



THE TOWNSEND HOTEL

Outside Catering Policy

Thank you for your interest in The Townsend Hotel. We are honored that you are considering our hotel as a potential venue to host your upcoming event.

Outside Catering is allowed at The Townsend Hotel with the discretion of the Executive Chef and Director of Catering. The Outside Caterer must be approved by the Townsend Hotel Catering Manager and Executive Chef prior to the event contract being finalized. Our Outside Catering fee includes all tables, chairs, standard hotel linen, dance floor, staging, stemware, table numbers, votive candles, use of our banquet kitchen, and any equipment. In addition, a Townsend Hotel Banquet Chef will be on staff for assistance in the kitchen.

The Townsend Hotel Outside Catering approval process is as follows:

- The proposed Caterer is required to meet with the Executive Chef and Catering Manager.
- The proposed Caterer is required to provide the following at the time of the meeting:
 - Business license
 - Insurance certificate
 - Serve Safe certificate (certificate holder must be present at time of the event)
- The proposed Caterer is required to sign a hold harmless agreement prior to the event.

Once approved, the Caterer must meet the following requirements or risk being denied access to our kitchens:

- Caterers must be in proper uniform: non-slip and closed toe shoes, hair restraints, aprons, chef's jacket or other appropriate kitchen attire.
- Caterers must prepare foods in accordance with the current Michigan Food Codes.
- At least (1) member of the caterer's staff must be Serve Safe certified and have certificate available during the event.
- Caterers must be respectful of the rules and regulations of the Townsend Hotel and staff members including but not limited to cleaning the kitchen upon event completion.



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To ensure the most successful event, please review the following:

- The hotel will provide all china, stemware and silverware.
- The caterer will have available use of our banquet kitchen, ovens and serving dishes that exist within the Townsend Hotel.
- The Townsend Hotel will not incur any extra charge for rentals of special serving dishes.
- The contracted party must use the Townsend banquet staff.
- The contracted party must purchase all beverages through the Townsend Hotel.
- The contracted party must provide a full menu and itemized pull list of required items 3 months prior to event. This includes but is not limited to ovens, hot boxes, freezer and refrigerator space.
- The client must be responsible for incurred fees for specially requested staff (all female or male staff).
- If applicable...provide all their own PPE for their staff.
- Pricing will be available for extra prep, banquet or dishwashing staff.

Outside catering fees

Townsend Ballroom room fee - \$2,500

Ceremony fee - \$1,500

Catering Lunch Fee - \$50 per person

Catering Dinner Fee - \$70 per person

These prices do not include
24% service charge and 6% sales tax

Catering lunch and dinner fees cover
all banquet servers and captains

Bartenders are \$200 each



THE TOWNSEND HOTEL

Hosted Ala Carte Bar

Gold

Cocktail: \$12

Beer: \$7

House Wine: \$45

House Sparkling: \$50

Soft Drinks: \$5

Juices & Bottled Water: \$6

Platinum

Cocktail: \$14

Beer: \$7

House Wine: \$45

House Sparkling: \$50

Soft Drinks: \$5

Juices & Bottled Water: \$6

Package Bar

Gold

First Two Hours: \$36 per Person

Additional Hour: \$12 per Person

Platinum

First Two Hours: \$45 per Person

Additional Hour: \$14 per Person

Beer & Wine

First Two Hours: \$30 per Person

Additional Hour: \$8 per Person

Includes: (3) Wines + (3) Beers

Optional charges:
Hosted Valet Parking
Hosted Coat check

*Please inquire about guest rooms if needed.