

32 Lake Shore Drive, Grosse Pointe Farms, Michigan 48236

Weddings











WELCOME TO THE WAR MEMORIAL!

Our team is excited about the opportunity of hosting you, your family and all your loved ones on one of the most important days of your life. Our culinary team is proud to serve food that is responsibly grown and fresh. From the historic Alger House to our newly renovated Ballroom and Fred M. Alger Center at The War Memorial, our unparalleled rooms and breathtaking views will have you and your guests amazed. Our professional staff's attention to detail and anticipation of your needs will ensure that your wedding is memorable for everyone.

Beyond using our expertise for all in-house details that we directly handle, allow us to assist with all your planning questions, helping to make your wedding a day to remember.





OUR SPACES

Room Rental Rates are based on a 4.5 Hour Reception Food & Beverage Minimums do not include tax, service charge, room rental, or miscellaneous fees

THE HISTORIC ALGER HOUSE was built in 1910, and is the Italian Renaissance estate known as The Moorings on the State of Michigan Registry of Historic Sites. Once the home of Russell A. Alger, Jr., and designed by architect Charles A. Platt, the home was one of the first permanent, year-round residences in Grosse Pointe, representing a trend among the wealthy to explore life outside the city in grand style.

The Alger estate features a three separate, but adjoining rooms—the Reception Room, Dining Room, and Library—all with hand-carved moldings and ceiling artwork, grand stone fireplaces, and French doors overlooking an expansive back lawn abutting Lake St. Clair. Behind the historic house, charming, lush gardens provide a lovely setting for an outdoor ceremony, and photography.

The Alger House is a wonderful and cozy option for a reception of up to 70 seated guests spread throughout the rooms—or add it on to your rental of the Ballroom and use it for a strolling cocktail hour!

ALGER HOUSE ROOM RENTAL | \$1,500
FOOD & BEVERAGE MINIMUM | \$8,000
TO ADD ON TO RENTAL OF BALLROOM | \$4,000









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THE COMMUNITY ROOM, a brand new space built in 2022 as part of the expanded Fred M. Alger Center at The War Memorial, carries the Ballroom theme of glass chandeliers, herringbone hardwood floors, and an ornately designed ceiling.

The attached Reflection Room and grand Colonnade Entrance offer an ideal space for cocktail hour, and your guests will be wowed when they enter the Community Room itself with state-of-the-art accent lighting that will set the mood for the rest of the evening.

The Community Room is the ideal space for a wedding of up to 150 guests, with ample space for a comfortable dance floor to dance the night away.

COMMUNITY ROOM RENTAL | \$2,000
FOOD & BEVERAGE MINIMUM | \$10,000
TO ADD ON TO RENTAL OF BALLROOM | \$4,000



A 24% service charge plus 6% sales tax will be added to all food and beverage charges.

Prices are per person and subject to change. Your guest count guarantee is required

10 days prior to your event

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



OUR SPACES

Room Rental Rates are based on a 4.5 Hour Reception Food & Beverage Minimums do not include tax, service charge, room rental, or miscellaneous fees

THE BALLROOM, the crown jewel of the newly redesigned, renovated, and built Fred M. Alger Center at The War Memorial, is a truly remarkable space, providing the perfect setting for your reception. Many couples enjoy the panoramic lakefront views from the floor-to-ceiling windows which creates the perfect backdrop for a wedding. Additionally, patrons will be able to egress the ballroom with a new two-story exterior patio overlooking the house, gardens, and water!

With sparkling glass chandeliers, rich wood floors set in a herringbone pattern that mimic the original flooring of the Alger House, a ceiling that honors the design of American landscape architect, Ellen Biddle Shipman, and walls of windows overlooking Lake St. Clair, The War Memorial Ballroom offers a truly unique setting for an unforgettable reception. The newly expanded space seats over 300 guests, with additional space for a DJ or band, dance floor, and cake and gift tables.

