

GOURMET EXPRESS CATERING & EVENT PLANNING GROUP
GENERAL INFORMATION AND POLICIES

COORDINATION SERVICES

Please take special precaution when planning your guest list, as this capacity limit will be strongly enforced at Longacre House to ensure the safety of all our guests, as well as the preservation of our historic site.

Coordination of food selections, beverage service, rental upgrades, deliveries, and timeline are a courtesy with your booking. You may choose to have a Gourmet Express Catering management member take care of additional items such as placement of your escort cards, seating chart, mantle decorations, guest book, table details, cake table, head table, favor placement, basic décor, corsage and boutonniere installation, and queuing of the wedding party for scheduled events, etc. If you would like to secure our staff for the above additional services on the day of your event, a \$100.00 charge will apply. Because our planning efforts are a courtesy, your event planner is not guaranteed to be on site the day of your event. _____ Initial Here

FOOD SERVICE

One menu entrée must be selected for each guest. With notice, a reasonable attempt will be made to accommodate dietary, ethnic, and cultural menu requests. Gourmet Express Catering must provide all food served, with the exception of special occasion/wedding cakes, which must be prepared by a certified food handler in a licensed kitchen. No homemade desserts are allowed. Gourmet Express Catering will provide complimentary cake cutting services for special occasion/wedding cakes only when cake is served at a station. The use of the kitchen is for Gourmet Express Catering staff only. We cannot receive or store wedding cakes early. Due to health and insurance regulations, no prepared food may be taken off the premises. No exceptions. _____ Initial Here

No outside food or beverage of any kind will be permitted on the premises without prior authorization from Gourmet Express Catering. Gourmet Express Catering will be prepared to serve 5% over the established guest count. Payment for any overages will be due on the day of the event. When ordering from the Plated Luncheon or Plated Dinner menus, clients MUST provide a place card indicating the table number and menu selection for each guest. A master seating chart must also be provided to Gourmet Express Catering indicating total number of entrees at each table within the room. A minimum \$5.00 charge per person will be added when buffet menus are changed to a strolling menu. Gourmet Express Catering is pleased to provide the assistance of Event Coordinators and Chefs to custom design a menu for your special event. Additional charges may apply.

A minimum guest count of 50 is required for all catered evening events. A minimum guest count of 35 is required for daytime events unless otherwise noted. Payment for minimum guest count requirements will be assessed, regardless of an event's final guest count. Final guest counts and all final event details, including seating charts, are required 14 days prior to the scheduled event date. This number is considered final and will not be subject to reduction. Increases in guest count will be honored whenever possible but are not guaranteed. If any changes or revisions are requested within 10 days of the event, a \$50.00 administration fee will be charged. _____ Initial Here

Final payment and signed contract is due seven (7) days prior to the event. All pricing listed is based on a maximum of three-hours for daytime events and five-hours for evening events, unless otherwise noted. _____ Initial Here

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FOOD SAMPLINGS

Longacre House and Gourmet Express Catering offers two annual opportunities to sample food selections. The Taste of Longacre events are offered in the spring and fall seasons. If a private sampling is requested, it can be accommodated with sufficient notice and will be prepared for four (4) people. Private samplings include three entrée choices, two sides, and does not include sweets or salads. Some menu items are not conducive to sampling for smaller guest counts. Private samplings must be scheduled and are subject to the availability of the Chef. A \$75.00 fee will be charged for all private samplings. _____ Initial Here

BEVERAGE SERVICE

Alcoholic beverages can be served only in conjunction with food. Gourmet Express Catering's Bartenders will be employed with all special events serving alcohol. Bartender's fee of \$150.00 is waived for groups ordering a bar package for over 50 adult guests.

Shots and double pours of alcohol will not be served on the premises. In addition, a "Last Call" announcement will not be made.

Specialty labels, craft beers and upgraded liquors and wine can be requested and provided for an additional fee. Please discuss with your Event Coordinator.

In order to provide safety for your guests and to limit liability for all parties, all persons consuming alcohol must be at least 21 years of age and be able to provide proper identification. Gourmet Express Catering will deny alcoholic beverage service to any guest who willingly provides alcohol to a minor or intoxicated person. In accordance with the laws of the State of Michigan, Longacre House is the only licensee authorized to purchase, sell, and or serve alcoholic beverages on our premises. Alcoholic beverages are not permitted to be brought into Longacre House nor will be allowed in the wedding suites, or on the grounds. Alcohol is not permitted to leave Longacre House. Please consult our menu for available selections and prices.

Gourmet Express Catering will provide complimentary corking services. All bar package pricing listed is based on a maximum of 5 hours or guest services unless otherwise noted. For events with extended time frames, additional charges will apply. _____ Initial Here

VENDORS AND UPGRADES

Standard white or ivory table linens and linen napkins will be provided for all events at Longacre House. Gourmet Express Catering is pleased to arrange floral services, entertainment and DJ services, wedding and themed cakes, and Officiants and specialty services. The Longacre House and Gourmet Express Catering welcome outside vendors as contracted by our private event clients. Please consult with your Event Coordinator for our best recommendations reflecting specific needs.

