



General Policies and Pricing

Minimum Charges and Rental Fees

Policies

Listed prices are subject to 6% sales tax and 19% service charge and are subject to change without notice.
Catering Package - Page 2



Minimum Charges & Rental Fees

Daytime Hours and Rental Fees

Daytime events may be scheduled between the hours of 7:30 a.m. and 4:00 p.m. Tuesday through Friday and between the hours of 10:00 a.m. and 2:00 p.m. on Saturday.

	Maximum Capacity	Tuesday through Friday	Saturday 10 a.m.- 2p.m.
Library	8	\$75	
Sun Porch	40	\$175	
Mrs. Ford's Study	40	\$225	
Music Room	70	\$275	\$500
Pool Dining Room	175 - 200	\$375*	\$500
Main Level Excluding Pool	See Sales Associate		
Main Level Including Pool	See Sales Associate		

* The Pool may only be utilized between 7:30 a.m. and 9:30 a.m. for daytime events

Daytime Food and Beverage Minimum Requirements

In addition to the room rental fee, the Henry Ford Estate requires that a food and beverage minimum be met for all events. Please note that gratuity and state sales tax are in addition to these minimums.

Tuesday - Friday Daytime	Saturday Daytime
\$250 / 4 Hours	Music Room- \$1,500 Pool Room- \$2,000

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Catering Package - Page 3



Minimum Charges & Rental Fees (continued)

Evening Hours and Rental Fees

Evening events may be scheduled between the hours of 6:00 p.m. and midnight Tuesday through Sunday.

	Maximum Capacity	Tuesday through Thursday	Friday and Sunday	Saturday
Library	8	\$175		
Sun Porch	40	\$225		
Mrs. Ford's Study	40	\$275		
Music Room	70	\$325		
Pool Dining Room	175 – 200	\$500		
Main Level Excluding Pool	See Sales Associate	\$850		
Main Level Including Pool	See Sales Associate	\$1,500	\$2,000	\$2,500

Evening Food and Beverage Minimums Required

In addition to the room rental fee, the Henry Ford Estate requires that a food and beverage minimum be met for all events. Please note that gratuity and state sales tax are in addition to these minimums.

Tuesday-Thursday Evening	Friday Evening	Saturday & Sunday Evening
\$800	\$6,500	\$8,000

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Catering Package - Page 4



General Information and Policies

Payment

A signed contract and payment of the room rental fee are required to confirm your reservation. Food, beverage and other remaining charges are due no later than five working days before the scheduled event. Payments accepted include certified check, money order, MasterCard, Visa, Discover or American Express. Company checks are accepted, however there are special policies that will apply. Applicable payments should be made out to the University of Michigan-Dearborn.

Cancellations

Events that are cancelled at least six months in advance will receive an 80% refund of the room rental fee. Room rental fees are non-refundable for cancellations less than six months in advance. No refunds are available for rescheduled events. A charge equal to 30% of the food and beverage total will be assessed for any cancellation less than two weeks prior to the event.

Furnishings and Equipment

Your sales representative can provide you with floor plans showing table placement in rooms used for dining. Various sizes of round and rectangular tables together with banquet chairs are available for the comfort of your guests, and the optimal use of space. Please note that if your event is in the Pool Dining Room, the tables within must be utilized to create rectangular tables before round tables can be added. The rectangular tables can be removed, but a labor fee applies. Standard dining table accessories provided at no charge include off-white china, clear glass stemware, stainless steel flatware and white linens. Additional special request food service items, as well as A/V equipment are available for a fee.

Some of the available equipment includes:

- Cocktail tables with linens - \$25.00 (tall) or \$20.00 (short) each
- Pool Room piano - \$225.00 (includes tuning)
- Wireless microphone or Lavalier with amplifier - \$100.00
- Slide or overhead projector - \$40.00
- LCD projector (Proxima) - \$150.00
- Pool Stereo - \$75.00
- Flip chart with easel and markers - \$20.00
- Music room /Study phone line \$55.00
- Internet access (Music Room) - \$75.00
- Screen - 5' x 7' - \$10.00 / 10' x 10' - \$125.00
- Podium with microphone - \$35.00
- Mixer for use with 2 microphones - \$250.00
- Easel - \$10.00
- DVD/VCR with monitor - \$100.00

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Catering Package - Page 5



General Information and Policies (continued)

Event Overviews

For evening functions, we can accommodate parties of up to 270 guests for a served meal and 300 for a buffet or standing hors d'oeuvres reception. Please contact your sales representative for further details regarding tent information and/or room layouts and set-up as it pertains to your guest count.

For daytime events held Tuesday – Friday, we can accommodate parties of up to 110 for a served meal. A variety of rooms excluding the Pool Dining Room are available for your use. For Saturday daytime events, either the Music Room or the Pool Dining Room can be booked and can accommodate parties of up to 150 guests for a served meal.

If your guest count exceeds 250, we require that the Music Room Terrace be tented with a frame tent. Please contact your sales representative for further information.

Food Service

HFE must provide all food served with the exception of special occasion cakes. It is the policy of the Henry Ford Estate that all food prepared for an event must be consumed on the premises.