BALLROOM ROOM RENTAL | \$3,500

FOOD & BEVERAGE MINIMUMS | FRIDAY \$28,000

SATURDAY \$30,000

SUNDAY \$25,000







WEDDING RECEPTION PACKAGE

Package Pricing can be found on pages 8 & 9 with Entrée Selections

One-Hour Cocktail Reception
Four Tray-Passed Hors D'oeuvres
Four-Hour Deluxe Bar (upgrades available on page 12)
Sparkling Wine Toast for Head Table
Choice of Salad
Plated Entrée
Cake Cutting & Service
Coffee & Tea Service
Dinnerware & Glassware
In-House Tables & Chairs
White Floor-Length Table Linens & White Linen Napkins





Hors D'OEUVRES

Choice of four Tray-Passed Hors D'oeuvres included in Package pricing Indications: GF-Gluten Free, VG-Vegetarian, V-Vegan, DF-Dairy Free

Cold Hors D'oeuvres

CRISPY ASIAGO ASPARAGUS VG | Asiago Cheese

SMOKED SALMON MOUSSE | Toasted Brioche Crostini, Red Onion, Capers

COFFEE-CRUSTED NY STRIP | Boursin Cheese, Balsamic Onions, Crostini

Hummus Cups | Toum, Tabbouleh, Phyllo Cup

SMOKED CHICKEN MOUSSE | Maple Cider Glaze, Brioche

GOAT CHEESE MOUSSE | Honey, Fig, Sea Salt, Brioche Crostini

CAPRESE SKEWERS GF, VG | Heirloom Tomatoes, Marinated Mozzarella, Olive, Fresh Basil

WHIPPED FETA VG | Hot Honey Drizzle, Naan

AHI TUNA TARTAR | Smoked Soy, Wakame, Sesame Cone | ADD \$10 PER PERSON

OLD BAY POACHED SHRIMP | PBR Garlic Cocktail Sauce | ADD \$10 PER PERSON

Hot Hors D'oeuvres

HEIRLOOM TOMATO BISQUE SHOOTER VG | Micro Grilled Cheese

SESAME CHICKEN DF | Gochujang Vinaigrette

SPINACH & FETA PHYLLO BITES VG | Tomato Shallot Jam

THAI VEGETABLE SPRING ROLLS VG, DF | Mae Ploy

Mushroom Tartlet VG | Crème Fraiche

BRIE AND PEAR EN CROUTE | Raspberry Coulis, Sliced Almonds VG

SWEDISH OR BBQ MEATBALLS

BACON WRAPPED DATES | Smoked Almonds

CANDIED APPLE PORK BELLY SKEWER DF | ADD \$5 PER PERSON

MINI BEEF WELLINGTONS | Grain Mustard Aioli | ADD \$5 PER PERSON

MINI MARYLAND CRAB CAKES | Chipotle Aioli | ADD \$9 PER PERSON

BANG BANG SHRIMP DF | SWEET GOCHUJANG AIOLI | ADD \$10 PER PERSON

HOISIN GLAZED PETIT LAMB CHOPS DF | ADD \$12 PER PERSON

COCONUT LOBSTER SKEWER | Bang Bang Sauce | ADD \$15 PER PERSON

A 24% service charge plus 6% sales tax will be added to all food and beverage charges.

Prices are per person and subject to change. Your guest count guarantee is required

10 days prior to your event



HORS D'OEUVRES UPGRADES

Based on One Hour of Service

FRESH FRUIT AND CHEESE DISPLAY | \$10 PER PERSON

Imported and Domestic Cheeses Served with Crackers Seasonal Fresh Fruit and Berries

VEGETABLE DISPLAY | \$9 PER PERSON

Crisp Celery, Carrot Sticks, English Cucumbers, Bell Peppers, Heirloom Cauliflower, Broccoli Florets, Cherry Tomatoes, Grilled Zucchini and Squash, Roasted Asparagus, Grilled Eggplant, Basil Pesto Dip, Buttermilk Ranch Dressing

DIPPING DISPLAY | \$10 PER PERSON

Spinach Artichoke Dip, Chorizo and Queso Dip, Buffalo Blue Cheese Dip Tri Color Tortilla Chips, Crackers, Pita Chips

