

Michaels at Shoreline Policies & Procedures

Guarantee

A guaranteed guest count is due 1 week prior to your event. If no guarantee is given at this time, the original number of guests will be considered the final guaranteed number. This number is the lowest number of guests for which you will be charged.

Prices & Service Charges

18% service charge and applicable sales tax will be added to all food, beverage, and service fees. Prices and fees are subject to change without notice. Prices guaranteed 90 days prior to your event.

Outside Food & Beverage

Michaels at Shoreline will provide all food and beverage. Exceptions are made for wine, and cake. A \$7.50 corkage fee per 750 ml bottle of wine will be applied. Cake cutting fee is \$1.50 per person.

Menu Selections

Menu Selections are due two weeks prior to your event.

Deposits & Cancellations

A \$400.00 deposit is required to secure your event. A \$1000.00 deposit is required for wedding receptions. The full amount of your deposit is applied towards your bill. Deposit is refundable if cancellation is made 90 days prior to your event. Deposit is not refundable thereafter.

Cancellations made 48 hours or less prior to the event will be charged full estimated value of the function.

Room Assignments

Rooms are assigned according to the number of guests attending your event. Should your numbers vary or setup needs change, we reserve the right to change room assignments.

Conduct

The host is responsible for the conduct of all persons in attendance and for any damage incurred.