

Meeting and Event Policies

Function Requirements

All meeting requirements, menu, and other food and beverage selections should be confirmed no later than 14 days prior to the function date. Changes in banquet or meeting room arrangements within 24 hours of scheduled starting time may be subject to additional labor charges.

Food and Beverage Service

All food and beverage must be supplied by the Kellogg Hotel & Conference Center. Food and beverages (alcoholic and non-alcoholic) are not permitted to be brought into the conference or banquet areas by a guest(s) of the Kellogg Hotel & Conference Center. No food prepared and served by the Kellogg Hotel & Conference Center will be permitted to leave the premises. The Kellogg Hotel & Conference Center cannot guarantee that allergens were not introduced during another stage of the food supply chain process or, inadvertently, during preparation. GF indicates gluten-friendly menu selections, V indicates vegetarian menu selections, and VG indicates vegan selections.

Food and Beverage Pricing

If the event is not held within the year that the estimate is given, food and beverage prices may be subject to a price increase of not more than 10% year over year.

Alcohol Service Policy

In keeping with our commitment to responsible service of alcohol in a university setting, the Kellogg Hotel & Conference Center will: A) request identification from all guests who appear to be under the age of 40; B) not serve alcoholic beverages to guests without proper ID; and C) not serve doubles, shots, shooters, or multiple liquor drinks containing more than three liquors (e.g. Long Island Iced Tea). The banquet manager of the Kellogg Hotel & Conference Center reserves the right to refuse alcoholic beverage service to an individual or group. Alcoholic beverage service will not exceed five hours per event.

Beverage Orders

The Kellogg Hotel & Conference Center provides extensive beverage options through its banquet menu selections. The event will be charged for all beverages that are ordered whether or not all bottles are used at the event, excluding house wine.

Wine is priced per bottle and must be ordered by the case, excluding house wine. Wine orders, with the exception of house wine, must be confirmed 10 days in advance; bottles will be ordered and billed based on this number. Any beverages, excluding liquor, not consumed during the event will be available to the on-site contact upon conclusion of the event. If an event requires beverages that are not available on the regular banquet menu, those beverage selections may be ordered through the Kellogg Hotel & Conference Center. All selections rotating on availability. Product substitutions based on supply will be equal to or greater than current product.

Pricing

A service charge is added to food, beverage, and audio-visual prices to offset facility maintenance and administrative costs. Michigan sales tax is applicable to the service charge unless the entity is Michigan sales tax exempt. See booking contract for service charge rates. The service charge does not replace a gratuity for the servers and/or hotel staff. Service charge estimates are subject to increase. If the event is not held within the year that the estimate is given, service charges may be subject to an increase of not more than 10% year over year.

Entrée Selection and Substitution

The Kellogg Hotel & Conference Center will provide entrée substitutions for dietary or religious purposes, provided that (A) the client supplies the requested number of substitution entrées not less than three business days before the catered event and (B) the number of substitute entrées requested is less than 10% of the minimum guarantee of attendance, as indicated in the booking contract with the Kellogg Hotel & Conference Center. If the client does not provide substitution requests in accordance with the timeline described above, the Kellogg Hotel & Conference Center has no obligation to provide substitute entrées. The Kellogg Hotel & Conference Center may try to accommodate these requests, however an additional charge for the substitute entrée and the main entrée will be assessed, along with any additional service charges.

Please add applicable service charge and state sales tax to all food and beverage items. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness. We cannot guarantee that allergens may not have been introduced during another stage of the food chain process or, even inadvertently, during preparation.

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Multiple Entrée Selections

If two entrée selections are ordered, a \$1.00 multiple entrée fee will be assessed for each selection. If three entrée selections are ordered, a \$2.00 multiple entrée fee will be assessed for each selection. Guest selections must be received 3 days prior with final guarantee. Multiple entrée selections will be prepared for the guarantee only (no 5% overage). Any changes to entrée selections at the time of the event will be charged in addition to the entrées guaranteed and prepared. The client will be responsible for providing nametags or place cards to indicate entrée selections.

Labor Charges

A labor charge of \$50.00 will be assessed for meal functions of less than 20/25 people. A labor charge of \$20.00 per server, per hour will be assessed for butler-style served hors d'oeuvres.

Bartender Charges

A bartender fee of \$75.00 will be assessed on each hosted or cash bar when sales do not exceed \$250.00 per bar, or when an additional bartender is requested. A bartender fee of \$25.00 will be assessed on each hosted or cash beer and/or wine service when sales do not exceed \$150.00 per bar.

