



## CATERING & SPECIAL EVENT POLICIES

### GENERAL POLICIES

- The Grosse Pointe Yacht Club exists solely for the pleasure and enjoyment of Members, their families, and guests in a setting of privacy, exclusivity and dignity.

ROOM NAMES	BANQUET ROUNDS
Ballroom	300*
Main Dining Room	150*
Commodore's Room	40
Venetian Room	60
Lakeshore Room	40
Fo'c'sle	60
Bowling Alley	30
Tower Pub	40

(\* - utilizing dance floor area)

### SPONSORED FUNCTIONS

- A Member intending to sponsor a function must confirm this intent with the Club before the Club will in turn confirm a reservation or make any arrangements with the sponsored party.
- A Member must be, and remain in, good standing with the Club to book or sponsor a function.
- A Member assumes responsibility for the conduct of guests, compliance with clubhouse rules, and any debt incurred to the club, including any damages to the facility.
- A room rental fee is charged for all sponsored functions occurring at the Club.

### DEPOSIT AND BILLING POLICY

- ***Payment Schedule for both Member and Sponsored Functions***  
Initial Non-Refundable Deposit due with signed contract  
90 days prior to event date - 50% of estimated event balance  
3 weeks prior to event date - 100 % of estimated event balance  
Day of event - Any remaining balance and/or additional charges  
***(Members may apply the final 50% deposit to the Member Account.  
The 90 Day Deposit must be paid by Check or Credit Card.)***
- The deposit amounts are subject to change with the addition of tax, gratuity, upgraded menu items, increased guest counts and extra items ordered.
- To avoid late fees, we respectfully request full payment upon receipt of invoice in a timely manner.



## **CANCELLATION POLICY**

- Events cancelled within twenty four (24) hours of the event will be subject to cancellation charges equaling 100% of anticipated event revenue.
- Events cancelled within 2-3 business days of the event start date will be subject to cancellation charges equaling 90% of anticipated event revenue.
- Events cancelled 4-30 days prior to the event date will be subject to cancellation charges equaling 75% of anticipated event revenue.
- Events cancelled 31-90 days prior to the event date will be subject to cancellation charges equaling 50% of anticipated event revenue.
- Events cancelled 91 days or more prior to the event date will be subject to cancellation charges equaling 30% of anticipated event revenue.

## **GUARANTEE / REVENUE REQUIREMENTS**

- The Catering Department must be notified of the exact attendance no later than 12:00 noon, (72) seventy-two hours prior to the scheduled function. Exact attendance for functions scheduled on Wednesday must be received by 12:00 noon the preceding Thursday. Guarantees are not subject to reduction and charges will be made accordingly.
- If the Catering Department does not receive a guarantee, the last indication of the number of attendees will be considered the guarantee.
- A \$3,000 Food & Beverage Minimum plus gratuity and tax will apply on a day the club is normally closed.
- At the time of the booking, the Catering Department will require an estimated number of guests. If the number should drop by a significant amount, the Grosse Pointe Yacht Club reserves the right to move the group to an appropriate sized room. In addition, you will be required to pay for any meals served over the guarantee at the current menu price.
- The Grosse Pointe Yacht Club may substitute other food and beverages when the guaranteed number is received less than 72 hours prior to the event.

## **FOOD AND BEVERAGE**

- The Club's liquor license requires that only Club employees dispense alcoholic beverages.
- Alcoholic Services may be denied to those guests who appear to be intoxicated or under age.
- The Grosse Pointe Yacht Club prohibits any shots of liquor.
- All federal, state and local laws with regard to food and beverage purchases are strictly adhered to.
- All food and beverage must be purchased from the Grosse Pointe Yacht Club by prior arrangement with the Catering Department.
- No food and beverage may be brought into the Grosse Pointe Yacht Club by club members, guests or other invitees, with the exception of wedding/shower cakes. A \$2 per person cake cutting fee will apply.
- All food and beverage must be consumed within Club premises. Open containers or glasses of such beverages may not be taken out of the Club.
- The Grosse Pointe Yacht Club prepares quantities of food based on the guaranteed number of guests.