MEDITERRANEAN DISPLAY | \$14 PER PERSON

Hummus, Baba Ghanoush, Tabbouleh, Toum, Marinated Feta, Olives White Bean Hummus, Chilled Vegetable Grape Leaves, Grilled Naan, Pita Chips

MICHIGAN BOARD | \$18 PER PERSON

Chef Selection of Local Artisan Cheeses, House-Made Rillettes and Summer Sausage, Cured Sausages and Salami, Dried Fruit, Nuts, Marinated Olives, House-Made Pimento Parfait, Everything Seed Flatbreads, Michigan Mustards and Preserves *Selection may change based on seasonality and availability of local products

A 24% service charge plus 6% sales tax will be added to all food and beverage charges.

Prices are per person and subject to change. Your guest count guarantee is required

10 days prior to your event



SINGLE ENTRÉE SELECTIONS

Entrées include choice of Salad, served with Bread & Butter, and Coffee & Tea Service

Choice of Two Entrées is an additional \$5 per person

CHICKEN PICCATA | \$105

Artichoke Ragout Lemon Caper Butter Sauce

CHICKEN MARSALA | \$105

Wild Mushroom Sweet Marsala Sauce

CAPRESE CHICKEN GF | \$105

Tomato, Mozzarella, Fresh Basil & Capers Balsamic Reduction Drizzle

EAST COAST CHICKEN & LUMP CRAB | \$160

Jumbo Lump Crab, Asparagus Tips, Black Truffle Sea Salt Béarnaise Sauce

Mushroom & Truffle Risotto v, gF, DF | \$105 Grilled and Roasted Seasonal Vegetables, Crispy Shallots

SALMON NIÇOISE GF | \$118

Kalamata Olives, Artichoke Roasted Red Pepper Herbed Tomato Beurre Blanc

Maple Cherry Glazed Salmon GF | \$118

Michigan Maple and Cherry Glaze

SMOTHERED GROUPER | \$130

Lillet Blanc & Crab Cream Sauce

PISTACHIO CRUSTED SEA BASS GF | \$195

Brushed with Dijon Citris Beurre Blanc

ROOT BEER GLAZED SHORT RIBS GF | \$120

Crispy Shallots

COFFEE-CRUSTED NEW YORK STEAK GF | \$130

Au Poivre Cream Sauce

GRILLED FILET MIGNON GF | \$140

Maitre d'Hotel Butter

STEAK UPGRADES

KOBE FILET UPGRADE | ADD \$35

TRUFFLE BUTTER | ADD \$4

ZIP SAUCE ON THE SIDE | ADD \$2

VEAL JUS LIE DE ON THE SIDE | ADD \$4

JUMBO LUMP CRAB OSCAR | ADD \$50



DUET ENTRÉE SELECTIONS

Entrées include choice of Salad, served with Bread & Butter, and Coffee & Tea Service

Choice of Salmon & Choice of Chicken (see Below) | \$120

ROOT BEER GLAZED SHORT RIB & CHOICE OF CHICKEN (SEE BELOW) | \$125

GRILLED PETITE FILET & CHOICE OF CHICKEN (SEE BELOW) | \$140

Filet is served with Maître d'Hotel Butter

GRILLED PETITE FILET & CHOICE OF SALMON (SEE BELOW) | \$145

Filet is served with Maître d'Hotel Butter

GRILLED PETITE FILET & MARYLAND CRABCAKE | \$170

Filet is served with Maître d'Hotel Butter

*Ask your coordinator about customized duet options

Chicken Options

Chicken Piccata Chicken Marsala Caprese Chicken

Salmon Options

Salmon Niçoise Maple Cherry Glazed Salmon

CHILDREN'S MEALS | \$23

Please choose one option for all children 12 years old & under Includes Fruit Cup, and unlimited Soft Drinks

CHICKEN FINGERS & FRIES GRILLED CHEESE & FRIES

MACARONI & CHEESE GRILLED CHICKEN BREAST & FRIES

A 24% service charge plus 6% sales tax will be added to all food and beverage charges.

