



WestMichiganCaterer.com

## **Catering Guidelines and Policies**

West Michigan Caterer.com believes that flexibility is the key to the success of your catered event. We do, however, request that you follow these guidelines to ensure your satisfaction and the success of your event.

West Michigan Caterer.com will make every effort to accommodate special dietary requirements. Please make arrangements for this during your initial event planning to ensure your guests' satisfaction.

West Michigan Caterer.com is not responsible for leftover food items taken by guests for use after contracted event, or for special menu preparations requiring raw ingredients. Bacteria can grow in food that is not kept properly chilled or heated, and West Michigan Caterer.com discourages its customers from allowing guests to take food home from events.

A \$1.25 per person cake cutting charge is applied to all service on cakes to be cut and served by West Michigan Caterer.com.

Additional service fees may be assessed for events requiring early set up and staff arrival or for events starting 45 minutes later than contracted. West Michigan Caterer.com cannot be held responsible for food quality due to delays of 45 or more minutes later than your scheduled start time.

### **Event Planning Services**

Our Events Department can provide specialty arrangements for decorations, floral, tables, chairs, tents, photography services, audio-visual rental equipment, and entertainment, all at no cost to you.

### **Menu Choices**

Menus must be finalized at least two weeks prior to your event. Entrée selections must also be confirmed two weeks prior to your event. Final guest count is due 8 days prior to your event. You may still go up until 2 days prior to your event date, but may not decrease.

### **Bar Services**

BAJ Event Services can provide alcoholic beverage service for your event.  
616-291-0787 or [bob@westmichigancaterer.com](mailto:bob@westmichigancaterer.com)

### **Outside Food and Beverage**

Food and beverage items not prepared or arranged by West Michigan Caterer.com may not be served at your event unless pre-approved



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**Event Attendance**

Guaranteed attendance is required one week prior to your event and may be increased up to 24 hours before the event. Once given, this count is not subject to reduction should fewer guests attend. Food will be prepared for the guaranteed.

**Deposit**

A deposit of \$250.00 is required to secure your date.

**Cancellations**

Should a cancellation be required, your deposit is nonrefundable. However, it may be used for a future event within one year of your original booking date.

**Invoice**

Your invoice total includes complete set up and break down, china, glassware, silverware, and linens required. Table linens and skirting for buffet tables are included, as well as service staff for your event.

**Service Charge**

A 6% Michigan state sales tax and an 20% service fee will be applied to all invoices. If your group is tax-exempt, a copy of the tax exempt certificate must be submitted to West Michigan Caterer.com

**Payment**

One half of the balance due for your event is due 15 days prior to the event. The remaining balance is due the evening of the event, with the exception of corporate events. The guaranteed attendance count must be given 8 (eight) days prior to the event. Charges for increased guest counts within the event week will be payable at the event. Payment can be made by cash, cashier's check, or corporate check, made payable to West Michigan Caterer.com. We accept Visa, MasterCard, American Express and Discover credit cards. Due to processing costs, a 3% charge will be added to invoices paid by credit card.

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