



205 W Church St, Williamston, Michigan 48895 | (517) 655-4694

BANQUET POLICIES AGREEMENT

ALL PRINTED MENUS DO NOT INCLUDE AN 18% SERVICE CHARGE OR A 6% MICHIGAN SALES TAX. THESE CHARGES WILL BE ADDED TO FINAL FOOD AND BEVERAGE COSTS.

1. No food or beverage will be permitted to be brought into the restaurant by the customer or any of the customer's guests. The only exception is wedding or special occasion cakes. No food or beverage may be removed from the premises.
2. The deposit is due upon booking of a function at Brookshire. This deposit is also your room rental fee and, in the event of cancellation 120 days before the function, is fully refundable. Cancellations with 120 days of the function forfeits the deposit.
3. The menu and beverage prices quoted are our present prices. Due to continually changing market conditions, prices are subject to change. Final menu and beverage prices will be confirmed ninety (90) days prior to function.
4. The guaranteed number must be given to Brookshire Inn five (5) 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.
5. All bands must finish by 1:00am. Banquet room must be emptied by 2:00am.
6. Entrée selection on all banquet menus will be limited to one choice unless dietary needs exist. Additional surcharge will be added if two entrées are selected.
7. The Brookshire Inn and Golf Club reserves the right to inspect and control all private functions. Liability for any damage, losses and claims of injury will be the responsibility of, and charged to, the sponsoring client.
8. Payment is due at the conclusion of the function unless credit arrangements have been made three weeks in advance with the sales office.
9. Total cancellation of a function after the guaranteed number is given will result in a cancellation fee. This fee will be 50% of the estimated food and beverage revenue.

Date & Time of Event _____

I have read and understand the above-stated Banquet Policies, and will adhere to the terms and conditions thereof.

Signature _____ Date _____