Condiments

Additional Slider Selection - \$1.75 Per
Person

Taco Bar - \$3.50 Per Person

-Seasoned Ground Beef, Sour Cream, Cheddar Cheese, Green
Onion, Guacamole with Flour Tortillas

Pretzel Bar - \$3.50 Per Person

-Sweet and Savory Pretzel Bites with Assorted Mustards,
Cheese Sauces, Spinach Artichoke Cream and Pesto Cream
Cheese



TONAWANDA CASTLE

ADDITIONAL OPTIONS

*Let the Tonawanda Castle Help Make Your
Wedding Dream into a Wedding Reality*

Dessert Enhancements

- Ice Cream Bar - \$2.25 Per Person*
- Add Ice Cream to Cake Station - \$1.25 Per Person*
- Tiramisu - \$2.75 Per Person*
- Italian Cookies, Brownies & Cannoli Platter- \$4.00 Per Person*
- Chocolate and Candy Buffet - \$4.25 Per Person*
- Assortment of Cookies and Brownies - \$2.50 Per Person*

**Ask About our Customized Tonawanda Castle
Cupcakes Instead of Wedding Cake!**

Decor Enhancements

- Chair Covers with Choice of Colored Sash - \$3.00/Chair
(Choice of White, Ivory or Black)*
- Sparkle Cake Tablecloth Setup - \$25.00*
- Colored Table Runner - \$5.00*
- Sparkle Table Runner - \$10.00*
- Sparkle Table Overlay - \$15.00*
- Charger Plate - \$0.75 Per Plate*

Centerpiece Rentals

- Silver Glitter Trees with Rhinestones Dangled in
Acrylic Vase - \$9.00/ea.*
- 3 Tiered Glass Vases with White Candles - \$10.00/Table*
- Gold CandleStick - \$12.50/Ea.*
- Crystal Dual Tiered Centerpiece - \$15.00
(Gold or Silver) with Flower Toppers*



TONAWANDA CASTLE

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 \$500.00 and No Dates Will be Held Until a Deposit is Received

Payments and Billing

A Non-Refundable Deposit of \$500.00 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 no Later than 6 Business Days Prior to your Event Unless Prior Arrangements have Been Made with the Sales Office.

Remaining Amount Due will be Based on Approval of Credit Application.

Credit Card Payments will Be Accepted with Prior Approval.

Tax Exempt Status will be Granted upon Receipt of Proper Documentation. Sales Tax and Service Charge / Gratuity are Subject to Change.

We Reserve the Right to Refuse Admission to the Castle on the Day of your Event if Payment Arrangement has Not Been Made.

Damage Deposit

A Seperate Damage Deposit Shall be Collected from the Renter and Secured as a Charge ti a Major Credit Card.

This Charge shall not be Processed until After the Event and Only if:

- 1) Damage to Property has Occured.
- 2) A Breech of Contract Occurs with Regards to Time or
- 3) Additional Cleaning is Required from the Tonawanda Castle Staff.

Guaranteed Count

In Order to Ensure the Best Possible Service of your Event, A Guaranteed Number of Guests must be Received no Later than 6 Business days Before your Event.

The Final Bill will be Prepared Based on Guaranteed Counts which can be No more than 10% Less Than The Contracted Number.

Miscellaneous Conditions

Arrangements Must be Made with the Sales Office if any Outside Decorations are Being Requested. Nothing may be fixed to the Walls, Ceilings, Floors or Light Fixtures.

Anything that May Permanently Samage the Tonawanda Castle, Furniture and Decor is not Permitted.

If Utilizing an Outside Vendor for any Services or Decorating, The Vendor MUST be Insured.

Chair Covers must be Rented and Provided by the Tonawanda Castleunless Previous Arrangements Have Been Made.

Helium Balloons are not Permitted in the Tonawanda Castle.

The Client is Required to ProvidePlace Cards for Assigned Seating for all Events, 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.