

BANQUET POLICIES

FOOD & BEVERAGE

All food and beverages must be purchased through the Brookshire Inn with the exception of cakes. No food will be taken off the premises. Meal selection, approximate number of guests, and room arrangements must be made three (3) weeks in advance of the function. The guaranteed number must be given to Brookshire Inn seven (7) days prior to the function. The guaranteed number is the minimum your group will be charged for. We will prepare food for 5% above your guaranteed number.

Entrée selection on all banquets will be limited to one choice unless dietary needs exist. An additional surcharge will be added for multiple entrée selections with a maximum of three.

DEPOSIT

The Brookshire Inn will require a deposit equal to the amount of the room rental upon confirmation of any event date.

CANCELLATIONS

The client shall provide notice of any cancellation in writing. If the Brookshire Inn receives notice of cancellation at least 240 days prior to your event, Brookshire Inn will refund your deposit. For cancellations made less than 240 days prior to your event, the deposit is nonrefundable. Total cancellation of a function after guaranteed number is given will result in a cancellation fee. The cancellation fee will be 50% of the estimated food and beverage revenue.



LIABILITY & DAMAGES

The Brookshire Inn reserves the right to inspect and control all private functions. Liability for any damage to the premises will be the responsibility of and charged to the sponsoring organization. The party in charge of the function is responsible for the conduct of all who attend.

The Brookshire Inn will not assume responsibility for the damage or loss of any merchandise or articles left on the premises prior to or follow the function(s). This includes decorations brought in by the client. Arrangements for the security of exhibits, merchandise, or articles set up for display can be made prior to the planned event.

ENTERTAINMENT

Musicians, orchestras, photographers, etc., are to be booked by the client and will be solely their responsibility. If these groups are to be included in your guaranteed meal count, please advise the catering office three (3) business days prior to the event. All bands must finish by 1:00am. The banquet room must be emptied by 2:00am.

PRICING

Prices are guaranteed 90 days prior to the date of the event. All prices are subject to 6% Michigan Sales Tax and 18% gratuity charge unless the price quoted is inclusive.

PAYMENT

Direct bill applications must be approved a minimum of seven (7) days prior to the function. For all social functions, including but not limited to, wedding receptions, clubs, fraternities, sororities, etc., payment in full is due 72 hours prior to the function.

DECK

Deck usage will not be exclusive to your wedding guests unless the reception exceeds 300 people. The deck will be open to our dining guests as well as your reception guests.