

# EVENT POLICIES

## RESERVATIONS

We take group reservations for parties of 10 or more. Your reservation will be secured with a confirmation email for groups of 20 or less, and with a signed event contract for groups larger than 20.

## DEPOSITS AND CANCELLATIONS

Tobacco Road Sports Cafe does not charge rental fees for the use of our private rooms and spaces; however, we do set a food and beverage minimum that your group will be required to meet during your event. The food and beverage minimum is based on the specific needs of your party (space, date, time, number of guests, etc.). Any adjustment to your reservation that may affect your food and beverage minimum must be communicated to the banquet manager within 72 hours of your reservation. The food and beverage minimum cannot be met through the purchase of merchandise or gift cards and does not include tax and gratuity.

## GRATUITY

Food and beverage selections are subject to a 20% gratuity plus applicable state sales tax. Gratuity will be based upon the food and beverage minimum or the actual food and beverage charges, whichever is higher.

## GUARANTEES

A guaranteed guest count must be received within 72 hours prior to your reservation, as a significant increase or decrease may affect your food and beverage minimum. You will be billed the guaranteed number or actual number of guests in attendance, whichever is greater.

## EVENT MENUS & CATERED ORDERS

All catered orders or modified menus must be received one week prior to a scheduled reservation. In special cases, catered events will be accepted with less than a week before the desired event date based on availability. Any changes or additions to an existing order or menu must be communicated to an event manager at least 72 hours prior to an event.

## PAYMENT

Payment (cash or credit) is due upon conclusion of the event, unless alternative billing arrangements have been made in advance. Failure to provide payment will result in the full event charges being applied to the credit card that was used to secure the reservation with a deposit.

## LIVE MUSIC

We allow live music on our patio from 10 p.m. to 1:30 a.m. Ask us about live music for your event and security requirements when there is live music.

# FINISHING TOUCHES

## AUDIO VISUAL

We offer a tremendous amount of audiovisual options available at no extra charge, based on the capabilities of your selected event space. If you will be taking advantage of our audiovisual options for your event, we recommend making sure that your devices are compatible with our equipment prior to the event.

## ENTERTAINMENT

When the space and event timing allows, we can coordinate a live band through a local entertainment booking company. Inquire today to discuss potential entertainment options and pricing.

## PARKING

We are conveniently located adjacent to a large parking garage, in addition to ample parking options within close walking distance.

## CUSTOM MENUS

Add a personal touch with a menu featuring a custom title, printed on high-quality paper, placed at each setting and listing the evening's selection. No additional charge.

## FLORAL CENTERPIECES

We can arrange for the added elegance of centerpieces to adorn the tables of your party. Ask for our standard list of arrangements ordered through a top local florist or we can help you create a custom look.

## FORMAL LINENS

Decorate your table with formal linens for a more personal or custom look to match your event theme. We provide complimentary black linens, but please ask your banquet manager if you have specific color or style requests.

## EVENT EQUIPMENT

Should your party require additional equipment (tables, chairs, tents, etc.) for your event, please inform us within 7 days of your event and we can arrange for equipment rentals through a local supplier.

## CAKES

For cakes brought into the restaurant from an outside bakery we charge \$10 as a cutting fee.

## DIETARY REQUESTS

We are always able to accommodate special dietary needs; please let us know about allergies or dietary restrictions as soon as possible.



**DURHAM**  
PRIVATE DINING & EVENTS

# WELCOME!

Thank you for considering Tobacco Road Sports Café for your next private party or event. We offer a comfortable atmosphere, amazing food and unmatched event support for functions with 10-500 guests.

We commonly host events such as holiday parties, board meetings, retirement parties, baby showers, wedding and rehearsal dinners, cocktail parties and personal or company celebrations of all kinds.

## THE PRIVATE DINING ROOM

This 651 square foot room is perfect for your next private event, with two walls of windows overlooking the Durham skyline and American Tobacco campus—ensuring an open and yet completely private atmosphere for your guests.

**CAPACITY:** 55 people seated and up to 65 reception-style

**AUDIO VISUAL:** Three flat screen HDTVs, all of which can be connected to a computer using an HDMI cable (standard HDMI cables provided if requested in advance).

### READY TO BOOK?

Phone: (919) 995-4384  
durham@tobaccoroadsportscafe.com  
www.tobaccoroadsportscafe.com

## THE LOUNGE

This 380 square foot room provides a comfortable and unique dining experience, with views of the main restaurant, but the ability to provide an intimate and private event. This room is best suited for seated dinner parties. In addition to the main space, the room also includes two lounge areas complete with comfortable couches and chairs.

**CAPACITY:** 18 people seated, 25 cocktail-style

**AUDIO VISUAL:** Four flat screen HDTVs, all of which can be connected to a computer using an HDMI cable (standard HDMI cables provided if requested in advance).

## THE PATIO

Have your event under the iconic Durham Bull. Our patio is unmatched by any in the area. The patio wraps around two sides of the restaurant, allowing for flexible event space options. The patio is almost entirely covered. Misters keep you cool in the summer and in the winter the patio is enclosed and heated by overhead heaters. Our patio seating ranges from traditional tables for 2-4 (which can easily be combined for larger tables) to comfortable lounge-style seating. The patio includes an outside bar as well as a wall of windows that open up to the indoor Tobacco Road bar. If you are looking for a unique event space, look no further than the Tobacco Road patio.

**CAPACITY:** Due to the unique shape of our patio there is potential for creating private or semi-private event spaces for parties of 12-600.

**AUDIO VISUAL:** Flat screen HDTVs, which can be connected to a computer using an HDMI cable (standard HDMI cables provided if requested in advance). We also have a projector and screen available for your use on the right side of our patio.

## FOR YOUR CONVENIENCE

### DURHAM BULLS ATHLETIC PARK

Our patio overlooks the Durham Bulls Athletic Park, one of the most beautiful and popular Minor League ballparks in the country. Let us know if we can help coordinate an event in conjunction with a game.

### DURHAM PERFORMING ARTS CENTER

Tobacco Road is conveniently located next to the Durham Performing Arts Center (DPAC), a new live entertainment theater that attracts Broadway shows, concerts, comedy and family shows.

### HOTELS

We are conveniently located next to the Aloft Hotel and less than half a mile from the Durham Marriott.

### TRANSPORTATION

We recommend Charlene's Safe Ride for taxi service. Contact (919) 309-7233.

For limo or event bus service, we recommend Thorpe's. Contact (919) 596-8333.