

### **Banquet Policies and Procedures**

Loccino Restaurant is a full service banquet facility that is dedicated to providing you with everything necessary to make your special event easy and worry free, from small business meetings, bridal and baby showers, baptisms, bar mitzvahs, communions, engagement and wedding parties, to holiday parties.

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- All food and beverages are subject to 6% Michigan sales tax and 20% service charge that will be added to all functions. Prices are subject to change without notice.
- **Deposit Procedures:** The deposit required to reserve event room ranges from \$150-\$500 depending on size of event, totaling approximately 25% of initial guest count. Payment is due in full at the end of the event. The deposit will be deducted from the invoice. Final balance can be paid in the form of cash or credit card.
- Room charge will vary depending on number of guests and menu selection.
- Cancellations made less than 30 days in advance of event are **half** refundable and cancellations made over five months in advance are **fully** refundable.
- A guaranteed count of attendance is required **five days** in advance of event. No reduction guarantees are allowed after those five days. The final guaranteed guest count will be the minimum amount billed.
- Menu Selections are due **one week** prior to the scheduled event.
- All special Events are allotted a **3 hour** time limit with the exception of special arrangements made with our event coordinator in advance. Please note: An additional fee may be assessed. Saturday and Sunday, there will be a minimum requirement on all events booked earlier than the regular scheduled opening time of 3:00 on Saturdays and 4:00 on Sundays
- We offer open bar, limited bar, and cash bar options. Please specify your preference when booking your event.
- Projector and screen rentals are available.
- If you choose to bring in your own desserts, there is a service charge of \$1.00 per person. There is a cake cutting fee of \$1.50 per person
- Any damages or excessive debris left on Loccino property will result in charges applied to final bill