



George Murphy's at The Creek

Banquet Event Policy

We are delighted that you have considered having your event with us here at George Murphy's at The Creek. We look forward to planning your event with you, and will do our very best to make sure your event is a success! Our professional staff will provide you with a memorable experience. Sit back, relax, and enjoy the magnificent view of the beautiful Fox Creek Golf Course and Bicentennial Park.

1. GUEST COUNT AND MENU SELECTION

- a. A guaranteed guest count is required no less than four (4) days in advance of your event. After that time, attendance cannot be reduced. Attendance increases will be accommodated if possible, depending on time and menu served. If we do not receive the guaranteed attendance figure for your food and beverage function by the deadline, you will be charged for the number of people denoted in this agreement. On your final bill, you will be charged for your guaranteed guest count or the actual guest attendance, whichever is greater.
- b. Menu selections must be made no later than ten (10) business days prior to the scheduled date of the event.
- c. George Murphy's will not guarantee menu items for guest(s) added on beyond the final guest count notification period and reserves the right to make appropriate menu changes in order to make proper accommodations.
- d. Restaurant policy prohibits bringing in of private food and/or beverages into the restaurant, with the exception of birthday and special event cakes.
- e. All food and beverage purchased must be consumed in the restaurant or on the patio during the scheduled times. Due to state regulations, remaining banquet-style food or beverages may not be taken from the premises. However, you may be allowed to take purchased menu items and remaining pizzas that haven't been completely consumed. In that case, you will be provided with proper containers at the end of the event.
- f. Buffet meals require a minimum guaranteed attendance of twenty five (25) persons. All food and beverages offered with buffets are to be consumed in the restaurant or on the patio. Buffet lines will be open for 1 hour and 30 minutes. Absolutely no take-outs are permitted.

2. EVENT PRICE GUIDELINES

- a. Banquet prices will not be guaranteed earlier than two (2) months prior to the scheduled event. Due to product availability, quality, and unforeseen market price fluctuations, prices are subject to change without notice. Once an order has been received and final guest count is confirmed the prices will be guaranteed. We will make every effort to provide the exact product ordered; however, product availability and/or quality may affect this at times. Our Banquet Director will notify the client in the event substitutions are necessary.
- b. All banquets are subject to an 18% service charge and 6% Michigan sales tax.

3. BEVERAGES

- a. George Murphy's at The Creek is responsible for the administration of the sale and service of all alcoholic beverages in accordance with Michigan State Liquor Control Commission regulations. It is our policy that all alcoholic beverages be supplied and served by the restaurant. Alcoholic beverages are not permitted to leave the restaurant or patio area.
- b. Under Michigan State Law, only those 21 years of age and over may legally consume alcoholic beverages. The host or sponsoring group will be responsible for enforcement of this law. Proper identification may be required for all guests that consume alcohol. George Murphy's at The Creek reserves the right to refuse service to anyone.

4. DECORATIONS

- a. Decorations must be discussed and approved by the Banquet Director prior to your event. You may bring in your own decorations, or we can arrange to have decorations available for a fee.
- b. Set up arrangements are by appointment only. If you wish to keep any decorations that you put up, they must be taken down following the event unless other arrangements are made.
- c. Items are not to be taped, tacked or attached to the walls, doors or ceilings without prior approval. *Any damages to the premises or equipment will be charged to the host responsible for the event.*
- d. All candles are required to be surrounded by glass or other non-flammable material on all sides. No open flames.
- e. We provide white linen tablecloths and standard tableware. If you are looking for something different than what we have onsite (linens, tableware, centerpieces, etc.), we can order it for you for an additional charge. You may also bring in your own.

5. ADDITIONAL SERVICES

- a. George Murphy's has working relationships with several preferred vendors in the Livonia area. We will be glad to help you with any additional services you may need for your event. We ask that you have all plans involving additional services at the restaurant reviewed and approved by our Banquet Director prior to your event (i.e. decorating plans).

6. AUDIO/VIDEO EQUIPMENT

- a. George Murphy's can provide certain audio or video equipment for your event, some may be at an additional charge. Please advise your Banquet Director of any needs at least 2 weeks prior to the scheduled date of your event.
- b. George Murphy's at The Creek reserves the right to monitor sound levels of all audio/video systems.

7. PARKING

- a. Parking for your guests is available in the east parking lot (patio side of the building.) Your guests may enter through the east patio entrance.
- b. Valet parking is available for your guests for an additional charge, please let the Banquet Director know if you need this service at least 7 days prior to your event.

8. LIABILITY – PROPERTY LOSS - DAMAGES

- a. The person(s) in charge of the function is responsible for any damage or loss that occurs during the course of the event or any excessive cleaning needed as a result of the event. Any missing or damaged catering equipment or supplies will be charged to the final event bill, at current replacement cost.
- b. George Murphy's at The Creek will not be held responsible for any personal or property damage(s) to the Client or their guests during the time the premises are under contract or use by the Client, or for the loss of any items left in facility prior to, during, or following the event.
- c. George Murphy's at The Creek and/or our staff members are not responsible for supervising the client's guests or their behaviour. Any disturbance, altercation, or other offensive behaviors by the Client or their guest(s) are the responsibility of the Client. Failure to monitor or control the situation may result in the termination of the event.

9. DEPOSIT

- a. An event is not confirmed until a deposit is paid and contract is signed. Deposits may be waived at the discretion of Banquet Director, however a signed contract is required. Without the required deposit and signed contract, dates are not considered confirmed.
- b. A 50% deposit based on all anticipated expenses (menu selection, special services, and final guest count) is due at the time the final guest count is given. The deposit and any additional payments will be applied to your account in the form of credit. Failure to send the deposit may warrant cancellation of the contract by George Murphy's at our discretion.

10. CANCELTION POLICY

- a. All cancellations must be in writing. There is no charge for cancellations made ten (10) business days before the event. Cancellations made less than ten (10) business days are subject to 25% of total event cost. Cancellations made three (3) business days prior to event are subject to at least 50% of total event cost. Cancellations made within 24 hours of the event will be billed for 100% of the total event cost. *Should a cancellation be based on an extenuating circumstance, please notify our Banquet Director as soon as possible.*

11. FINAL PAYMENT

- a. Payment is due in full upon the conclusion of your event unless arrangements are made and mutually agreed upon in advance of your event. We gladly accept credit cards (Visa, MasterCard, Discover, or American Express), personal or business checks, or cash.

12. ACCEPTANCE OF AGREEMENT

- a. The person whose signature appears on this agreement and by whose signature acceptance for the group is made, acknowledges that the above conditions along with the service and arrangements as described in this agreement are fully acceptable herein, and the compliance by the group of all conditions both written and stated.