Prices are per person and subject to change. Your guest count guarantee is required

10 days prior to your event

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



SALAD SELECTIONS

Please choose one salad option for all guests

ALGER HOUSE SALAD

Artisan Mixed Greens, English Cucumbers Grape Tomatoes, Carrot Curls Sherry Vinaigrette

CAESAR SALAD | ADD \$2

Crisp Romaine, Herbed Garlic Croutons, Parmesan Caesar Dressing

MICHIGAN SALAD | ADD \$4

Baby Spinach, Candied Walnuts, Michigan Dried Cherries, Bleu Cheese, Pickled Onions, Honey Crisp Apples Maple Mustard Vinaigrette

WEDGE SALAD | ADD \$3

Baby Iceberg, Apple Wood Smoked Bacon, Tomatoes, Cucumber, Smoked Cheddar Buttermilk Ranch Dressing

SIDE SELECTIONS

Please choose one starch and one vegetable for all Entrees

Gouda Whipped Potatoes
Smashed Yukon Gold Potatoes
Herb Roasted Redskin Potatoes
Potatoes Dauphinoise | ADD \$2

Seasonal Vegetable Medley Haricot Verts Grand Marnier Braised Carrots Roasted Asparagus



BAR SELECTIONS

All Bar Packages are based on four hours of service

INCLUDED IN ALL BAR PACKAGES

BEER | Bud Lite, Labatt's, Blue Moon, Atwater Dirty Blonde **WINE** | Pinot Grigio, Chardonnay, Merlot and Cabernet **SOFT DRINKS, JUICES AND MIXERS**

DELUXE LIQUOR

Included in Base Wedding Package Price

Svedka Vodka, Beefeater Gin, Bacardi Rum, Canadian Club Whiskey Jim Beam Bourbon, Dewar's Scotch

Additional Deluxe Bar Service Time | ADD \$8 PER PERSON, PER HOUR*

PREMIUM LIQUOR | \$8 PER PERSON

Titos Vodka, Tanqueray Gin, Bacardi Rum, Captain Morgan Rum Jack Daniel's Whiskey, Maker's Mark Bourbon, Dewar's Scotch

Additional Premium Bar Service Time | ADD \$9 PER PERSON, PER HOUR*

PLATINUM LIQUOR | \$13 PER PERSON

Grey Goose Vodka, Bombay Sapphire Gin, Bacardi Rum, Captain Morgan Rum, Patron Silver Tequila, Hennessey Cognac, Crown Royal Whiskey, Knob Creek Bourbon, Johnnie Walker Black Scotch

Additional Platinum Bar Service Time | ADD \$10 PER PERSON, PER HOUR*

*Room Rental rates are based on 4.5 hours of rental Additional rental time will incur an additional \$500 per hour



BEVERAGE UPGRADES

Priced per person

TABLE WINE SERVICE

HOUSE TABLE WINE SERVICE | \$8

Choice of one house red and one house white offered to guests during dinner

TIER 1 TABLE WINE SERVICE | \$11

TIER 2 TABLE WINE SERVICE | \$14

CHAMPAGNE TOAST FOR ALL GUESTS | \$4

BAR UPGRADES

TIER 1 WINE UPGRADE | \$8

Ask your coordinator for The War Memorial wine list

TIER 2 WINE UPGRADE | \$10

Ask your coordinator for The War Memorial wine list

ASSORTED HARD SELTZERS | \$8

SPECIALTY COCKTAILS

Select from the options below
ONE OPTION | \$4
TWO OPTION | \$7

LAVENDER LEMONADE (SEASONAL)