Our clients and/or their vendors may supply floral, wedding cakes, music, entertainment, photography, audio visual equipment, and off-property transportation.

EXCEPTION: All upgraded linens, chairs, chair covers, sashes, runners and china must be provided by, and installed by, by Gourmet Express Catering. Installation charges, a 6% damage waiver and delivery charge will apply.

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All upgraded, and specialty items must be confirmed no less than thirty (30) days before the day of your event and will not be subject to cancellation. Rental item totals may be increased preemptively by approximately 10% to accommodate any last-minute changes. A decrease in equipment totals will not be accepted within 30 days of the event. Increases in equipment totals within 30 days of the event will be honored only when possible, however, are not guaranteed. _____ Initial Here

PHOTOGRAPHY

Professional photography for your personal use is permitted. No outside food or beverage is allowed at any time, including during photography sessions.

For photography sessions at Heritage Park, sessions must be booked in advance by calling (248) 473-1800.

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WEATHER

Longacre House and Gourmet Express Catering reserve the right to move a scheduled outdoor event indoors due to inclement weather. Final decisions regarding a weather dictated event will be made eight (8) hours prior to guest arrival and will be final. If the weather exceeds 80 degrees, the attire of the staff will be at the discretion of the management.

PRICING AND PAYMENT

All pricing of food, beverages, upgraded and specialty items and coordinated services are subject to a 6% Michigan sales tax (when applicable) and a 22% operational fee. The 22% operational fee is assessed to help cover the cost of preparation staff, coordination time, equipment, supplies, insurance and delivery expenses that are incurred on all events. The 22% operational fee is not a gratuity for the service staff. Gratuities are accepted, appreciated, left to your discretion, and would in turn be paid directly to your event staff.

Prices are subject to change without notice. A \$1000 catering deposit is required within ten days of booking Longacre House for a wedding reception. For all other events, a \$500 deposit is required within ten days of booking Longacre House. A signed Credit Card Authorization form will be required with all bookings. This authorization may be used for advance deposits or installments, or final balances, and will be used as a backup for any additional charges incurred the day of your event.

A catered event booking will be considered complete when the Booking Agreement, Credit Card Authorization and catering deposit are received. Clients are contractually obligated to Gourmet Express Catering upon booking Longacre House for all catered services for groups of 35 or more. Final payment, and a signed final contract are due seven (7) days prior to the event.

For any event booked on a holiday or holiday weekend, menu and bar pricing will increase by 25%. The Longacre House holidays are Easter Sunday, Mother's Day, Memorial Day weekend (Saturday, Sunday, and Monday), the 4th of July (Including Saturday and Sunday when this holiday falls on a weekend), Labor Day weekend (Saturday, Sunday, and Monday), Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. The Longacre house will not accept events on Mother's Day, Memorial Day, 4th of July,

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Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Day.

Payments can be made by cash, check, money order, Visa, Mastercard, AMEX or Discover. Due to the increasing costs and changing compliance regulations a 3.5% surcharge fee will be assessed on all credit card transactions (this fee is not greater than our cost of acceptance). Checks and money orders should be made out to Gourmet Express Catering.

All tax-exempt groups must submit their tax-exempt number and certificate at least 10 days prior to the event.

CANCELLATION POLICY

All cancellations will result in forfeiture of the entire deposit and any installments paid. Cancellation requests will only be accepted in writing to:

Gourmet Express Catering
650 N Lafayette
South Lyon, Michigan, 48178

Failure to submit cancellation in writing, will result in the total event cost be assessed and payable by client. In the event GEX, Inc. is unable to perform its obligations under the terms of this Booking Agreement, despite having taken commercially reasonable precautions, because of acts of God, or other causes reasonably beyond its control, such party shall not be liable to the other for any damages resulting from such failure to perform or otherwise from such causes. The Manager and the Trust shall notify each other as soon as reasonably possible following the occurrence of an event described in this subsection.

SUPPLY CHAIN

Due to the current supply chain climate, and the difficulty in securing select food items, Gourmet Express Catering will make every attempt to fulfill all menu requests. In any case that we are unable to obtain a selected item, Gourmet Express Catering reserves the right to contact the client to develop a comparable substitution. We apologize in advance for any inconvenience this may cause.

We will always go above and beyond to fulfill our client's menu requests.

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LIABILITY

Gourmet Express Catering and Longacre House reserve the right to inspect and control all functions.

Waiver of Liability: The client agrees to irrevocably and unconditionally release Gourmet Express Catering from liability, claims, actions and causes of action arising out of or related to any loss, damage, illness, death or injury sustained by any participant in connections with food, services, personnel, beverages and rental items not directly provided by Gourmet Express Catering. _____ Initial Here

I have read the above policies, and my signature confirms that I understand and agree with all the details listed within, including the cancellation policy.

X _____
Client Name

Date _____

X _____
Event Name

Event Date

X _____
Event Coordinator
Gourmet Express Representative

Date