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# LAKELAND MANOR

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26211 Harper Ave, St. Clair Shores MI 48080

Phone: (586) 773-2211

[www.lakelandmanor.net](http://www.lakelandmanor.net)

[www.facebook.com/lakelandmanorbanquetcatering](https://www.facebook.com/lakelandmanorbanquetcatering)

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# *Policies and Procedures*

## Time Limits

- A six hour time limit is placed on Wedding events. This does not include your ceremony time if applicable.
- For timing purposes (not a limit), dinner service takes approximately 60-90 minutes.
- All events must end by your contracted time. Lakeland Manor must be completely vacated by 1:00 am. Please arrange transportation accordingly.
- Last call will be 30 minutes prior to conclusion of the event.
- All setup for events must take place 2 hours prior to your event unless approved by Nicole.

## Room Capacity

- Lakeland Manor can accommodate up to 340 people.

## Lakeland Manor's Policies and Procedures

- Decorations or displays brought onto the premises must be approved by Lakeland Manor. Items may not be attached to any walls, floors or ceilings with nails, staples, tape or by any other means.
- Wax candles must be fully enclosed and melted wax must be disposed of properly.
- Glitter and confetti are not permitted in any form.
- Lakeland Manor does not provide linens and tables to the Dj or Photo Booth's.

### • Alcohol Policies

- In accordance with the State of Michigan Liquor Control Commission all beer, wine, and spirits consumed on premise must be purchased and served by the foodservice managing licensee.
- Any event serving alcohol must use a Lakeland Manor TIPS certified bartender for the entire event.
- Serving shots of liquor is not permitted at any event.

### • Lakeland Manor Policies

- No food other than cake may be brought into this facility.
- Per Macomb County Health Department regulations, leftover food must be disposed of at the conclusion of all events. If you have questions regarding this please contact our local Health Department at: 586-466-6800.
- Lakeland Manor is not responsible for damage or loss of any personal property. In addition, the client is solely responsible for any damage done to the facility or its properties the day of the event

# *Payment Schedule*

## Deposit

- A \$1,000 or specified deposit is required to secure a date at Lakeland Manor. This will be subtracted from your total bill.
- Accepted Deposit types include cash, check or any major credit card.
- By making a deposit toward your event you hereby acknowledge that you've read, understood, and agree to Lakeland Manor's Policies, and Payment Schedule.
- All additional payments must be cash or certified check.

## 14 days prior to your event

- The final payment and any menu choices are due 14 days before your event date.
- Submit a guest list to Lakeland Manor 14 days before the event date.

## Final Billing

- Final billing will reflect the actual number of guests served or the guaranteed minimum head count, whichever is greater.

## Additional Fees

- Any food options followed by an asterisk (\*) is an additional price per person as set by LM.
- All prices are subject to 6% sales tax and 18% service charge
- Credit Card payments are subject to a 4.2% service charge.
- Groups requesting exemption from state sales tax must submit a tax exempt certificate (Michigan Dept. of Treasury form 3372) upon confirming their catering with a deposit. Failure to submit this document prior to the event date will result in the sales tax being applied without refund.
- Gratuity to staff is not included in the total cost of this proposal unless noted and is not mandatory.

## Required Guest List

- All events will be required to provide a copy of their guest list to Lakeland Manor no later than 10 days before the event date.
- While children aged 5 and under are not charged for, they will need to be included on the provided guest list and be clearly marked as being 5 and under. All others will be billed at the contracted rate.
- Please include vendors such as photographers, wedding coordinators, photo booth attendants, DJs and/or band members when providing your final guest counts. They will be charged for the contracted amount per person.

