

## CASCADES MANOR HOUSE WEDDING & RECEPTION POLICIES

### Food & Bar

All food & bar items must be purchased through Cascades Manor House, which is a state licensed facility through the liquor control commission of the State of Michigan and adheres to their guidelines, rules and regulations. (Wedding cake/cupcakes are the only exception) All menu planning must be completed 30 days prior to your event, as well as special dietary requests. Your final count is due 14 days prior to your date. Leftovers may not be removed from the premises. Bar service requires our security staff at a rate of \$25 per hour.

### General Information

Our staff will set up your reception with your centerpieces, etc. All linens are included. Please schedule delivery time with us the day prior to your event if possible. (No glitter & confetti). There may be a fee for extravagant set up requests. We offer 5 hours for your reception. An overtime rate of \$200 will be billed if your party wishes to stay longer. Our staff will contact you by \_\_\_\_\_ to gather all the details for your event. Gratuity is at your discretion and is not included in your final invoice. When reserving the Myers Room on any Saturday evening, we require a 125 minimum guest count and full dinner ordered.

### On Site Weddings

We offer three locations for your on-site ceremony with an additional fee of \$700. This includes a dressing area for the bridal party, two additional hours at the venue, up to one hour rehearsal at an approved day/time and on- site coordinator to assist if requested. Chairs & sound system for gazebo ceremonies are available at an additional fee. The ceremony will be moved indoors in case of poor weather.

### Deposits

An initial CASH OR CHECK non-refundable deposit of \$1,000 (Saturday venue fee) or \$700 (Friday or Sunday venue fee) is required to confirm your reception date. Four months prior to your event, a second down payment of \$1,000 will be due. The final payment is due on your event date. There is an incentive if this final payment is made with a Cashier's Check. See our staff for details.

WEDDING RECEPTION CONTRACT

Groom's Name \_\_\_\_\_ Phone \_\_\_\_\_

Bride's Name \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_

Guest arrival \_\_\_\_\_ Departure \_\_\_\_\_ Overtime charged after \_\_\_\_\_ \*

\*Receptions are charged overtime if event exceeds 5 hours.

Receptions w/ on-site weddings are charged overtime if events exceeds 7 hours.

Email \_\_\_\_\_

Home address \_\_\_\_\_

A non-refundable deposit fee of \$1,000 or \$700 (cash or check) is due to confirm this date. Please make check payable to Cascades Manor House. Four months prior to this date, a down payment of \$1,000 will be due. Final payment is due by the close of your reception.

Rooms reserved: Myers w/ dancing Sparks Room for dancing, buffet or both East Wing for dressing \_\_\_\_\_ Gazebo \_\_\_\_\_ In case of poor weather, the ceremony will take place in our Myers Room or Sparks Room.

Responsible party agrees to our policies, which are listed on the reverse side.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

General Manager \_\_\_\_\_ Date \_\_\_\_\_

## CASCADES MANOR HOUSE WEDDING RECEPTION MENUS

All menu items are priced per person 6% sales tax will be added

Additional \$2 per person fee for plated service

DINNER BUFFET includes House salad, rolls, two sides, soft drinks, iced tea and lemonade plus our tavern cheese/crackers as an appetizer or late night snack

**Choose One entrée \$23   Choose two entrees \$26   Choose three entrees \$29**

Honey Glazed Ham, Roast Beef, Roasted Turkey Breast, Apricot Glazed Pork  
Chicken Cordon Bleu, Grilled Chicken, Herb Stuffed Chicken, Parmesan Chicken  
Florentine Pasta Rolls, Vegetable Lasagna, Ricotta Stuffed Manicotti, Italian  
Lasagna

HOUSE SPECIAL PRIME RIB (add \$4 per person)

BEEF TENDERLOIN W/ GRILLED CHICKEN OR LOBSTER TAIL (market)

CHOOSE TWO SIDES: Third side may be ordered for additional \$2 per person

Steamed Redskin Potatoes, Baked Potato, Mashed Potatoes w/ Gravy, Smashed  
Redskins, Au Gratin Potatoes, Wild Rice Blend, Sweet Potato Casserole,

Corn Pudding, Whole Green Beans, Broccoli & Cauliflower w/ Baby Carrots,  
Green Beans w/ Sweet Pepper & Carrots, Cinnamon Brown Sugar Carrots

Children's ages 10 and under menu

Chicken Strips, Fresh Fruit, Macaroni & Cheese, Beverage \$10

Or they may partake of the adult buffet with a 30% discount.

## CASCADES MANOR HOUSE BAR SELECTIONS

### OPTION 1

Draft Beer and Wine for all guests ages 21+ for 4 ½ hours \$14 person

Add well mixed drinks for an additional \$5 per person

Please note: At the close of the unlimited 4 ½ hour bar service, you may choose to offer wine by the bottle, beer by the glass and standard mixed drinks per item. You may choose to close the bar at that time or offer a cash bar for the rest of the event.

### OPTION 2

House Wines \$18 per bottle

Chardonnay, Pinot Grigio, White Zinfandel, Riesling, Moscato

Cabernet and Merlot

Draft Beer\* (Coors Light and LaBatt Blue are our standards)

\$125. ¼ barrel serves 50 pints

\$250. ½ barrel serves 100 pints

\*Other selections are available for an additional fee

Standard Well Drinks \$4.50

Premium to Top Shelf Drinks range from \$6-\$8

Sparkling Wine \$22 per bottle Sparkling Juice \$14 per bottle

Security Service is always required for wedding reception @ \$25 per hour.

6% Michigan sales tax will be added to all bar items.

Jan 2017

