



50265 VAN DYKE AVENUE, SHELBY TOWNSHIP, MI 48317  
WWW.SHELBYGARDENS.COM ~ [INFO@SHELBYGARDENS.COM](mailto:INFO@SHELBYGARDENS.COM)  
PHONE: (586) 731-8220

## 2025 OUTSIDE CATERING POLICY & PRICING

**\$25.00\* Per Person, Buffet Style, 5 hours hall time ( Add \$5 Per Person for Family Style )**

- Self Serve Beverage Station (Included at the bar) — Coffee, Tea, Water, and Soft Drinks
- We will provide and set up tables and chairs, skirting, white linens, white chair covers, white or ivory napkins, China, flatware, and glassware
- Risers for head table staging
- Service Staff – sets up tables, clearing tables during the event, clean up after
- 6 Chafing Dishes (additional chafers \$10.00 each, burner/fuel \$5.00 each)
- Includes 5 hours of Hall Time - Additional Hour \$3 per person

**Bar Options Per Person - \$8\* Standard Bar, \$12\* Premium Bar, \$15\* Ultimate Bar, or Cash Bar \$150 per bartender**

### **KITCHEN FEE** (select one)

**-\$500.00\* (Standard)** Includes: Use of 1 (one) Hot Box and a portion of the kitchen counter.

(Additional Charge applies for additional Hot Box usage or counter space, use of utensils, Stoves, Fryers, Oven, Sinks, etc. will be an additional \$250-\$500 each.)

**-\$1,000.00\* (Premium)** Includes: Use of kitchen - (Hot Boxes, Fridge, Counter Space, Pans and Utensils.

This **DOES NOT** include use of ovens, Stove or fryers. (Additional charge applies)

PLEASE SHARE THIS WITH YOUR CATERER –Your caterer is responsible for the maintenance & serving of their food and clean-up of kitchen space used. Caterer must supply own burners/fuel, utensils, & serving pans/dishes. These items may also be rented from Shelby Gardens for an additional charge (or will be deducted from deposit if used).

### The following information is **REQUIRED 2 WEEKS BEFORE** your event date:

\_\_\_\_\_ A copy of the catering company's **license & insurance** certificate.

\_\_\_\_\_ A copy of the catering company's **contract held with you**.

\_\_\_\_\_ Layout, Final Count, & Final Payment

\_\_\_\_\_ Number of chafers (6 included) Additional Chafers - \$10 each

\_\_\_\_\_ Additional Dance Floor for buffet (\$150) if permanent dance floor is not used

\_\_\_\_\_ **Confirm with your caterer: Kitchen use and items they are to provide**

\_\_\_\_\_ **Any event being served after 9:00pm will be subject to an additional charge (\$2 pp/per 1/2 hr)**

\_\_\_\_\_ **Prayer area & linens are not included—additional room rental \$500 per ½ hour (if available)**

\_\_\_\_\_ A \$500.00 refundable **CASH DEPOSIT** is due at your final appointment.

(Shelby Gardens reserves the right to deduct money from this deposit for any expenses incurred, which have not been previously paid for, throughout the evening). Remaining cash is returned to payee after the event.

**Rentals / Add Ons—due 1 month prior (current year pricing applies)—see our full list of available items.**

Color Napkins \$.30 each, Color Sashes \$1.50 each, Water glasses at each seat \$.50, Backdrops \$100-\$500 per 10 feet, depending on color and design chosen. A 50% Deposit is Required to lock in most Rentals.

Caterer \_\_\_\_\_ Phone # \_\_\_\_\_

Decorator \_\_\_\_\_ Phone # \_\_\_\_\_

**If bringing in an outside linen rental, this is required to be delivered at least 1 week prior to event date.**

**Decorating to occur the day of your event, unless discussed otherwise.**

SHELBY GARDENS CONTRACT # \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

NON-REFUNDABLE RETAINER (\$1000 PER ROOM) – Due when booking event date

Patron's Signature \_\_\_\_\_ Patron's Name (Printed) \_\_\_\_\_ Date Signed \_\_\_\_\_

Shelby Gardens Management \_\_\_\_\_ Date Signed \_\_\_\_\_

*\*All prices subject to 18% Operations fee and MI State Sales Tax. Cash, personal check, and Cashier's Check accepted. Credit card payments will be charged a 2-3% Processing Fee. If booking a holiday weekend, holiday rates apply.*