- Limited lunch and dinner menus are available for parties consisting of 8-20 people. All parties of 20-30 people, wishing to order from a menu, will be restricted to a 3 choice selection or pre-selected menu. All parties of 30 and over, will be required to pre-select their menu options and provide an entrée count (3) business days prior to event. Limited menus are available only when the Club is open for dining service.
- If additional entrees are requested the evening of the event, cost of the entrée will be charged for the additional entrée provided above and beyond final guarantee.
- If an additional server is requested beyond our normal staffing guidelines, there will be a \$75.00 server fee.
- If the final guest count is less than 75 attendees, there will be a \$100.00 bartender fee for a private bar set-up.
- There is a \$75.00 cashier charge on all cash bars and an additional \$75.00 bartender fee for all cash bars that consume under \$400.00 of ticket sales.
- Kitchen staff is scheduled until 10:00 p.m. Any service required after that time may be subject to additional charges.

#### **MENU PRICE**

- The Grosse Pointe Yacht Club will confirm food and beverage prices fourteen (14) days prior to the function date. All food and beverage pricing is subject to change.
- A twenty percent (20%) gratuity and six percent (6%) Michigan Sales Tax will be added to all food and beverage charges.
- *If you request tax-exempt status, you must provide us with your tax exemption number and tax exempt form along with a copy of the required exemption certificate letter.*

#### **TABLEWARE**

- Guests are allowed to bring in any tableware they feel necessary but a handling fee will be added to the billing. You may discuss all additional handling fees with the Catering Department. The fee structure will depend on what is brought into the club.

#### **BANQUET AND MEETING SPACE**

- As other groups may be utilizing the same space, prior to or following your event, please adhere to the agreed upon times. Should the times change, please notify the Catering Department. Every effort will be made to accommodate your changes. Any use of your event room beyond your contracted event time may result in an additional room rental charge.
- The Grosse Pointe Yacht Club reserves the right to move any event to a different room of the appropriate size for the number of attendees and space needed for the event.
- The Club reserves the right to make the final decision to move an outdoor function inside during inclement weather, or based upon impending inclement weather, as predicted by the National Weather forecast. Parties will be moved due to wind, rain, cold or lightning storms. The decision to move such parties will be made by the club four hours in advance of such functions, and the Member/Sponsor will be notified of the decision to the fullest extent possible. Should the Member/Sponsor request a delay in the decision, thus necessitating the



Club to set both indoor and outdoor space, a Service Charge of \$500 will be assessed to the Member/Sponsor. All outdoor functions must be completed by 12:00 a.m., unless other arrangements have been made with club management.

### **WEDDING CEREMONY**

- A wedding ceremony may be held at the Club. Charges will vary depending on the set-up involved. The Club does not permit the throwing of rice or flower petals inside or outside the clubhouse. In addition, the Club must grant permission for any flowers or decorations to be placed anywhere outside the actual function room (i.e., stairwell or handrails) booked for the event.

### **ENTERTAINMENT**

- Entertainment should use discretion with respect to loud music or behavior that may be objectionable to other Club guests. Club Management reserves the right to exercise final authority over bands, DJs, musicians and other entertainment, whether they are engaged by the Member/Sponsor or through the Club. The Club will request entertainers to reduce their volume should the noise level be objectionable.
- Entertainers are not permitted to invite guests into the Club without management permission.

### **AUDIO VISUAL SERVICES**

- The following equipment is available upon request: LCD Projectors, Overhead Projectors, Screens, VCR, DVDs, TVs, Flip Charts, Easels, Podiums and Microphones. The Catering Department will quote fees.
- Client accepts responsibility for any damage to hired audio and visual equipment outside of normal wear throughout the course of their presentation. Should damage occur, client will be responsible for repair or replacement value, plus ten percent (10%) due within thirty (30) days of billing.
- Client is responsible for having all presentation media available for connection, testing, and confirmation at least one-half (1/2) hour prior to event seating.
- All audio visual quotes are job specific and may be subject to change if additional inventory or labor is required.
- The Grosse Pointe Yacht Club will not be held responsible or liable for the unauthorized playback of copyrighted material.

