



# Oak Management

## Funeral Luncheon

2019

Glen Oaks . . . 248-626-2600

Three Entrée Buffet: \$19.95 per person

\*Roast Top Sirloin au jus (carved to order)

Special Herb Baked Chicken

Mostaccioli

Vegetable

Potato

Salad Bar

Cookies and Brownies

Hot Rolls and Butter . . . Coffee, Decaffeinated, Tea, Milk, and Pop

(Minimum of 75 guests for this buffet)

### PRICES INCLUDE ROOM RENTAL

All food and beverage must be provided by Oak Management.

20% Taxable Service Charge and 6% Michigan Sales Tax additional

Upon booking available date, you must guarantee your expected number of guests. We prepare for 5% above the guaranteed amount. Positively no reductions in guarantee figures will be accepted less than 5 days prior to the event. The entire cost must be paid in full prior to your event.

### Oak Management

Quality food service since 1974

Addison Oaks - Buhl Estate (248)693-8305 Glen Oaks (248)626-2600 Bay Pointe (248)360-0600

Birmingham Theatre

Lookout Lodge Waterford Oaks Springfield Oaks Activity Center Oakland International Airport

Catering Available

[www.oakmanagement.com](http://www.oakmanagement.com)

*\*Items may be cooked to your specification.*

*\*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.*



# Glen Oaks

## Deposit Procedure

The deposit requirement to confirm a date is as follows:

Ballroom: \$500.00

The deposit will be deducted off your total bill. Note: Deposits are non-transferable.

## Deposit Refund Procedure

Should a cancellation occur, the deposit would be refunded (less 10% for administrative services) upon the cancelled date being re-booked more than 6 months prior to your date. The deposit will be forfeited if your date does not rebook 6 months prior to the scheduled event.

## Miscellaneous Information

1. The entire cost of your party or reception must be paid in full no less than 10 (ten) days prior to your event.
2. All prices are guaranteed throughout 2019. There will be no price increase during the year. The menu prices for your event will be subject to those prices which will be in effect during the year in which your function is to be held, including but not limited to all food, beverage, and rental charges (unless otherwise specified in writing).
3. There is a minimum of 50 paid adults for food and beverages.
4. All food and beverage (with the exception of one cake for special occasions) must be provided by Oak Management Corporation. Due to health and insurance standards, food is not allowed to be taken out of the facility.
5. We will substitute entrees for only vegetarians, religious, or medical reasons. We must be notified of this at the time you contact us with your menu. Any guest requiring a substitute entrée must be identified by a special place card at the table.
6. Groups requesting tax exemption must complete the tax-exempt form prior to the scheduled function.
7. No out-of-state or credit card checks accepted. Visa, MasterCard, and American Express are accepted with an additional 3% convenience fee.
8. The management requests that no glitter, confetti, rice, sparklers, birdseed, balloons, or Chinese lanterns be used on the premises.
9. The performance of this agreement is contingent upon the ability of Oak Management Corporation to complete the same, and is subject to disputes or strikes, accidents, government (federal, state, municipal) requisitions upon travel, transportation, foods, beverages, or supplies, and other cause whether enumerated herein or not, beyond control or management preventing or interfering with performance. In no event shall Oak Management Corporation be liable for loss or profit for similar or dissimilar collateral or consequential damages whether based on breach of contract, warranty or otherwise.

## Important Information

TEN DAYS PRIOR TO THE DATE THAT HAS BEEN BOOKED, YOU MUST CONTACT US WITH YOUR MENU CHOICE AND YOUR GUARANTEED NUMBER OF GUESTS. WE PREPARE FOR 5% ABOVE THE GUARANTEED AMOUNT. POSITIVELY NO REDUCTIONS IN GUARANTEE FIGURES WILL BE ACCEPTED LESS THAN 5 DAYS PRIOR TO THE EVENT.