One entrée must be selected for all guests, although limited dietary substitutions can be honored with sufficient advance notice. HFE is happy to provide the assistance of our on-site executive chef to custom design the menu for your special event. The menu selections for each event must be submitted to the catering office no later than five working days before each event.

Groups larger than 64 guests must have assigned seating and provide a diagram with table numbers five working days before the scheduled event.

In order to ensure optimal food preparation and staffing levels for your event we require minimum guarantees of attendance five working days prior to your scheduled event. This minimum number of guests will be considered a guarantee and is not subject to reduction after that time. The guaranteed number of guests or the number of guests that are served, *whichever is greater*, will be the amount that you will be charged for. If your guaranteed number is not submitted to the Catering Office at least five working days prior to your scheduled event, you will be charged for the last indication of the number of anticipated guests. For Strolling Supper Packages our staff will count all guests as they arrive and we will charge for whichever is greater, the guaranteed number of guests or the number of guests served.

HFE will be prepared to serve 5% over the guaranteed number. However, in the event that meals are needed in excess of 5%, there may be limitations in the chosen menu and additional charges may apply. The Estate does not guarantee last minute availability of the selected meal exceeding the final guarantee, but will make every effort to offer a comparable selection. Should you have reason to expect additional guests, we suggest increasing your minimum guarantee.

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Catering Package - Page 6



General Information and Policies (continued)

Liquor Service

As an entity of the University of Michigan–Dearborn, HFE does not hold a liquor license, and therefore cannot sell alcoholic beverages. We will provide bartenders to serve alcoholic beverages provided by the client. Alcoholic beverages can only be served in conjunction with food. Beer can be provided to the bartenders in either cans or bottles, but not in kegs, and will be served to your guests in glasses we will provide. HFE bartenders are not permitted to provide cans or bottles to guests. Shots of alcohol are not served on the premises. Cash bars are not permitted.

In order to provide for the safety of your guests, as well as to limit both your liability and ours, all persons must be at least 21 years of age, and be able to provide proper identification to be served alcoholic beverages. Additionally, our bartenders are instructed not to serve alcohol to any person that is visibly intoxicated.

During each event the bar is always scheduled to close during dinner. If you require special accommodations, please speak with your sales representative.

Tours

Historic interpretive tours may be arranged in advance for group functions at an additional charge. Unescorted guests are not allowed on either the upper or lower levels of the Estate. There are two types of tours available as event additions, station and guided tours. During station tours docents are placed in rooms of interest around the house for two hours and your guests are able to explore the historic home at their leisure. During guided tours docents personally guide your guests through the Estate. Ask your sales representative for more information about adding tours to your event.

The prices per person for the tour enhancements are:

	House	Powerhouse	House & Powerhouse
Station	\$5		\$7
Guided	\$6	\$6	\$8

*A minimum of 20 guests is required to receive group rates

*All guests must be included for station tours

Gift Shop

Arrangements can be made through the Catering & Events Office to have the Gift Shop open during your event. Unique guest gifts or favors are available.

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Catering Package - Page 7



General Information and Policies (continued)

Special Considerations

Due to the unique nature of the facility as a national historic landmark, every effort is made to preserve the building in its original condition. Therefore, the Henry Ford Estate is neither fully air-conditioned nor handicap accessible. Our visitors can help us to protect the historic beauty of the mansion and its grounds by adhering to the following standards:

- Any signs for indoor or outdoor placement must be approved by HFE to preserve the ambiance of the historic landmark. These signs must be removed at event end.
- No posters or signs may be affixed to any wall.
- Scotch tape, nails, pushpins, or potentially damaging fasteners may not be used in decorating. All decorations placed on any surface must be smooth bottomed.
- Flowers or fresh plant material cannot be put on original wood surfaces.
- No candles are permitted. As an alternative, HFE offers fuel-cell luminaries for rental.
- If you have hired a band for your musical entertainment, they must bring a pad for the drum set with extra padding for the drum pedal.
- Photographic studio backdrops cannot be used at the Estate.
- No balloons, glitter or table confetti are permitted inside or out.
- Throwing of any materials, i.e. rice, birdseed, flower petals is not allowed in/outside the Estate.
- HFE is unable to store flowers, decorations, alcohol, etc. All such items must be brought in the day of the event and removed from the premises that evening. HFE cannot assume responsibility for loss or damage to articles left either before or after an event. You and your vendors can begin setting up two hours prior to arrival of event start time. If you are planning on utilizing any vendors, please ask your sales representative for a vendor policy form acknowledging our set-up policies.
- For the safety of this historic building, and the comfort of your non-smoking guests, the Henry Ford Estate is a smoke-free environment. Designated smoking areas are available outdoors.
- The client is fully responsible for any damage done to the premises during an event, including any damage done by any independent contractors hired by the client.
- We ask that you please respect the boundaries imposed by the museum roping.

Candle Policy

Due to the unique nature of the facility as a national historic landmark, every effort is made to preserve the building in its original condition. Therefore, the Henry Ford Estate no longer allows candles of any type, even if they are enclosed in glass.

Henry Ford Estate can provide the following fuel-cell luminaries for your event:

Small - \$2 Medium - \$4 Large - \$6

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Catering Package - Page 8