

Radisson Catering Policies

Welcome to the Radisson Hotel in Lansing! We look forward to serving you and your guests. Our staff will assist you in every way possible to prepare for a memorable event. The following will help us together to ensure success.

Menu selections must be submitted to the catering office at least four weeks in advance. Printed menu selections are offered merely as suggestions. Your Catering Manager will be happy to design a menu to your specific taste and desires.

All food and beverage must be purchased through the Hotel. Wedding cakes are the only exception. Food items may not be removed from the Hotel upon completion of event due to state health regulations.

All functions require an advance deposit. No reservation is firm until the deposit is received. All functions are to be paid with cash, check, or credit card prior to the function.

The Radisson Lansing Hotel reserves the right to refrain from serving alcoholic beverages to intoxicated guests. This may require closing the bar(s) despite prior arrangements confirmed with the Banquet Event Order. Service of alcoholic beverages to guests requires proper ID. All alcohol consumed in public areas must be purchased through the Hotel. Consumption of alcoholic beverages by minors will constitute staff intervention and will not be tolerated.

The Hotel is not responsible for any loss of material, equipment or personal belongings left in unattended and / or unsecured rooms or areas. The Hotel accepts no responsibility for goods shipped to the Hotel prior to scheduled functions or left after a function is completed.

Any decorations or materials not provided by the Radisson Hotel must be removed the evening of the event unless prior arrangements have been made. The Radisson Hotel is not responsible for lost or damaged items. Decorations and party favors must be pre-assembled and approved by the Catering Department prior to event. Any decorating materials consisting of glitter, crepe paper or confetti is strictly prohibited. A cleanup fee may also be assessed for excessive decorations left in the room.

The Hotel will not permit the affixing of anything to the walls, floors or ceiling with nails, staples, carpet tape or other substance. Please consult the Catering Department for assistance in displaying of all materials.

Special engineering requirements must be specified to our Catering Department at least three weeks prior to the function.

Two weeks prior to all food functions, the Hotel requires the client to submit an expected number of guests for each scheduled event. The expected number of guests cannot be reduced by more than 10% at the time the Hotel receives the guaranteed number of guests. The guaranteed number of guests must be received by noon four "business days" prior to the event. This is the minimum number for which you will be charged. If there is a greater reduction than 10% of the expected number of guests when the guaranteed count is received, the minimum charge will be based on 10% of the expected count. The Radisson Hotel will provide seating and food for 5% above the designated guaranteed count, not to exceed ten in number. An increase in guaranteed attendance will be accepted up to a maximum of 24 hours prior to the event, subject to product availability. Positively no reductions in guarantee will be accepted less than four business days prior to the event.

A service charge of 20% and the State Sales Tax are additional to all food and beverage prices quoted. Prices may be subject to change per market fluctuation with notification.

All banquet checks must be signed by the person in charge or designated representative at the completion of each function. Any discrepancies in counts or charges should be identified and resolved at that time.

The Hotel shall not be liable for the execution of this contract when such non-performance is attributed to accidents, government (Federal, State, and Municipal) regulations, or restrictions upon travel or transportation, national emergencies, acts of God and other causes whether enumerated herein or not, which are beyond the reasonable control of the Hotel, preventing or interfering with the Hotel's performance.