Vodka, Lemonade Homemade Lavender Simple Syrup

Moscow Mule

Vodka, Lime Juice, and Ginger Beer Garnished with a Lime

MARGARITAS

Tequila, Orange Liquor, Lime Juice, Simple Syrup, Garnished with Lime

FRENCH 75

Champagne, Gin, Lemon Juice and Simple Syrup

Молто

Rum, Mint, Simple Syrup, Club Soda Garnished with Lime & Mint

Μανηαττάν Τηγμε

Bourbon, Bitters, Cherry Cola, Garnished with Orange Slice & Fresh Thyme

AFTERGLOW STATIONS

Based on One Hour of Service Priced per person - Minimum of 50 guests

CONEY ISLAND | \$8

Dearborn Hot Dogs, Detroit Chili Sauce, Shredded Cheese, Diced Onions, Assorted Condiments

PIZZA STATION | \$8

Choice of up to 3 Topping: Pepperoni, Pineapple, Sausage, Onions, Ham, Green Peppers, Bacon, Olives, Mushrooms, Hot Peppers, Fresh Tomatoes

Nacho Bar | \$9

Fresh Tortilla Chips, Chorizo, Lettuce, Salsa, Sour Cream, Hot Queso, Pickled Jalapeños

GOURMET SLIDER STATION | \$12

Your choice of Two Styles

MINI MAC SLIDER
Special Sauce, Pickle,
Onion, American Cheese

BUFFALO CHICKEN SLIDER
Garlic Red Hot Butter
Bleu Cheese

Pulled Pork Slider Grilled Vegetable Slider

House BBQ Sauce, Mushroom, Zucchini, Squash, Eggplant Mustard Slaw, Balsamic Onion, Boursin Cheese, Arugula

Sharp Cheddar Cheese Pesto Aioli

ADD FRENCH FRIES TO ANY STATION | \$2

DESSERT UPGRADES

Based on One Hour of Service Priced per person - Minimum of 50 guests

INTERNATIONAL COFFEE STATION | \$5

Fresh Brewed Regular & Decaffeinated Coffee, and a Selection of Gourmet Tea Shaved Chocolate Curls, Fresh Whipped Chantilly Cream, Cinnamon Sticks, Natural Sugar Cubes House Made Vanilla and Caramel Syrups

COLD BREW LATTE STATION | \$9

Fresh Cold Brew Coffee, Vanilla and Chocolate Creamers Fresh Whipped Cream, Cookie Crumbles

CHECK OUT SOME OF OUR HIGHLY RECOMMENDED VENDORS FOR A ONE-OF-A-KIND DESSERT EXPERIENCE!

Aruba Freeze Cappuccino Man Cold Stone Creamery Petite Sweets Detroit



BRIDAL SUITE MENUS

Based on One Hour of Service Priced per person - Minimum of 7 Guests

Packages

BREAKFAST PACKAGE | \$18

Assorted Breakfast Pastries Yogurt Parfait Fresh Seasonal Fruit Salad Coffee & Orange Juice

LIGHT PACKAGE | \$23

Charcuterie, Cheese & Crackers Vegetable Crudité Buttermilk Ranch Dressing Fresh Seasonal Fruit Platter

LUNCH PACKAGE | \$25

Mini Gourmet Sandwiches Antipasto Salad Vegetable Crudité Fresh Seasonal Fruit Salad Kettle Chips

A La Carte Food

MINI SANDWICH PLATTER 1 \$9

FRUIT & CHEESE DISPLAY | \$8

VEGETABLE CRUDITÉ | \$8

ASSORTED CHEESE & CHARCUTERIE BOARD | \$9

with Crackers and Crostini

Beverages

ASSORTED BEER OR SELTZER | \$6 EA.

ASSORTED SOFT DRINKS | \$2 EA.

BOTTLED WATER | \$2 EA.

HOUSE WINE | \$28 PER BOTTLE Sparkling Wine, Chardonnay, Cabernet, Pinot Grigio, Merlot

FRESH FRUIT JUICE | \$12 PER CARAFE



Policies & Procedures

Food and Beverage

All food and beverage, except the wedding cake, must be purchased through TWM. Wedding cakes must be prepared by a licensed bakery. Due to Health Department regulations, no food or beverages may be brought in or removed from the building, including into changing rooms provided for brides and grooms. TWM may remove any food and/or beverages brought on the premises by Patron or Patron's guest before or during an event.