# Dinner Buffet/Family Style Dinner

Appetizers upon arrival include fresh cut cheeses, crackers, and crudité

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|--|--|
| Baked Chicken – Lakeland’s Famous Marinated Baked Chicken.   | Eggplant Parmesan- Sliced Eggplant, Lightly Breaded, Layered w/ Marinara, Mozzarella and Parmesan Cheese                 |
| Chicken Marsala – Lightly Breaded Chicken Breast (Finished With a Sweet Mushroom, Basil and Marsala Wine Sauce)    | Polish Sausage – Fresh Or Smoked Sausage Served w/ Choice Of Sauerkraut.   |
| Chicken Piccata – Panko Breaded Chicken Breast (Finished w/ a Lemon, Topped With Caper and Artichoke Sauce)        | Roasted Sliced Angus Beef – Seasoned Crusted Angus Beef Served In a Brown Sauce  |
| Chicken Siciliano – Italian Breaded Chicken Breast (Served w/ Garden Fresh Amogio)                                 | *Pork Tenderloin- Lightly Breaded Pork Tenderloin w/ A Lemon Wedge   |
| Veal Parmesan - Lightly Breaded Veal Topped w/ Bolognese and Freshly Grated Cheeses.                               | * Whole Roasted Beef Tenderloin- Seasoned Crusted Served With A Brown Sauce.   |
| Homemade Italian Meatballs- Italian Meatballs Served In Our Famous Marinara Sauce, and Baked With Parmesan Cheese. | *Salmon– Grilled Atlantic Salmon Lightly Seasoned Served Over A Bed Of Wilted Spinach. Served w/ Lemon Dill Cream Sauce. |
| Swedish Meatballs- Italian Meatballs Served In A Mushroom Cream Sauce.   | *Prime Rib - ‘Dry Aged’, Sliced and Served w/ Horse Radish Sauce.  |
| Italian Sausage – Fresh Italian Sausage Served w/ Roasted Peppers and Onions.                                      | *Whole Roasted Pork Tenderloin – Glazed Pork Loin Topped w/ Sweet Onions And Dried Cherries.                             |

## Choice of one Pasta

- Penne w/ Meat Sauce Or Marinara
- Bow-tie Alfredo
- Meat Ravioli
- Cheese Tortellini
- Mushroom Ravioli with choice of Tomato Basil
- Garlic and Olive Oil, Alfredo or Palomino

## Choice of one Potato

- Homemade Mashed Potatoes w/ Gravy -Santa Anna
- J T’S Garlic Roasted Redskins OR
- Wedge potatoes w/ Sea Salt and Rosemary
- Rice with Vermicelli

## Choice of Vegetable

- Sweet Peas w/ Mushrooms and Onions
- Sweet Butter Corn
- Glazed Carrots
- Vegetable Medley
- Green Beans
- Broccoli w/ Herb Butter sauce or Roasted Asparagus\*

## **Also Includes:**

- Lakelands Famous Salad Bar with Fresh baked Rolls w/ Butter
  - Dessert Service: includes Assorted Dessert table, Coffee, Tea, and Milk
  - Linens and Chair Covers
  - Standard Bar
- 18% service charge & 6% sales tax

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## *Brunch Menu*

### Chef's Omelet Station

Fresh Veggies, Ham & Cheese Prepared right in front of you.

### Waffle Station

Belgian Waffles, w/ Strawberries, Warm Syrup, Whip Cream.

#### Choice of one Meats

- \*Chicken Piccata,
- \*Chicken Marsala, \*Chicken Siciliano
- Roast Angus Sirloin of Beef in Brown Gravy,
  - Bacon or Sausage
- Sliced Pineapple and Honey Glazed Ham, Lakeland's Baked Chicken,
  - Swedish Meatballs in a Mushroom Cream Sauce,
  - Veal Parmesan
  - Eggplant parmesan

#### Choice of one Potato

- Homemade Mashed Potatoes W/ Gravy
  - Santa Anna
- J T'S Garlic Roasted Redskins
- Wedge Potatoes W/ Sea Salt and Rosemary
- Rice with Vermicelli

#### Choice of Vegetable

- Sweet Peas w/ Mushrooms and Onions
- Sweet Butter Corn
- Glazed Carrots
- Vegetable Medley
- Green Beans
- Broccoli w/ Herb Butter Sauce or Roasted Asparagus\*

#### Choice of one Pasta

- Penne w/ Meat Sauce Or Marinara
  - Bow-tie Alfredo
  - Meat Ravioli
  - Cheese Tortellini
- Mushroom Ravioli with choice of Tomato Basil  
Garlic and Olive Oil, Alfredo or Palomino

### **Also Includes:**

- Lakelands Famous Tossed Salad Rolls and Butter
  - Dessert Table, Coffee, Tea, and Milk
    - Linens and Chair Covers
  - \* Mimosas & Bloody Mary Bar  
\$5.50 per person
- 18% service charge 6% sales tax

\*Additional Price

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## *Shower Package*

### (Choice of One pasta)

- Penne w/ Meat Sauce  
Or Marinara
- Bow-Tie Alfredo
- Meat Ravioli
- Cheese Tortellini
- Mushroom Ravioli with choice of  
Tomato Basil
- Garlic and Olive Oil, Alfredo or  
Palomino

