



Outside Catering

Terms and Conditions

Hall rental includes tables, chairs, china, cutlery, glasses, tablecloths, skirting and napkins. You may choose the napkin color of your choice. Set-up of the hall is provided within the rental fee, which is \$16.00 per person without drinks, for up to 5 hours or \$19.00 per person included soft drinks, Coffee and hot tea.

6% Michigan Sales Tax and 12% Service Fees Applied to the Total Amount of Food and Beverage

Outside alcohol is prohibited. A copy of the food license and liability insurance certificate are required.

To secure the date of your event, \$1000.00 deposit is required for events over 100 guests, \$500.00 deposit for fewer than 100 guests. All deposits are non-refundable. Security deposit of \$500.00 is due two weeks prior to the event. It will be returned no earlier than a day after the event, if everything is in order.

Chair Covers - \$3.50 per chair, form fitting with sashes

Chair covers - \$4.50 per chair, pillow case style

Your caterer is responsible for tending the buffet table during the event. Please provide the name and address of your licensed caterer. You or your caterer are responsible for the leftover food. Take away boxes are \$1 per box.

Our chaffing dishes and serving utensils are available for an extra charge. However, we do not provide kitchen space for the purpose of preparing food. Warming up the food is possible, this must be arranged with management prior to the event.

Decorations must be approved by the club manager prior to the event. No taping, gluing, or nailing to walls or mirrors. Confetti and glitter are not permitted. Open flames are not permitted. All candles must be enclosed in glass containers. All decorations must be removed at the conclusion of the event.

If you have any questions, contact us at 248-689-3636.

Client agrees with the terms and conditions set forth for Hall Rental with Outside Catering by signature below.

Signature of Client

Date: _____

Signature of Authorized APCC Representative

Date: _____

Caterer Information

Name of Company or Organization: _____

Phone Number: _____

Address: _____

Contact Person: _____

Current Website: _____

Additional Notes: _____