All menu pricing is subject to change, based on changes in market pricing. Changes made to the food and beverage offerings by Patron are subject to additional charges as determined by TWM.

All food and beverage charges are subject to a 24% service charge and 6% Michigan sales tax.

The sale and serving of alcoholic beverages is regulated by the State of Michigan. Alcohol shall not be served to minors, or to guests that appear, in the sole judgment of TWM, to be intoxicated. In TWM's sole discretion, any persons visibly intoxicated, as determined by TWM, may be removed from the premises.

Food & Beverage Minimum

A food & beverage minimum and a room rental fee shall apply based on the desired space. The food and beverage minimum only includes the charges for food and beverage, and does not include tax, service charge, room rental or other miscellaneous fees.

Standard TWM Food & Beverage Minimums

Ballroom

Friday - \$28,000 Saturday - \$30,000 Sunday - \$25,000 Alger House (Fri-Sun) - \$8,000 Community Room (Fri-Sun) - \$10,000

Standard TWM Room Rentals

Ballroom - \$3,500 Alger House - \$1,500 Community Room - \$2,000

*Fridays & Sundays of Memorial Day & Labor Day Weekends are booked at Saturday Pricing

If the ceremony is being held on TWM's premises, two (2) changing rooms will be provided for the wedding party at no additional charge beginning at noon. If the ceremony is not being held on TWM's premises, the charge for changing rooms is \$500 per room, subject to availability. Changing rooms will be available beginning at 9:00AM until one (1) hour following the end of the reception.

Simultaneous Events

Patron acknowledges other events may occur on TWM's premises simultaneously as the wedding function. A scheduled concurrent event does not constitute permissible cause to terminate this Agreement or otherwise cancel the Event.



Securing the Date – Deposit and Execution of Agreement

The mission of TWM is to honor members or veterans of the Armed Forces. It is required that all patrons have a family member (living or deceased) who has served, or is currently serving, in the armed forces. The Veteran/Service Membership Form must be completed upon booking the venue.

TWM will extend a complimentary five (5) day hold, with no obligation, on the date of your choice, subject to availability. After five (5) days, if (i) \$6,000 non-refundable deposit (\$4,500 reservation fee and \$1,500 security deposit), and (ii) the executed Agreement haven't been received by TWM, the reserved date will be released thereby allowing it to be reserved by other persons.

Payment may be made with cash, certified check, credit card or ACH. Use of a credit card will result in an additional 2.5% service charge added to the final invoice. Personal checks will not be accepted as payment.

The \$4,500 reservation fee will be applied as your first payment. The \$1,500 security deposit will be returned in full within one (1) month after the date of the Event, subject to application of some or all of it to pay for damage to TWM's premises and any other expenses resulting from the Event.

A second payment of 50% of the guaranteed food and beverage minimum is due six (6) months prior to the Event. A third payment of 25% of the guaranteed food and beverage minimum is due three (3) months prior to the Event. The total remaining balance is due seven (7) business days prior to the Event. If the total amount due has not been paid at least seven (7) days prior to the Event, all obligations of TWM in connection with hosting the Event shall immediately terminate, without recourse to Patron.

Guarantee

A guaranteed guest count is required ten (10) business days prior to the Event ("Guarantee Date"). A 10% service charge will be applied to guests added after the Guarantee Date if the number of additional

guests is greater than 5% of the total guest count. TWM will charge according to the greater of the following: (i) guaranteed guest count, or (ii) actual guest count.

Cancellations or Transfers

All cancellations or requests to change the date of an Event must be submitted in writing. Date change requests shall be considered based on availability, within the same fiscal year (TWM fiscal year runs January through December). A date change charge of 10% of the total event charges (i.e. room rental, and food and beverage charges) as listed on page 1 shall be paid by Patron to TWM within fifteen (15) days of written confirmation of the change date by TWM. Date change requests to a different fiscal year or Event cancellations will result in forfeiture of all amounts previously paid including but not limited to non-refundable deposits.

