



Memorable Creations

ALL OCCASION CATERING

2990 Henry Road ♦ Jackson, MI 49201

(517) 787-0154

Catering Policies

- Complete event planning services are available for your event.
- All details including meal selection, number of guests expected, equipment requests, and special arrangements should be made three (3) weeks prior to the event date.
- Disposable tableware will be provided.
- Some catering events may require rented equipment for the success of the event, which will be the responsibility of the booking group.
- Memorable Creations Catering will not be held responsible for any damages to rented equipment or any independent contractor hired by the guest.
- Customized Events– we will work with you to design a custom menu to suit your unique event needs (may be subject to a price change).
- Coffee Pots, Drink Dispensers, Linens, Etc. are the responsibility of the client to return within the following (4) four days of their event. If not returned within the 4 days the \$300.00 deposit will be forfeited.

FOOD AND BEVERAGE

- Memorable Creations Catering staff will set-up and provide professional service and clean up.
- All food and beverages are subject to 6% state sales tax and 16% gratuity
- Some venues require an additional 15% service fee
- Delivery fees applicable outside a 20 mile radius
- The guaranteed number must be phoned in fourteen (14) days prior to the event.
- The guaranteed number is the minimum your group will be charged. Should the number of guests exceed this number, you will be charged for the number of guests served.
- Memorable Creations Catering is able to provide a bartender at \$25.00 per bartender per hour. The client is required to provide the liquor, beer and or the wine. The client is responsible to supply all bar supplies (i.e. cups, napkins, condiments, etc.). Our bartenders will control the bar and handling of intoxicated / underage guests.
- Memorable Creations Catering reserves the right to return any left over food to Memorable Creations Catering at the end of the food service time. Memorable Creations Catering is not responsible for improper handling of food left at the catering site.

- All federal, state, and local laws with regard to food and beverage purchases and consumption are strictly adhered to. Consuming raw or undercooked meats, poultry, produce, seafood, shellfish or eggs may increase your risk of food borne illness.

Deposits / Billing

- A \$300.00 deposit is required for all bookings. All deposits are non-refundable.
- All Functions must be paid in full, four days prior to the date of the event unless billing privileges have been made at least 30 days in advance with Memorable Creations Catering.
- A 1/2 prepayment is required (14) Fourteen days prior to the event date. Payment can be in the form of cash, check, cashier's check or a major credit card.
- A \$35.00 returned check fee will be applied to all returned checks. A 3% interest will be applied to all unpaid balances.
- Groups claiming Michigan Sales Tax exemption status must provide official documentation to Memorable Creations Catering prior to the scheduled event

Cancellation Policy

- If a confirmed event is cancelled your deposit will be the minimum cancellation charge.
- Memorable Creations Catering shall not be liable for failure to perform this agreement due to any "Act of God" or cause beyond our control.

Fax 517 784-6062

Website – WWW.MEMORABLECREATIONSCATERING.COM