

Policies

Banquet rooms are reserved through our special event planner. Appointments are recommended.

The coordination of all arrangements for menus and other details must be finalized one (1) month prior to your event. This number will be considered a guarantee and is not subject to reduction.

Deposits

The deposit is nonrefundable and must be paid at the time the function agreement is signed. The deposit will be applied to the final payment.

Deposits are \$500.00 for the Grand Knight's Room and \$250.00 for the KC North Hall. Balances on minimum's are due one month (1) month prior to the event.

Balance and estimated bar bill is due one (1) month before the event. No Exceptions.

Cash Bar -50% of the minimum bar is required two (2) weeks prior to the event. A security deposit may be required to book your function.

Food

Menu selections and number of guests must be submitted to us two (2) weeks prior in advance. This number will be considered a guarantee and is not subject to reduction.

Due to health and insurance regulations, we are not allowed to release left-over food. All foods must be provided by K of C or a licensed caterer .

A \$100 kitchen charge will be added to the bill if not using K of C food services.

Bar and Beverages

All beverage services will be subject to Michigan Liquor Control Commission regulations. A pictured drivers license will be required if age is questioned. All state and local laws concerning the consumption and service of alcohol will apply.

Payments

K of C accepts VISA or MASTERCARD for balances only. Deposits must be paid by check or cash. All balances must be paid two (2) weeks prior to the event. If less than two (2) weeks, only cash or credit card will be accepted. If a credit card is used, a 3% service charge will be added.

Sales tax of 6% and a service charge of 18% will be added to all prices listed except those for cash bars.