### (Choice of Two Meats)

- Baked Chicken
- Roast Sirloin of Beef
- Veal Parmesan
- Homemade Italian Meatballs
- Swedish Meatballs
- Polish Sausage w/ Kraut
- Italian Sausage w/ Peppers &  
Onions
- \*Pork Tenderloin
- \*Chicken Marsala
- \*Chicken Piccata
- \*Chicken Siciliano
- Eggplant Parmesan

### Choice of one Potato

- Homemade mashed potatoes W/  
Gravy
- Santa Anna
- J T'S Garlic Roasted Redskins
- Wedge Potatoes w/ Sea Salt and  
Rosemary
- Rice with Vermicelli

### (Choice of One Vegetable)

- Peas w/ Mushrooms and  
Onions
- Sweet Buttered Corn
- Green Beans
- Glazed Baby Carrots
- Vegetable Medley
- Broccoli w/ Herb and Butter  
Sauce or Roasted  
Asparagus\*

### **Also Includes:**

- Fresh Rolls w/ Butter
- Chef's Salad
- Assorted Dessert Platter
- Coffee, Tea, Soft Drinks
- \$75 for Spiked Punch
- \*Mimosa/Bloody Mary Bar

**75 Person Minimum**

**18 % service charge & 6% sales tax**

\* Additional charge

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## *Catered Out Menu*

### Choice Of Two Meats

Roast Sirloin of Beef, Veal Parmesan  
Lakeland Manors Baked Chicken,  
Polish Sausage with, or without, Kraut  
Italian Sausage with Bell Peppers and Onions  
Homemade Italian Meatballs  
Swedish Meatballs in a Mushroom Gravy Sauce  
Eggplant Parmesan

### Choice of One Pasta

- Penne w/ Meat Sauce  
Or Marinara  
- Bow-tie Alfredo  
- Meat Ravioli  
- Cheese Tortellini  
Mushroom Ravioli with choice of Tomato Basil  
Garlic and Olive Oil, Alfredo or Palomino

### Set Salad w/ Ranch and Italian

Assorted Rolls w/ Butter

### Choice of One Vegetable

Green Beans with Zip Sauce  
California Blend with Herb Butter  
Glazed Baby Carrots Peas w/ Mushrooms and Onions  
Broccoli w/ Herb and Butter Sauce or Roasted Asparagus\*

### Choice of one Potato

- Homemade Mashed Potatoes W/ Gravy  
-Santa Anna  
-J T'S Garlic Roasted Redskins  
- Wedge Potatoes W/ Sea Salt and Rosemary  
- Rice with Vermicelli

### **All Plastic ware and Serving Utensils are Included**

#### **Extras:**

Coffee \$1.50 per Person  
Assorted Sodas: \$3.50 per Person  
Assorted Desserts: \$2.50 per Person  
Additional Meats: \$3.00 per Person  
Server: Minimum of (4) Hours \$15 per Hour  
To Include Set up and Break down, **Plus Delivery Fee-** Based on Mileage



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## *Cold Hors D'oeuvre*

Assorted Bruschetta

Mediterranean Hummus W/ Grape Leaves and Pita Chips

California Rolls with Soy Dipping Sauce

\*Thai Shrimp on Crisp Wonton

\*Chilled Shrimp with Cocktail Sauce

\*Imported Domestic Cheese and Crackers\*

Asparagus Tips and Prosciutto Ham on a Crostini

Cheese & Veggie Tray garnished with Fresh Fruit

Fresh Fruit Platters

\*Additional price apply

**"Ask your Server about menu items that are cooked to order. Consuming undercooked meats or eggs may increase your risk of food borne illness."**

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## *Hot Hors d'oeuvre*

Spinach and Feta Cheese in Phyllo  
Spring Rolls w/ a Ginger Soy Dipping Sauce  
Spinach Dip  
\*Calamari\*  
Bacon Wrapped Scallops  
Mini Burritos  
\* Coconut Shrimp (Market Price\*)  
Chicken Tenders  
Chicken Quesadilla  
Zesty Meatballs in a Zing Sauce  
Assorted Mini Quiche  
\*Tabasco Shrimp  
\*Warm Shrimp, Crab & Artichoke Dip  
Chicken Wings (Hot, Mild, BBQ, or Regular  
Meatballs in an Asian Plum Sauce  
Chicken Satay in a Plum or Thai Peanut Sauce  
Beef Satay  
Crab Rangoon's  
Portobello Mushrooms w/ Boursin Cheese

All items are priced separately.

