



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 at the discretion of the Executive Chef and Director of Catering Sales. The Outside Caterer must be approved by the Townsend Hotel Catering Manager and Executive Chef. 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 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 shoes, hair restraints, aprons, chef's jacket or other kitchen attire.
- Caterers must prepare foods in accordance with the current Michigan Food Code.
- 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.

Thank you, again, for your inquiry. We look forward to sharing our hotel with you.



THE TOWNSEND HOTEL

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

- The Hotel will provide all china, stemware and silver.
- The Caterer will have available use of kitchen, ovens and serving dishes that exist within The Townsend Hotel.
- The 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 hotel

Outside Catering Fees

Ceremony and Reception Room Fee
\$2,000

Catering Dinner Fee covers bartenders, and all staffing before tax and service
\$60 per person

These prices do not include the 22% service charge and 6% sales tax.

Optional Charges

Valet Parking - \$12 per car
Coat Check Fee - \$2 per garment

Please inquire about guest rooms if needed.



THE TOWNSEND HOTEL

BAR PACKAGE

All liquor prices are based on a 1.5oz serving
Per Hour, Per Person

Gold

First Hour \$19 per person
Additional \$10 per person per hour

Titos Vodka
Absolut Vodka
Standard Martinis
Tanqueray Gin
Bacardi Silver Rum
Captain Morgan Spiced Rum
Canadian Club Whiskey
Jack Daniels Bourbon
Chivas Regal Scotch
1800 Reposado Tequila

Platinum

First Hour \$21 per person
Additional \$11 per person per hour

Ketel One Vodka
Grey Goose Vodka
Standard Martinis
Bombay Sapphire Gin
Bacardi Silver Rum
Mt. Gay Spiced Rum
Crown Royal Whiskey
Makers Mark Bourbon
Glenlivet 12 Year Single Malt Scotch
Johnnie Walker Black Scotch
Patron Silver Tequila

Gold & Platinum Include:

Premium, Imported & Select Craft Beers

Chateau Townsend House Wines:

Chardonnay, Merlot and Cabernet Sauvignon

Soft Drinks, Juices and Mineral Waters

*Other Beverage Options: Cordials, Cognacs, Sparkling Wine, Margarita Bar,
Martini Bar, Famous Hummers, Whiskey & Scotch Cart, Ice Luge