

# *Crowne Plaza Detroit Downtown Riverfront Catering Policies*

## *Food & Beverage*

All food and beverage must be purchased through the Crowne Plaza Detroit Downtown Riverfront Hotel and is subject to 6% state sales tax and 22% service charge.

Guaranteed number of attendees is due by 12:00PM, three business days prior to the function. The guaranteed number is the minimum number of meals that will be charged, even if fewer guests attend. Hotel agrees to set 5% over the guaranteed number.

If no guarantee is provided we will use your original number of expected guests as the guarantee. All food and beverage pricing is subject to change. Final menu selections will be confirmed at the time the Banquet Event Order is created or no more than 90 days in advance.

All federal, state and local laws with regard to food and beverage purchases and consumption are strictly adhered to. Consuming raw or undercooked meats, poultry, produce, seafood, shellfish or eggs may increase your risk of food borne illness.

## *Deposits/Payment*

A non-refundable deposit is required to confirm space. If billing privileges have been established, a cancellation fee determined by the Hotel may apply in lieu of deposit.

All social functions must be paid in full five business days prior to function date unless billing privileges have been made at least 30 days in advance with the Hotel.

Payment must be in the form of cash, cashier's check, money order, or a major credit card. If the function requires an open bar, a bar estimate must be paid in advance. Group must provide a major credit card for the balance of the function.

## *Cancellation Policy*

If a confirmed event is cancelled your deposit will be the minimum cancellation charge and will increase according to the schedule outlined in your contract. All deposits are non-refundable.

If billing privileges have been established, a cancellation fee determined by the Hotel will apply and will increase according to your contract.

## *Decor*

All items must meet the guidelines of the Detroit Fire Department. The Hotel will not permit the affixing of any items to the walls or ceiling of function rooms. The Hotel does not permit open flame candles. All candles must be in enclosed containers.

Function spaces will be available two (2) hours prior to the event. If the Hotel function schedule permits early access to the function space, early access will be available for an additional fee.

All décor/florals must be removed from the ballroom/Hotel at the conclusion of the event.

Hotel policies are subject to change without prior notification.

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