



Private Party & Catering Contract Guidelines

- Parties consisting of 15 guests or more are considered “private parties” and may require a limited menu of up to 3 choices. Any party of 15 or more we require that you provide counts. We will substitute entrees for vegetarian, medical or religious reasons and request notification at the time of your menu selections during your event arrangements. At least 48 hours notice is needed.
- A final count of the number of guests **MUST** be confirmed 48 hours prior to your function. You will be charged for your guaranteed number. Additional guests above the minimum guests confirmed will be added to guest count and billed. We prepare 5% above the guaranteed amount. Reduction in guaranteed guest numbers cannot be accepted once confirmed and within the 48 hour of date.
- A deposit of \$50 is required to confirm catering and “hold the date”. Deposit will be deducted off the total bill. This deposit is not cash refundable if cancelled within 14 days prior of function. A White Horse Gift Certificate will be issued less 50% for administrative costs if cancelled prior to 14 days of function.
- 6 % Michigan Sales Tax and 19% Service Charge will be charged to food and beverage in addition to the listed prices. No outside food or beverages allowed. Cake may be brought in if purchased by a health department approved business. A service fee of \$2.50 per guest will be applied.
- Linen must be rented through the restaurant for an additional charge. Flowers, balloons or any other decorations are not supplied by the restaurant and are subject to our approval. No gum, candy, tape, open flame candles, confetti or rice is allowed in the restaurant.
- Cash Bar – Guests pay for their own drinks as they are served. Open Bar - Drinks will be rung up on a bill and be presented to the host for payment at the end of the function.
- Alcohol – We reserve the right to refuse or discontinue serving alcoholic beverages if a guest appears to be intoxicated or cannot provide proper identification.
- Groups requesting tax exemption must provide tax-exempt certification prior to the scheduled function.
- Cash, Visa, MasterCard, Discover and American Express is accepted as forms of payment.
- Due to health and insurance standards, food is not allowed to be taken outside of the facility.
- A \$2.50 service fee will be charged if desserts and/or sweets are brought in by guest. Anything brought in to the White Horse facility must be made by a health department approved source. House-made desserts may not be brought in to the White Horse.
- Room fees apply for 2 ½ hour usage. A \$25 per half hour room usage fee will be applied for each additional half hour that the room is used past the 2 ½ hour room usage fee.
- All Tea Theme Package showers booked in the downstairs Hunt Room will be charged an additional \$150 room set-up and labor service charge. There is no charge if Miss Lucy’s Tearoom or Parlor is used for event.
- Large parties booked for our scheduled special event and theme teas in downstairs Hunt Room \$150 set up fee will be waived. Special event and theme tea pricing will apply. See www.misslucystearoom.com for special event and theme tea dates.



Private Party & Catering Contract

Thank you for choosing us for your special celebration. Submission of this contract with your \$50 deposit, within 5 days of your tentative reservation will secure your reservation.

Please fill out completely.

Customer Name: _____

Function or Company Name: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____ Email: _____

Date of Party: _____ No. of Guests: _____

Set Up Time: _____ Start Time: _____ End Time: _____

Please be aware that set-up time is included in 2 1/2 hour room availability. An additional \$25 per half hour usage fee will be applied to parties that exceed 2 1/2 hours. If you or other guests arrive earlier than above set-up time, early arrival time will apply.

Room Request: _____ Room Confirmed: _____ 2 1/2 hour Room Charge: \$ _____

Credit Card Number: _____ Expiration Date: _____ Type: _____

Name as it Appears on Card: _____

Please check the following:

- I understand and accept the Private Party and Catering Guidelines and agree to comply with its terms.*
- I understand that a \$2.50 service fee will be charged if desserts and/or sweets are brought in to the White Horse. I also understand that if I choose to provide my own dessert, that it must be made by a health department approved source and house-made items will not be accepted.*

Customer Signature: _____ Date: _____

Please return with your \$50 deposit to secure your private party reservation. Deposits made by credit card may be faxed to 248-841-8681. Deposits made by check may be mailed along with this contract to the Historic White Horse Inn, One E. High Street, Metamora, MI 48455 Phone: 810-678-2150