

W K Kellogg Biological Station Conference Center Catering Policy

Guarantee Policy

A minimum guarantee of attendance must be received 5 full days prior to the event. Events held on a weekend, the guarantee is due by 12:00 pm on the Friday of the week prior. This is the minimum number for which you will be charged. Only increases will be accepted after the guarantee, based on product availability. W K Kellogg Biological Station Conference Center will provide food for 5% above the designated guaranteed count, not to exceed eight (8) in number. (5% overage does not apply for groups selecting more than one entrée.) Positively no reductions in guarantee will be accepted less than 5 days prior to the event.

Food and Beverage Service

W K Kellogg Biological Station Conference Center must supply all food and beverage. With the exception of wedding cakes, no food is permitted to be brought into licensed banquet or meeting areas at W K Kellogg Biological Station Conference Center. No food prepared and served by W K Kellogg Biological Station Conference Center is permitted to leave the premises.

Alcohol

KBS will supply all alcohol for rented spaces. Guests may not bring alcohol onto the Kellogg Biological Station (KBS) property with the exception of lodging rooms. Any alcohol found will be seized. All alcohol must remain in rented areas.

No alcohol will be served to guests less than 21 years of age. If a guest appears to be under the age 30 identification must be provided. All bars will close at 11:30 p.m. The bartender has the right to refuse service to inebriated guests. The KBS staff has the authority to close the bar and end the event or call KBS security if guests are too inebriated, belligerent, out of hand, or refusing to comply with KBS policies. All contracted parties are responsible for providing safe accommodations for guests partaking in alcohol consumption. Contracted parties are responsible for assuring that their guests comply with KBS alcohol policies. Abuse of alcohol policies will result in the forfeiture of contracted parties' entire damage deposit. \$2.50 beverage service fee applies to all guests under the age of 21.

Cake Service

The W K Kellogg Biological Station provides cake cutting service free of charge. In order to provide you with the best service we ask that the cake cutting picture opportunity is complete prior to dinner and be served buffet style with coffee for all parties exceeding 30 guests. Should you desire to have your cake cutting after dinner you must make your own provisions to cut the cake.

Pricing

A service charge of 20% and the Michigan State sales tax will be added to all food and beverage prices quoted. Prices may be subject to change per market fluctuation with notification. This is not a server gratuity rather an administration fee charged for services provided in preparation for your event.

Substitution and Multiple Entrée Selections

Substitutions may be made for dietary or religious purposes as long as the number of substitute entrees number less than 10% of the guarantee. Any substitute entrees must be confirmed at time of guarantee or an additional charge for the dietary entrée, as well as the ordered entrée, will be assessed.

W K Kellogg Biological Station Conference Center limits entrée selections to three entrée choices per group. (This number includes vegetarian as a choice.) Multiple entrée selections will be prepared for the guarantee only (no 5% overage). Any change of entrée at time of the event will be charged in addition to the entrees guaranteed and prepared. The client will be responsible for providing nametags or place cards that indicate entrée selections.

Taste Testing

In order to help you select the perfect menu our chef's will prepare a complimentary taste testing.

The testing will include up to three menu options. Sorry, prime rib is not an option for tasting. During the tasting the chef and wedding coordinator will be available for questions. Please inquire with events office of tasting dates.

All taste tests must be complete two months prior to your scheduled event.

Banquet Room Liability

W K Kellogg Biological Station Conference Center reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged to the representative making the arrangements, based on actual repair or replacement cost. Labor charges will apply to functions if more than standard cleanup is required at the close of the function. Decorations, posters, signs or banners may not be hung without prior approval and coordination from W K Kellogg Biological Station Conference Center.

Liability

W K Kellogg Biological Station Conference Center cannot assume responsibility for the damage to, or loss of, any merchandise or articles left prior to, during, or following any event.

Functions Space

W K Kellogg Biological Station Conference Center reserves the right to adjust the room assignment based on actual numbers. All a must be vacated promptly at scheduled time as indicated on the event order.

Room Rates and Rental Fees

Our schedule of room rates and rental fees is predicated upon factors pertaining to your total scheduled event. Revisions in group counts, times, date or meal function may necessitate the revision of the room rates and rental fees.

Deposit and Payment

A non-refundable deposit will be required at the time of definite booking. Payment in full will be due and payable three days prior to your event. A final event estimate will be produced by W K Kellogg Biological Station Conference Center after receiving your final guarantee number five days prior to the event. This is the amount due for final payment. Any overpayment will be refunded by check or credit card. (A valid credit card imprint will be required to be on file at time of final payment, should any additional charges be incurred as a result of additions, increases in number of guests served, beverage consumption in excess of the estimate, etc.)

Contracted Liability

Performance of the agreement is contingent upon the ability of W K Kellogg Biological Station Conference Center management to complete the same and is subject to Acts of God, labor troubles, disputes or strikes, accidents, government (federal, state or municipal) requisitions, restrictions on travel, transportation, foods, beverages or management preventing or interfering with performance.

I have read the above regulations and agree to abide by them:

Signature: _____ **Date:** _____

Date of event: _____

Contact Name: _____

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