Wedding Ceremony

Wedding ceremonies may be held on TWM's premises. A ceremony fee of \$4,000 includes ceremony coordination, one mutually convenient scheduled rehearsal (thirty minutes or less) prior to your wedding day, use and setup of ceremony chairs, two (2) changing rooms on the day of the wedding beginning at 9:00AM, and exclusive use of the Terrace, Back Lawn and Trial Gardens during the wedding ceremony.

Wedding party changing rooms are reserved from 9:00AM to one (1) hour following the end of the Event.

An outdoor ceremony held on the back lawn accommodates up to 500 seated guests. In the event of inclement weather on the day of the wedding, the reserved reception space will be considered the guaranteed backup space and the reception setup shall be in place during the wedding ceremony. Additional indoor backup spaces, if available, cannot be guaranteed more than three (3) days prior to the ceremony, unless they have been reserved through your wedding coordinator for an additional fee. In the event of inclement weather, the decision to move the



ceremony indoors must be made no later than four (4) hours prior to the commencement of the ceremony.

An indoor ceremony held in the Community Room accommodates a maximum of 350 seated guests. The Community Room can be added as a guaranteed ceremony backup space for \$4,000, based on availability.

Event Schedule & Duration

Room rental is based off of four (4) hours and thirty (30) minutes of service, not including two (2) hours to setup and sixty (60) minutes to break down. Reception time can be added for an additional \$500 per hour to end no later than 12:00AM (midnight).

Evening events can begin no earlier than 4:00PM and can go no later than 12:00AM (midnight).

Event Set-Up & Break Down

Set-up may begin two (2) hours prior to the start of the reception. TWM staff will be able to assist with arranging the items below. All items must arrive at TWM in final form, labeled, and accompanied by a completed Wedding Item Drop Off Form no less than 24 hours prior to the Event.

Place cards (must be alphabetized) **Favors Toasting Flutes** Cake Knife and Server Menu Cards Guestbook and Pen Card Box

Arrangements for additional items will be considered no less than five (5) days prior to the Event. A \$250 fee will be charged for TWM staff to arrange additional items.

Additional setup time can be added onto the event day, pending availability, for an additional \$4,000 fee for setup as early as 9am.

Following the conclusion of the wedding reception, Patron will ensure all items shall be removed from the premises in no more than sixty (60) minutes. All non-TWM decor, including but not limited to flowers, must be removed at the end of the event by the Patron or Vendor or there will be a minimum \$250 clean-up and disposal fee. Due to limited storage space, TWM shall not hold any items after the conclusion of the Event.

TWM is not responsible for any items left behind. Should any items of the wedding party or guests be left at TWM, they will need to be picked up within one (1) week of the Event or they will be discarded.

Place Cards

Place cards are required if more than one entree is selected or there are any guests with food allergies or dietary restrictions. Patron must provide a place card for all guests. Each place card must have a guest's name, table number and indicator delineating their entree selection. All information must be printed on the front of the place card. Place cards must be prefolded and in alphabetical order. If these place cards are not provided correctly, TWM reserves the right to charge a setup fee and provide indicators of their choice.

You may use the following indicators:

Letter: B = Beef, C = Chicken, F = Fish, V = Vegetarian, K = Kid (letters must be size 12 font or larger, and in a clear, easy to read typeface) OR

Color: Red = Beef, Yellow = Chicken, Blue = Fish, Green = Vegetarian (Colors must be easy to see in low light)

Picture/Stamp: Cow = Beef, Chicken = Chicken, Fish = Fish, Carrot = Vegetarian



Miscellaneous Fees

Charger Plate Handling Fee: \$1 per charger (this does not include chargers or set up of chargers. This covers the clearing, cleanup, and packing of chargers. Bins must be provided for charger storage. TWM does not provide charger plates. Chargers MUST be set by patron or patron's vendor.)

Dessert Service Fee: \$2 per person (cutting and service of wedding cake is included in Wedding Package Pricing)

Choice of Entree Fee: \$5 per person

Photo Policy

Arrangements for any photography on TWM's campus outside of the hours of the on-site ceremony and/or reception are not guaranteed and must be made with the Event coordinator.

