

Food & Beverage Arrangements

The Lansing Center's Food and Beverage Department is the exclusive supplier for all food & beverage service at the Lansing Center. No outside food or any beverage will be allowed to be brought onto Lansing Center premises. The only exceptions to this policy are wedding cakes.

All proposals, quotes and arrangements for food and beverage service shall be made solely through our Catering Sales Coordinators. Food and beverage selections and event agendas should be confirmed at least thirty days (30) prior to the function date.

Due to health regulations and concerns of food safety for our guests, all food and beverage is to be consumed on premise. No food or beverages may be removed from the building upon completion of the event.

Meal Guarantees

In order to ensure availability of food selections, a guaranteed meal count and break item amounts are required by 4:00 p.m. five (5) business days prior to the function date and will be the minimum used for billing. If counts are not received by this date, the estimated count on the Banquet Event Order (BEO) will be considered the final guarantee. No reductions to the guaranteed count will be accepted. Increases to guaranteed meal counts and break item amounts made within 72 hours of the event are subject to a 20% product surcharge, product availability, and additional labor charges for the increased meals and item amounts. The Lansing Center will be prepared to set and serve up to 5% over the initial guaranteed count to a maximum of twenty (20) additional entrees. If meal overage is needed for the event, the client will be responsible for payment of the additional meals. Upon advance request, presetting of meal courses will be for the guaranteed meal count. Presetting of courses beyond the guaranteed count will be subject to additional charges for all pre-set items.

Multiple Entree Selections (for groups of 50 or more)

If multiple entrée selections are desired, a \$1.00 surcharge for all meals will be added. Vegetarian meals are not subject to this surcharge. Each entrée is subject to the standard guaranteed count deadline. The client will be responsible for providing meal tickets or meal designations on name tags or place cards indicating their guest's meal selection.

Special Dietary Meals

Our Catering Menu offers "Special Dietary Meals" designed to accommodate a range of special dietary needs. Please advise your Catering Sales Coordinator of any special dietary meals needed a minimum of five (5) business days prior to your event. While every attempt will be made to accommodate these requests, the Catering Sales Coordinator may need to obtain approval from our Executive Chef. In certain situations, a meal waiver release form may need to be signed prior to the event.

Food & Beverage Labor Charge

"Stand Alone" meal functions with meal guarantees of less than (25) guests will be assessed a food and beverage labor charge fee of \$75.00 per meal function.

Cancellation of Food & Beverage Services

Please refer to the room rental contract regarding cancellation fees and cancellation timelines for food and beverage services. Additional facility cancellation fees may apply.

Pricing & Service Charges

Food and beverage prices are guaranteed for up to ninety (90) days prior to the event date. All food and beverage charges are subject to a 21% service charge and 6% State of Michigan Sales Tax. Exemptions to the State of Michigan Sales Tax will be determined only upon receipt of appropriate tax exemption documentation on or before the event date.

Bar Service

All proposals, quotes and arrangements for bar service shall be made solely through your Catering Sales Coordinator. A \$400.00 minimum sales requirement applies for each full single bar with one (1) bartender. If sales do not reach the minimum sales guarantee of \$400.00 per bar, the client will be assessed the difference. If additional bars are requested in excess of the standard number of bars proportionate to attendance, additional charges will be incurred. Cash bars must be open for a minimum of (1) one hour. Bar service during your event may require a security guard. Security needs for your event will be determined by your Event Coordinator. Additional charges could apply.

The Lansing Center and its employees reserve the right to refuse alcoholic beverage service to any person or group who may be or appear to be in the process of becoming intoxicated. In accordance with Michigan State Law, the Lansing Center will refuse alcoholic beverage service to anyone who cannot prove legal drinking age with proper identification. Absolutely no alcohol can be brought onto or removed from Lansing Center premises and this policy and law extends to clients, attendees and exhibitors.

Water Service

Several options for water services are available through our Catering Sales Coordinators. Self-service (10) gallon ice water cambros with cups are available at \$25.00 per station per fill and would include complimentary water service for speakers at lecterns. Bottled water is available and is billed on consumption at prevailing rates. Individual table water service for non-meal functions can be ordered at a \$.50 per person charge for each fill. Please provide a minimum of a (5) business day notice for these arrangements.

Specialty Linen & Tableware

To enhance the ambiance of your event, elegant decorative specialty linens, including tablecloths, napkins, linen overlays and chair covers with sashes. Our catering sales coordinators will be happy to assist you with these many options.

Additional Labor charges

Extra charges may be incurred if additional miscellaneous services are requested outside of the normal range of services. Additional food and beverage labor charges may be applicable to events occurring during holiday periods. Our Catering Sales Coordinators will be happy to assist you in customizing event services and will be able to determine the appropriate charges applicable to your event.

Deposits, Billings & Banquet Event Orders

A non-refundable deposit equal to 100% of the estimated charges is required a minimum of three (3) business days prior to the event. Deposits are accepted in the form of cash, cashiers or certified check, valid credit card, and money orders. (No personal checks will be accepted.) A valid, signed credit card authorization form is required for any incidental charges after the initial deposit has been made and for day of charges.

Convenient online credit card payment options are now available by visiting our website at www.lansingcenter.com. (Please make note of your contract number as it will be needed for utilizing this online payment option.) **Notice:** Effective July 1st, if paying by credit card, a 3.5% processing fee will be added to the invoice. To pay by check, please make the check payable to The Lansing Center and mail it to: Attn: Accounts Receivable, 333 E. Michigan Ave., Lansing, MI 48933.

Please sign and return all Banquet Event Orders (BEO's), Estimated Checks and Room Diagrams a minimum of (5) business days prior to your event.

*All food and beverage services are subject to a 21% service charge and 6% State of Michigan sales tax.

**Prices subject to change.