

# ***Pamela's Gathering Place***

Ideal for small intimate events, such as Weddings, Bridal Showers, Office Parties, Rehearsal Dinner, Holiday Parties, First Communion, Birthday Parties, Memorial Luncheons and much more.  
Our facility can accommodate parties of 25 to 68 guests.

**Banquet Facility Rental Fee:** \$175.00 per hour (3 hour minimum rental)

- Up to two wait staff
- Use of tables & chairs
- Standard linens
- Silverware, plates and glassware
- Select Beverages (coffee, tea & soft drinks)

\*Menu & Food items are not included in this rental cost.

\*A non-refundable deposit of \$200.00 is required to secure event date and times for rental.

\*Additional time will be billed at the same \$175 per hour rate, starting after the first 30 minutes of overage.

All balances are to be paid in full a minimum of seven days prior to your event.

Cancellation of rental and catering services after final payment is made will result in a 50% refund of the total event costs, including banquet facility rental fees and food menu item costs, only.

Menu Selections: Menus required to be selected a minimum of two weeks prior to event date.

Our menu options are available for review on our website, [www.PamelasCatering.com](http://www.PamelasCatering.com), or we can create a fully custom menu to fit your needs.

Additional Charges:

All parties are subject to Michigan 6% sales tax

Gratuity of 15 to 20% is left to customer discretion

Decorating:

All decorations must be approved by Pamelas Catering prior to your event. Customers will be given a 1-hour time frame prior to the start of their event to install decorations.

\*Absolutely no tape, tacks, glue, adhesives, or the like are allowed to be used to affix any item to the walls, ceiling, etc within the banquet facility, without prior approval by Pamelas Catering. Any or all confetti, cutouts, glitter or the like, must be contained to a napkin or similar sized item at the center of the table only and approved by Pamelas Catering prior to use.

(Any use of the above listed items may be subject to an additional charge for cleaning, up to \$100 per hour and any damage to any part of the banquet facility will be assessed a fee for any necessary repairs, fines, fees or the like associated with the damage.)