

# University of Michigan Golf Course Catering Policies

## General Policies

The University of Michigan Catering and the Client bind themselves and agree as follows:

### 1. FOOD SAFETY

In accordance with appropriate Health Codes, University of Michigan Catering reserves the right to discard any leftover food items, after the contracted time, where there is a reasonable risk for foodborne illness to occur. Michigan Catering does not permit the packaging and removal of any food that is not consumed during a scheduled event or program. In alignment with University of Michigan sustainability goals, we partner with food gatherers, use compostable products, and compost waste.

- 1.1. Clients and/or vendors may not supply outside food or alcohol, wedding cakes and favors are the only exception.
- 1.2. All menus are based upon a 90-minute service period. Food items will be removed at the end of the service period to maintain food quality.

### 2. BAR SERVICE

Bar service may be open for a maximum of 4 hours in duration. The bar service must end an hour before the event. The latest the bar may remain open is 12:00 AM midnight.

- 2.1 Host Bar; The host determines the bar offerings and pays a setup fee of \$100 per bar. If sales meet or exceed \$350, the set-up fee is waived. Drinks are paid for by the host.
- 2.2 Cash Bar; The host determines the bar offerings for each bar and pays a set-up fee of \$100 for the first hour of service and \$25 for each additional hour of service. If sales average \$100 per hour, per bar, the additional hourly fee is waived. Guests are responsible for paying for their drinks
- 2.3 Special Order Items; for requested items that are not on the menu, the host pays for the full amount ordered. Per State of Michigan liquor laws, unused alcohol may not be removed from the premise.
- 2.4. Michigan Catering reserves the right to close the bar at any time.
- 2.5. We serve beer, wine and spirits. Shots and pitchers are not permitted.
- 2.6. No more than 1½ ounces of liquor per mixed drink, including combined liquor.
- 2.7. No more than two drinks per guest may be served at a time.
- 2.8 Michigan Catering will offer TAM certified servers and bartenders for alcohol service

### 4. ADDITIONAL SERVICE FEES

The client will be billed for additional staffing outside of contracted services.

- 4.1. Additional fees include, but are not limited to:
  - Chef fee of \$75
  - Bartender fee of \$75

- Additional serving fee for hand passing of \$18 per hour
- Cake cutting fee of \$2.50 per person
- Mandatory wristband fee of \$18 per hour for student events and outdoor events
- An additional \$3.00 per person, per additional entree will be charged when more than 3 entrees are chosen to be served

## **5. RENTALS**

Michigan Catering has a preferred vendors list, in which we will be used to arrange rentals directly with the vendor, therefore the client may be billed through Michigan Catering on the final contract. The client assumes the right to arrange rentals directly with an outside vendor, therefore the client will pay the rental company directly.

5.1. Rental, colored, patterned, full-length linen tablecloths, specialty napkins, overlays, chair covers, sashes, Chiavari chairs, specialty flatware, china, stemware, and chargers are available through our preferred vendors or direct purchase per client.

5.2. The University of Michigan Golf Course can arrange to have up to a 20' x 20' dance floor set-up for events for a cost of \$100.

5.3. Any loss or damage to any rentals will be billed to client after the event by the rental company.

## **6. FURNITURE**

72" round tables that seat 8-10 guests are available. There is a limited number of banquet tables, high top tables, high chairs, and booster seats. Table numbers and stands are available upon request.

## **7. CHINA & FLATWARE**

7.1. We provide house china, stemware and flatware for your event at no additional charge.

7.2. Aligning with our sustainability goals, events may be zero waste upon client request, we provide compostable products for no additional cost.

7.3. Student groups are provided compostable products for events, however, china may be provided for an additional fee of \$4.50 per person.

## **8. VENDOR SET-UP & COORDINATION**

The room will be made available approximately 2 hours ahead of the start time of your event for any outside vendor set-up. If this will not be sufficient, please discuss additional possibilities with your event coordinator. We strongly recommend your vendors contact the event coordinator to confirm timelines and for any additional questions.

8.1. Our staff will gladly set favors and place cards at each place setting, all other set up with require an additional fee of \$250.00.

8.2. Please have all pre-assembled items delivered to our office at least three days before your event with alphabetized placed cards, or in accordance to the floor plan. If you are offering a choice of entrees to your guests, please code your place cards. (ex. B for Beef, C for Chicken, K for Kid's meal).

## **9. VENDOR MEALS**

Vendor meals are provided at a 10% discounted rate from the menu options chosen by the client.

## **10. STORAGE**

Prior approval from University of Michigan Catering is required for any storage service before or after the event/function.

## **11. PROHIBITED ITEMS**

Prohibited items include, but are not limited to; candles, adhesives, glitter, sand weights, confetti, rice, smoke machines, and bubbles. Alcohol cannot be brought in for favors. If you have any questions, please discuss with your event coordinator as this is not an all-inclusive list.

## **12. UNLAWFUL ACTIVITIES**

The client will comply with all applicable laws of the United States of America, and the State of Michigan, all municipal ordinances, and all lawful orders of police and fire departments, and will not do anything on the event/function premises in violation of any laws, ordinances, rules or orders. If unlawful activities should occur on the premises by the client and/or guests of the client, the event may be cancelled, with no refund of any kind from the University of Michigan Catering to the client.

## **13. INSURANCE AND REQUIREMENTS**

The client must provide a certificate of insurance evidencing general liability insurance (\$1 million per occurrence/\$2 million annual aggregate) and naming the Regents of the University of Michigan as additional insured. Renters must give the University 30 days prior written notice of any reduction in limits or cancellation of insurance.

## **14. MENU SELECTIONS**

Menu selections, not subject to change, are due to your event coordinator (7) business days prior to the event date.

## **15. CANCELLATION BY: CLIENT**

All cancellations must be in writing.

15.1. If the client requests cancellation of this contract more than 10 days prior to the event, the client will receive a full refund.

15.2. If the client requests cancellation 4 days or more prior to the event, 50% of all prepayments and deposits will be refunded.

15.4. If the client requests cancellation within 3 or less days of the event, all prepayments and deposits are forfeited in full.

## **16. GUEST COUNT**

16.1. All event guest minimums are dependant on menu choices..

16.2. Final guest count, not subject to reduction, is due six (6) business days prior to the event date.

16.3. The client will be charged for the guaranteed number of guests served for a final payment. If more guests attend than the guaranteed guest count, University of Michigan Shared Services may charge the client accordingly following the event.

## **17. FINAL PAYMENT**

Final Payment will be due and demandable six (6) business days prior to the event date. Please note that a final guarantee of attendance is required six (6) business days prior to the event

date. If a final guarantee is not received within this time period, we will use the guarantee provided on the banquet event order to calculate the final payment. Please note that this number will be considered a guarantee and not subject to reduction. Any increases to your guarantee are subject to approval based on the stated deadlines above.

By signing below, you agree to the terms of the policies and procedures provided. Icrowe

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Client Name (Printed)

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Client Signature

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Date

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UM Catering Representative Signature