

The McCabe-Marlowe

HOSPITALITY HOUSE

A House with Heritage
Complementing A Tradition of Excellence



74 Lafayette Avenue, NE
Grand Rapids, Michigan 49503
(616) 234-3931

RULES AND REGULATIONS

1. Incomplete forms will not be processed. All information including method of payment (such as account number or billing address) menu selection and estimated attendance must be included.
2. Guarantee numbers for attending guests must be made at least *five working days* prior to the event. It is your responsibility to contact us with attendance numbers. If a guarantee is not received we will prepare and charge for the highest attendance estimated guest count (2 hour food limit).
3. Groups contracting for food service from Grand Rapids Community College must agree to pay for the guaranteed number or actual number attending, whichever is greater.
4. Groups agree to reimburse Grand Rapids Community College for any damage to college property and claims of liability.
5. Groups agree to furnish a bond covering liability and property damage, if required.
6. Groups agree to enforce the "No Smoking" rules of the building.
7. The projected use is not discriminatory and does not discriminate against any person or group.
8. Failure to vacate assigned rooms may result in the assessment of a late fee of a minimum of \$50 per hour. Requests for time extensions must be approved by the Banquet Chef Manager or designee.
9. All food consumed in Grand Rapids Community College facilities must be provided by Grand Rapids Community College Food Services. Permission from the Banquet Chef Manager must be given for any exceptions. No outside food or beverage may be brought into Grand Rapids Community College. As mandated by the State health codes, no food or beverages remaining from your event may be removed from the premises by the host or guests.
10. The use of alcoholic beverages is prohibited without the express permission of the Banquet Chef Manager or their designee.
11. Grand Rapids Community College reserves the right to make last minute *room changes* and *menu changes* should unforeseen situations arise which prevent services as contracted.
12. Grand Rapids Community College reserves the right to charge a late fee of no less than \$25 for last minute set-up of tables, chairs, and/or equipment.
13. Payment must be received within thirty days of invoice date.

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