Damage, Repair, and Maintenance Charges

The Kellogg Hotel & Conference Center reserves the right to inspect and control all events held at facilities managed by the Kellogg Hotel & Conference Center. Costs arising from damage to the premises will be charged to the representative making the arrangements. Additional labor charges will be charged to events if more than standard clean-up is required. Fees will be assessed by the Kellogg Hotel & Conference Center at the close of the event.

Equipment, Materials, and Decorations

Due to limited storage, the Kellogg Hotel & Conference Center cannot store flowers or cake. All materials, equipment, and decorations will need to be removed at the conclusion of your event. The Kellogg Hotel & Conference Center will assist with the setup of favors and place cards only. Glass enclosures are required for any candles. Glitter, feathers, confetti, or metallic chips are not permitted. Decorations may not be hung from the ceiling or walls.

Event Signage and Banners

If the client would like a banner to be hung in the Kellogg Hotel & Conference Center, prior approval and coordination with the Kellogg Hotel & Conference Center staff is required. Please provide banners 24 hours in advance for proper hanging.

A list of daily events is posted throughout the Kellogg Hotel & Conference Center to direct guests to the correct banquet or meeting room. All banquet and meeting rooms have either a paper sign holder or digital signage outside of the room to indicate the event within. The Kellogg Hotel & Conference Center will include the name of the event on the signage as described on the booking contract. If more specific signage is desired, the client will be responsible for providing it.

No posters or signs may be located or hung in the Kellogg Hotel & Conference Center lobby without prior written permission from the Kellogg Hotel & Conference Center management. Scotch tape, nails, pushpins, or other potentially damaging fasteners may not be used to hang signs or other materials on walls of the Kellogg Hotel & Conference Center. Easels are available for rent on a limited basis for information purposes. Please contact your conference services manager should you have questions about a banner or signage.

Audio-Visual and Equipment Needs

All special equipment and services can be arranged with our conference services department. For your convenience, the Kellogg Hotel & Conference Center provides full audio-visual services. The Kellogg Hotel & Conference Center requests that conference services be notified in advance of any equipment that will be provided by the client.

An audio and/or visual service fee of \$75.00 per room will be incurred for audio-visual equipment that is provided by the client. The fee includes an audio-visual cart, extension cord, and technical support. Audio-visual price estimates are subject to increase. If the event is not held within the year that the estimate is given, audio-visual prices may be subject to an increase of not more than 10% year over year.

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Function Space

If the event's attendance numbers are significantly different than those described in the booking contract, the Kellogg Hotel & Conference Center reserves the right to adjust the room assignment based on actual attendance numbers. The event is required to observe the schedules described in the booking contract and the event must vacate its assigned rooms according to that schedule. The Kellogg Hotel & Conference Center reserves the right to charge for room usage outside of the scheduled times, plus additional service charges arising from such usage.

Room Rates and Rental Fees

Event fees are based on attendance numbers provided by the client and bundled services provided by the Kellogg Hotel & Conference Center. Revisions in the event minimum attendance, times, date, or meal functions may necessitate the revision of the room rates and rental fees. Accordingly, the Kellogg Hotel & Conference Center reserves the right to revise the fees for the event if the event's commitments change.

Outdoor Events

Tent rentals are available. Please contact your conference services manager for pricing. Events contracted on the East Patio are contingent on weather conditions. The Kellogg Hotel & Conference Center banquet department will communicate with the contracting party if the Kellogg Hotel & Conference Center determines the weather conditions are not safe to hold an event outdoors. The Kellogg Hotel & Conference Center reserves the right to delay or cancel the event up to two hours prior to event start time due to inclement weather.

Security

The Kellogg Hotel & Conference Center reserves the right to require additional security services to monitor events held at facilities managed by the Kellogg Hotel & Conference Center at the client's expense. The Kellogg Hotel & Conference Center will provide advanced notice if security will be required and will invoice the event for the additional fees associated with security.

Limitation of Liability

The Kellogg Hotel & Conference Center's performance under this agreement is subject to acts of God, war, government regulation, terrorism, strikes, civil disorder,

curtailment of transportation, or acts preventing the delivery of foods and beverages, or any other emergency of comparable nature beyond the control of the management of the Kellogg Hotel & Conference Center that in each case makes it impossible to perform its obligations under this agreement. The Kellogg Hotel & Conference Center shall not be responsible for the damage to, or loss of, any merchandise or articles left prior to, during, or following an event. In no event will the Kellogg Hotel & Conference Center be liable for the loss of profit or indirect or consequential damages whether based on breach of contracts, warranty, or otherwise.

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