### **DECORATIONS/PRIVATE PROPERTY**

- The affixing of anything to walls, floors, furnishings or ceilings of rooms with nails, tape, staples or by any other method is not permitted.
- No open flames are permitted on stairways or table arrangements. Votive candle holders are acceptable on tables.
- The Club does not permit the throwing of rice or flower petals inside or outside the clubhouse. In addition, the Club must grant permission for any flowers or decorations to be



placed anywhere outside the actual function room (i.e., stairwell or handrails) booked for the event.

- The Club member, host or sponsor of the event assumes responsibility for any and all damage to or loss of property from the function room or other areas of the Club, caused by guests, invitees, or independent contractors affiliated with the event.

#### **PERSONAL PROPERTY/RENTAL EQUIPMENT/SUPPLIES**

- The Grosse Pointe Yacht Club does not have space available to store personal property, equipment or supplies belonging to or rented by the member.
- All such items must be removed from the Club at the end of the event.
- The Grosse Pointe Yacht Club will not assume or accept responsibility for damage or loss of personal articles or rented equipment left in the Club prior to, during or following any function.
- All outside vendors must give a copy of their liability insurance to the Catering Department. They also must provide additional information when needed in a timely manner to ensure that all the details and plans in the event meet Club Guidelines.

#### **FORCE MAJEURE**

- The Grosse Pointe Yacht Club's failure to perform any term or condition of this Agreement as a result of conditions beyond its control such as, but not limited to, war, strikes, fires, floods, acts of God, governmental restrictions, power failures, or damage or destruction of any network facilities or servers, shall not be deemed a breach of this Agreement.

#### **MEDIA & PUBLICITY**

- The GPYC or Grosse Pointe Yacht Club name cannot be used as advertisement in any public media without permission from the General Manager. Any violation of this rule will result in the immediate cancellation of the function.
- The Grosse Pointe Yacht Club Catering Department should be notified if you expect any media coverage of your event. A list of the different media will be given to the appropriate departments and then will be allowed access into the club.
- Any and all signage or publicity used on the day of the event needs to be placed within the banquet room. In certain areas of the club, signage will be allowed right outside the banquet room. No signage is allowed in the Lobby.

#### **DRESS CODE**

- GPYC Dress Code Policies must be conveyed to all of your guests. Those guests that do not comply will not be admitted.
- Professional Business Attire or Casual Attire required and defined as:  
Gentlemen: Business Suits, sports coat and tie or collared shirts, clean neat shorts or slacks  
Ladies: Skirted suits, pant suits and dresses or appropriate attire for the time of day  
Children age 14 and above must conform to dress code policies
- *No Denim of any style or color allowed at any time.*



## **PARKING**

- Valet parking is required for all private parties. This charge will be added to your final billing and is determined by your final guarantee/count. Tipping of the attendants is at the discretion of each guest.

## **CLOSING**

- All functions must end by the contracted time, unless other arrangements have been made with Club Management.
- All bands and other entertainment must finish their last set by 12:00 A.M.
- All banquet space must be vacated by 12:30 A.M.
- The Grosse Pointe Yacht Club reserves the right to control all functions held on Club premises and to discontinue service of alcoholic beverages at any time if, in the judgment of Club Management, it would be in the best interest of the Club and the guests to do so.

## **MISCELLANEOUS HOUSE RULES**

- There shall be no product display, billboard, or other advertising materials on the Club grounds or in the Clubhouse, unless permission is granted by the Board of Directors.
- In the event that the function requires a permit or license from any governing body – local, state or federal – the Member/Sponsor is solely responsible for obtaining such a license or permit at their expense.
- Smoking is prohibited in all areas of the club house and grounds, with the exception of the guest parking lot.
- All events must provide a guest list to the front gate.
- Club Management reserves the right to refuse to agree to fireworks being discharged during an event being hosted at the club.