\* Additional Costs Apply

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## Late Night Snacks

### Coney Station

Coney Stations w/ Hotdogs and  
Steamed Buns, Chili, Cheese,  
Onions, Relish, Ketchup and Mustard  
w/ French Fries (\$4.95\*)

### Slider Station

Assortment of Homemade Sliders  
(Beef, Chicken & Veggie)  
Sliced Cheese, Lettuce, Tomato,  
Pickle, Onion, Ketchup, Mustard  
French Fries  
(\$6.50\*)

### Tater Tot Bar

Tater Tots w/ Cheese Sauce Chili,  
Sour Cream, Shredded Cheese,  
Bacon Bits, Chives, Ranch Hot  
Sauce, Ketchup  
(\$5.50\*)

### Pizza Station

Assortment of Homemade Cheese,  
and Pepperoni Pizza  
(3.50\*)

### Nacho Station

Homemade Tortilla Chips  
Ground Beef & Toppings  
Salsa, Cheese  
(\$3.50\*)

### Chicken Wing Station

Assortment of Chicken Wings w/  
Dipping Sauces  
French Fries & Onion Rings  
(\$5.50\*)

### Quesadilla for You and Me

Assortment of Quesadilla's w/  
Sour Cream, Green Onions,  
Cheese, and Delicious Salsa  
(\$4.00\*)

### To Go Bagel and Cream Cheese

Assorted Bagels and Cream  
Cheese Spread  
(3.50\*)

## Sweet Treats

### Fresh Baked Cookie & Milk Station

Fresh Baked Cookies & Milk  
(\$3.00\*)

### Fall Cider & Donuts

Assorted Warm Donuts &  
Chilled Cider. (3.50)

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## *Bar Packages*

### *House Bar* included in Wedding Dinner Packages

Rum, Vodka, Gin, Scotch, Whiskey, Bourbon, Peach Schnapps, House Wines  
& Draft Beer

**Tier 1-** Skyy vodka, Bacardi rum, Gin, Duggan's scotch, Seagram's 7, Crown  
whiskey, Evan Williams, Peach Schnapps, Triple Sec, House Wines, Bud and Bud  
Light Draft. **\$6.50**

**Tier 2-** Titos Vodka, Bacardi Rum, Captain Morgan Spiced Rum, Bombay  
Sapphire Gin, Dewar's Scotch, Canadian Club Whiskey, Jack Daniels, Southern  
Comfort, Jose Cuervo 1800, Peach Schnapps, Triple Sec, Red and White Wine,  
Bud Light Draft. **\$10.50**

**Tier 3-** Ciroc or Grey Goose Vodka, Bacardi Rum, Captain Morgan Spiced Rum,  
Parrot Bay Coconut Rum, Hendricks Gin, Johnny Walker Black Label, Crown  
Royal, Gentlemen Jack, Jose Cuervo 1800, Southern Comfort, Peach Schnapps,  
Triple Sec, \*Signature Drink\* Red and White Wine, Bud and Bud Light Draft  
Beer. **\$13.95**

**\*Signature Craft Cocktails available at an additional cost.**

**Please ask for details.**

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## *Bridal Details*

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We know you're the woman with the planner, who loves details,  
So we like to know the answers to make your day perfect!  
We need this filled out, and returned, 14 days prior to your event to ensure just that.

What is your final guest count? \_\_\_\_\_

Is your ceremony on site or off premise? \_\_\_\_\_

What time? \_\_\_\_\_

Have you made your hors d'oeuvres selection? \_\_\_\_\_

Have you picked your dinner menu? \_\_\_\_\_

Do you have any guests with dietary restrictions? \_\_\_\_\_

Did you pick a late night snack? \_\_\_\_\_

Did you want the champagne toast for the guest tables? \_\_\_\_\_

What color napkin would you like to have? \_\_\_\_\_

Would you like white table cloths? \_\_\_\_\_

Did you want chair sashes? \* \_\_\_\_\_

Do you have a head table, and if so how many? \_\_\_\_\_

Do you have a Photo booth, DJ, or band? \_\_\_\_\_

Do you have a cake table, gift table, or registration table? \_\_\_\_\_

If so, how many and any specifics? \_\_\_\_\_

Do you have arranged seats? \_\_\_\_\_

Do you have any specific instructions for your room setup? \_\_\_\_\_

Are you bringing a cake knife or server? \_\_\_\_\_

Do you have a name, and number for a Day-Of Contact? \_\_\_\_\_