

## *Catering Policies*

### **GUARANTEE POLICY**

A preliminary (minimum) guarantee of attendance must be received six business days prior to the event (Friday noon one week prior to Saturday and Sunday events; Thursday noon one week prior to Friday events). This is the minimum number for which you will be charged. Increases will be accepted until two business days prior to the event (Wednesday noon for Friday, Saturday and Sunday events). The Kellogg Hotel & Conference Center will provide seating and food for 5% above the designated guaranteed count, not to exceed ten (10) in number. An increase in guaranteed attendance will be accepted up to a minimum of 24 hours prior to the event, subject to product availability. Positively no reductions in guarantee will be accepted less than six business days prior to the event.

### **CANCELLATION POLICY AND REDUCTION POLICY**

By signing the contract, you agree to pay a cancellation fee or reduction fee for the loss of business, if the event is canceled or reduced more than 80%. The cancellation fee and reduction fee are outlined in your contract and will be due and payable upon invoice. If another group utilizes the space, the cancellation fee may be pro-rated or waived. This determination will be made solely by the Kellogg Hotel & Conference Center after the day of the event. The Cancellation Policy does not affect non-refundable deposits due under the contract.

### **FOOD AND BEVERAGE SERVICE**

All food and beverage must be supplied by the Kellogg Hotel & Conference Center. No food or beverage (alcoholic and non-alcoholic) is permitted to be brought into the conference or banquet areas by a guest(s) of the Kellogg Hotel & Conference Center. No food prepared and served by the Kellogg Hotel & Conference Center will be permitted to leave the premises. Alcoholic beverage service will not exceed five hours per event.

### **PRICING**

A service charge of 19% and the Michigan state sales tax (6%) are payable in addition to all food and beverage prices quoted. Prices, service charge and tax may be subject to change per market fluctuation with notification.

### **SUBSTITUTION AND MULTIPLE ENTRÉE SELECTIONS**

One entrée will be served in a banquet room. Substitution may be made for dietary or religious purposes provided that the number of substitute entrées number less than 10% of the guarantee. Any substitute entrée must be confirmed at time of guarantee or an additional charge for the dietary entrée, as well as, the ordered entrée, will be assessed. If multiple entrée selections are ordered, a \$2.00 multiple entrée charge will be assessed for each entrée selection. Multiple entrée selections will be prepared for the guarantee only (there will not be 5% overage). A fee for any change of entrée at time of the event will be charged, in addition to the charge for the entrées guaranteed and prepared. The client will be responsible for providing nametags or place cards, which can include entrée selections.

### **BANQUET ROOM LIABILITY**

The Kellogg Hotel & Conference Center reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged to the representative making the arrangements, based on actual repair or replacement cost. Labor charges will apply to functions if more than standard cleanup is required at the close of the function. Decorations, posters, signs or banners may not be hung without prior approval and coordination from the Kellogg Hotel & Conference Center staff.

### **EQUIPMENT, MATERIALS AND DECORATIONS**

Due to limited storage facilities, materials, equipment and decorations will need to be removed at the conclusion of your event. Glass enclosures are required for any candles.

### **LIABILITY**

The Kellogg Hotel & Conference Center cannot assume responsibility for the damage to, or loss of, any merchandise or articles left prior to, during or following an event.

### **FUNCTION SPACE**

The Kellogg Hotel & Conference Center reserves the right to adjust the room assignment based on actual numbers. All rooms must be vacated promptly at scheduled time per the Banquet Event Order.

### **ROOM RATES AND RENTAL FEES**

Our schedule of room rates and rental fees is predicated upon factors pertaining to your total scheduled event. Revisions in group counts, times, date or meal function may necessitate the revision of the room rates and rental fees.

### **DEPOSIT AND PAYMENT**

A non-refundable deposit will be required at the time of booking. Payment in full is required two business days prior to your event, based on an estimate of all food, beverage and services arranged for through the Kellogg Hotel & Conference Center. Any overpayment will be refunded by check or credit card. A credit card imprint will be required, as guarantee of final payment, should any additional charges be incurred as a result of additions, increases in number of guests served, beverage consumption in excess of the estimate, etc.

### **CONTRACTED LIABILITY**

Performance of the agreement is contingent upon the ability of the Kellogg Hotel & Conference Center management to complete the same and is subject to labor troubles, disputes or strikes, accidents, government (federal, state or municipal) requisitions, restrictions on travel, transportation, foods, beverages or management preventing or interfering with performance. In no event will the Kellogg Hotel & Conference Center be liable for the loss of profit or consequential damages whether based on breach of contracts, warranty or otherwise.