Floor Plans and Table-scape

An approved floor plan is due ten (10) business days prior to the Event. TWM will provide guest tables and chairs, white floor length linens for guest tables, white linen dinner napkins, place settings including chinaware, silverware, salt and pepper, and water glasses. TWM will also provide space for a dance floor and additional tables covered with TWM house linen for the cake table, place card table and gift table.

Tastings

One (1) food tasting for the bride and groom is offered as early as eight months prior to the scheduled wedding. Additional guests are welcome to attend for a fee of \$50 per person, up to no more than six (6) guests total (including the bride and groom). Additional guest charges shall be applied to the Event invoice. A tasting consists of up to six (6) hors d'oeuvres, and 3 entrees with accompanying sides. Note there are no tastings held from May 1 to September 15 due to the level of activity at TWM during these months.

Facility and Grounds

The War Memorial Association reserves the right to make alterations and renovations to the facility and surrounding grounds as needed, in its sole discretion. The gardens are planted on a seasonal basis. TWM does not guarantee the gardens or planters on the Terrace will be filled with flowers at any given time. TWM does not guarantee the fountain in the Front Circle will be turned on and working at any given time. The fountain is typically turned on when operational, weather permitting.

Holiday decor will be placed by TWM in and around the facility in the sole discretion of TWM, and shall not be moved. Your Event coordinator can provide a holiday decor timeline.

Alterations to TWM grounds and gardens, including cutting of flowers, by patron and patron's guests or vendors is strictly prohibited.

Vendors

All vendors and the items and services they provide must be approved with your Event coordinator at least thirty (30) days prior to the Event. Refer to the TWM preferred vendors list for information regarding florists, decorations, linens and entertainment. Vendors may set up for an Event no sooner than two (2) hours prior to the start of your reception.

TWM is not responsible for the installation or removal of items provided by an outside vendor. Violation of this policy may result in additional charges against your security deposit.

Damages, Liability and Indemnification

TWM assumes no liability for the loss or damage of any equipment or possessions of Patron or Patron's guests before, during or after the Event. Patron is responsible for all damage to the TWM facility and surrounding premises directly or indirectly caused by Patron or Patron's guests before, during and after the Event. Patron agrees to indemnify TWM, its officers, directors agents and employees from and against all



actions, claims, liabilities, damages, or expense including judgments, interest and attorney's fees which TWM may at any time, or from time to time subsequent to the date of the Event, sustain or incur as a result of Patron's breach of this Agreement, or Patron's or Patron's agents' and guests' actions. Further, Patron's indemnification hereunder shall apply to any actions, claims, liabilities, damages, or expense including judgments, interest and attorney's fees arising from Patron's or Patron's agent's unauthorized use of copyrighted audio and music.

Non-Performance

If the Event can't be held in whole or in part due to an Act of God, or for circumstances beyond TWM's control, and as a result TWM is unable to perform as required under this Agreement, then TWM shall be excused from performing under this Agreement.

Policies

Smoking on TWM Premises is allowed in designated Smoking areas.

Throwing and/or using confetti, rice, birdseed, glitter, etc. is not permitted in the TWM facility or surrounding premises.

TWM furniture may not be moved without the approval of your Event coordinator.

The use of outdoor ceremony runners is not permitted.

Taping or hanging items from the walls or ceiling is not permitted.

Taping of cords to floors is not permitted, including the use of gaffer's tape. Patron is responsible for any damage resulting to the facility or the premises from the use of such tape by Patron or Patron's vendors.

All signage must be approved by TWM and may only be displayed inside private party rooms. Signage is not permitted in the parking lot, front gates or fences, sidewalks or the front lawn.

All candles must be encased in glass, with flames lower than top of glass container.

Fake or non-biodegradable flower petals are not permitted outdoors.

Indoor sparklers (including "cold" sparklers or fireworks) are not permitted.

Fog machines are not permitted.



The War Memorial 32 Lake Shore Drive Grosse Pointe Farms, MI 48236

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