

POLICIES

RESERVATIONS

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 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.

The deposits are \$500 for the Grand Knight's Room and \$300 for KC North Room. Balance on minimum's are due one month prior to the event.

Balance and estimated bar bill is due one month before the event.

No exceptions

CASH BAR – 50% of the minimum bar is required thirty (30) days 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 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 leftover food. All foods must be provided by KCBC or a licensed caterer.

A \$100 kitchen charge will be added to the bill if not using KCBC food services

BAR & BEVERAGES

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

PAYMENTS

KCBC accepts VISA or MASTERCARD for balances only. Deposits must be by check or cash. All balances must be paid thirty (30) days prior to the event. If less than thirty days, 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.