



555 Forest Avenue • Plymouth, Michigan 48170 • (734) 455-WINE

## ***BANQUET POLICIES & PROCEDURES***

The following policies explain the basic guidelines for Grape Expectations Wine Bar & Merchant and will assist you in the planning stages of your event. Specific details pertaining to menu selections, room and table arrangements, entertainment and other matters will be discussed and established prior to the event. Every effort will be made by the Staff and Management of Grape Expectations Wine Bar & Merchant to ensure a successful event. A well-planned and successful event requires a review of the following policies:

### **PREVAILING LAWS**

All Federal, state and local laws with regard to food and beverage purchase and consumption are strictly adhered to. Grape Expectations Wine Bar & Merchant reserves the right to inspect and regulate all private meetings, banquets and receptions in accordance with established policies and laws.

### **FOOD AND BEVERAGE**

Grape Expectations Wine Bar & Merchant must provide all food and beverage, with the exception of special occasion cakes. A \$1.00 per person fee will apply.

### **ADVANCE PAYMENT:**

For general events, a deposit equal to 10% (a minimum of \$100) of the estimated cost shall be paid to Grape Expectations Wine Bar & Merchant at the time of signing the contract. Any remaining balance is due in full at the conclusion of the event.

### **DEPOSIT POLICY**

All deposits are non-refundable.

### **CORPORATE CREDIT APPLICATION**

All credit applications for corporate functions must be received and approved no later than thirty (30) days prior to the function date. Advance payment of fifty percent (50%) of the estimated master account will be due at that time. Payment will be required upon receipt of the billing statement.

### **SERVICE CHARGES AND SALES TAX**

A twenty percent (20%) service charge will be applied to all food and beverage revenue. The six percent (6%) sales tax (or current tax rate) will be applied to all food and beverage charges. Groups requesting tax exemption must submit a tax exempt certificate thirty (30) days prior to the function date, or tax will be applied to the final

bill and will not be refunded (Further information will be supplied to our tax-exempt customers.)

### **FUNCTION SPACE GUARANTEE**

To confirm function space on a definite basis, the group must provide Grape Expectations Wine Bar & Merchant with written authorization on a Grape Expectations Wine Bar & Merchant contract or a confirmed Banquet Event Order. Grape Expectations Wine Bar & Merchant reserves the right to release function space which has not been confirmed in writing or for which no deposit has been received.

### **BANQUET SET**

Confirmation of the final number of attendees of any function must be submitted no less than forty-eight (48) hours prior to the function date. Grape Expectations Wine Bar & Merchant will be prepared to service five percent (5%) in excess of the guarantee. Should the guarantee exceed five percent (5%) of the original estimated number of attendees, Grape Expectations Wine Bar & Merchant reserves the right to make a substitution for the original order. All charges will be based upon the final guarantee, or the actual number of guests served, whichever is larger. If the required final count guarantee is not submitted to Grape Expectations Wine Bar & Merchant, the original attendee figure on the Banquet Event Order will be considered the final count. Guarantees for events on Tuesday or Wednesday will be required by 5:00 p.m. on Friday of the previous week.

### **MENU SELECTIONS**

All menu selections shall be considered definite and not subject to change seven (7) working days prior to the function date. Items listed on our menus are by no means the only items available. The Grape Expectations Wine Bar & Merchant representative will be most willing to discuss

alternate menu selections specially requested for your event.

**MARKET FLUCTUATIONS**

All prices are subject to change due to market fluctuations, unless such prices are confirmed in writing. Confirmed prices will be quoted no more than one hundred eighty (180) days prior to the scheduled function.

**ALCOHOL SERVICE**

All charges incurred in relation to bar sales will be the responsibility of the group or individual hosting the event. Grape Expectations Wine Bar & Merchant reserves the right to refuse service to any minor or person who cannot provide proof of age, per Michigan State law. Grape Expectations Wine Bar & Merchant, at its own discretion, may discontinue beverage service if Michigan laws are not obeyed.

**PACKAGES AND SHIPPING**

Due to limited storage space, materials cannot be received or stored at Grape Expectations Wine Bar & Merchant. Grape Expectations Wine Bar & Merchant does not at any time guarantee the security of any items left in the function rooms or stored on site. Loss or damage to group displays, decorations, or other property brought into Grape Expectations Wine Bar & Merchant will be the sole responsibility of the group, with Grape Expectations Wine Bar & Merchant assuming no liability.

**ELECTRICAL**

Electrical requirements for meetings and exhibits must be discussed in advance to ensure that the proper number of outlets and power is provided. For display set-ups, arrangements must be made in advance for rental of electrical equipment.

**AUDIO-VISUAL**

Grape Expectations Wine Bar & Merchant can provide any audio-visual requirements, at an additional cost. Grape Expectations Wine Bar & Merchant must be notified in advance of any outside company or producer coming on property, and reserve the right to advance approval, restrict or deny.

**CONDUCT**

The host is responsible for the conduct of all persons in attendance and for any damages incurred upon Grape Expectations Wine Bar & Merchant or its guests by individuals associated with or representing the group's organization.

**ACT OF GOD**

If, for reasons beyond our control, including but not limited to, labor strikes, accidents, government restrictions or regulation on travel, acts of war or acts of God, Grape Expectations Wine Bar & Merchant is unable to perform its obligations, then such non-performance is excused with no other liability upon return of deposit. In no event shall Grape Expectations Wine Bar & Merchant be liable for consequential damages for any reason whatsoever.

**SECURITY**

Grape Expectations Wine Bar & Merchant requires security personnel for all groups whose size, program, or nature indicates such need, at the sole discretion of Grape Expectations Wine Bar & Merchant Management. The Security Company hired is at the discretion of the group, and must be a reputable and licensed guard or security agency approved by Grape Expectations Wine Bar & Merchant. If the Security Company contracted by the group does not meet Grape Expectations Wine Bar & Merchant's requirements, Grape Expectations Wine Bar & Merchant at the group's expense shall contract additional security services.

**SIGN POLICY**

All signs must be professionally printed or painted, and must be approved through banquet department. No pins, tacks, or adhesives of any kind are permitted on any of Grape Expectations Wine Bar & Merchant's walls or doors. Any balloons brought to the event must be weighted to avoid getting stuck at ceiling and/or wrapped around ceiling fans. Any errant balloons caught in ceiling fans are the sole responsibility of guest to remove and repair any damage to ceiling fans.

I acknowledge the receipt and review of The Banquet Policies & Procedures

Signature \_\_\_\_\_ Date \_\_\_\_\_