



THE WAR MEMORIAL

WEDDINGS

PAGE | 1



THE WAR MEMORIAL

32 LAKE SHORE DRIVE, GROSSE POINTE FARMS, MICHIGAN 48236

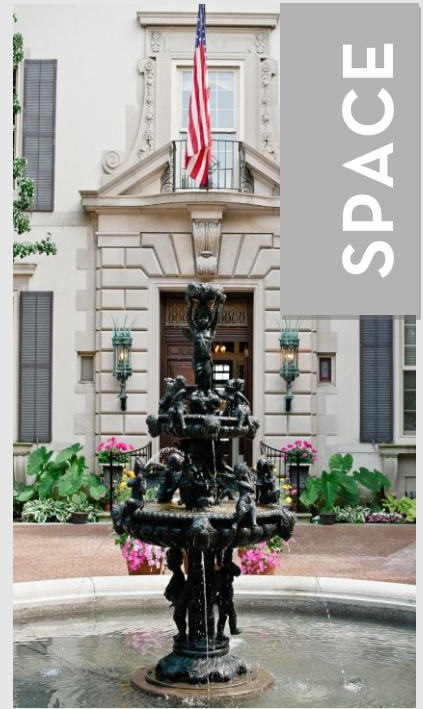
WEDDINGS



SERVICE



TASTE



SPACE



THE WAR MEMORIAL

WEDDINGS

PAGE | 2

SERVICE | TASTE | SPACE

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.



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.



THE WAR MEMORIAL

WEDDINGS

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 125 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



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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 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



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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 | \$2,800

FOOD & BEVERAGE MINIMUMS | FRIDAY \$22,000

SATURDAY \$25,000

SUNDAY \$20,000



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WEDDINGS

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



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WEDDINGS

HORS D'OEUVRES

Choice of four Tray-Passed Hors D'oeuvres included in Package pricing

Cold Hors D'oeuvres

- PROSCIUTTO-WRAPPED GRILLED ASPARAGUS** | Boursin Cheese
- SMOKED SALMON MOUSSE** | Toasted Crostini, Red Onion, Capers
- COFFEE-CRUSTED NY STRIP** | Boursin Cheese, Balsamic Onions, Crostini
- HUMMUS CUPS** | Tourn, Tabbouleh, Phyllo Cup
- SMOKED CHICKEN MOUSSE** | Maple Cider Glaze, Brioche
- GOAT CHEESE MOUSSE** | Honey, Fig, Sea Salt, Brioche Crostini
- CAPRESE SKEWERS** | Heirloom Tomatoes, Marinated Mozzarella, Olive, Fresh Basil
- WHIPPED FETA** | Hot Honey Drizzle, Naan
- AHI TUNA TARTAR** | Smoked Soy, Wakame, Sesame Cone | **ADD \$10 PER PERSON**

Hot Hors D'oeuvres

- HEIRLOOM TOMATO BISQUE SHOOTER** | Micro Grilled Cheese
- SESAME CHICKEN** | Gochujang Vinaigrette
- SPINACH & FETA PHYLLO BITES** | Tomato Shallot Jam
- THAI VEGETABLE SPRING ROLLS** | Mae Ploy
- WILD MUSHROOM TARTLET** | Crème Fraiche
- BRIE AND PEAR EN CROUTE** | Raspberry Coulis
- SWEDISH OR BBQ MEATBALLS**
- CANDIED APPLE PORK BELLY SKEWER** | **ADD \$4 PER PERSON**
- MINI BEEF WELLINGTONS** | Grain Mustard Aioli | **ADD \$5 PER PERSON**
- MINI MARYLAND CRAB CAKES** | Chipotle Aioli | **ADD \$8 PER PERSON**
- BANG BANG SHRIMP** | SWEET GOCHUJANG AIOLI | **ADD \$10 PER PERSON**
- HOISIN GLAZED PETIT LAMB CHOPS** | **ADD \$12 PER PERSON**
- COCONUT LOBSTER SKEWER** | Bang Bang Sauce | **ADD \$15 PER PERSON**

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THE WAR MEMORIAL

WEDDINGS

PAGE | 8

HORS D'OEUVRES UPGRADES

Based on One Hour of Service

FRESH FRUIT AND CHEESE DISPLAY | \$9 PER PERSON

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

VEGETABLE DISPLAY | \$8 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*

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THE WAR MEMORIAL

WEDDINGS

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 | \$100

Artichoke Ragout
Lemon Caper Butter Sauce

CHICKEN MARSALA | \$100

Wild Mushroom
Sweet Marsala Sauce

CAPRESE CHICKEN | \$102

Tomato, Mozzarella,
Fresh Basil & Capers
Balsamic Reduction Drizzle

EAST COAST CHICKEN & LUMP CRAB | \$155

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

MUSHROOM & TRUFFLE RISOTTO (V, GF) | \$100

Grilled and Roasted Seasonal Vegetables,
Crispy Shallots

SALMON NIÇOISE | \$112

Kalamata Olives, Artichoke
Roasted Red Pepper
Herbed Tomato Beurre Blanc

MAPLE CHERRY GLAZED SALMON | \$112

Michigan Maple and Cherry Glaze

SMOTHERED GROUPEL | \$120

Lillet Blanc & Crab Cream Sauce

PISTACHIO CRUSTED SEA BASS | \$190

Brushed with Dijon
Citrus Beurre Blanc

ROOT BEER GLAZED SHORT RIBS | \$116

Crispy Shallots

COFFEE-CRUSTED NEW YORK STEAK | \$125

Au Poivre Cream Sauce

GRILLED FILET MIGNON | \$130

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

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WEDDINGS

DUET ENTRÉE SELECTIONS

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

CHOICE OF SALMON & CHOICE OF CHICKEN (SEE BELOW) | \$114

ROOT BEER GLAZED SHORT RIB & CHOICE OF CHICKEN (SEE BELOW) | \$120

GRILLED PETITE FILET & CHOICE OF CHICKEN (SEE BELOW) | \$135

Filet is served with Maitre d'Hotel Butter

GRILLED PETITE FILET & CHOICE OF SALMON (SEE BELOW) | \$138

Filet is served with Maitre d'Hotel Butter

GRILLED PETITE FILET & MARYLAND CRABCAKE | \$160

Filet is served with Maitre d'Hotel Butter

**Ask your coordinator about customized duet options*

Chicken Options

Chicken Piccata

Chicken Marsala

Caprese Chicken | **ADD \$2**

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

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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 \$1

Crisp Romaine, Herbed Garlic Croutons, Parmesan
Caesar Dressing

MICHIGAN SALAD | ADD \$2

Baby Spinach, Candied Walnuts, Michigan Dried Cherries, Bleu Cheese, Cherry
Tomatoes Raspberry 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

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BEVERAGE 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 | Canyon Road 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 \$7 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 \$8 PER PERSON, PER HOUR***

PLATINUM LIQUOR | \$13 PER PERSON

Grey Goose Vodka, Bombay Sapphire Gin, Bacardi Rum, Captain Morgan Rum, Patron

Silver Tequila, Hennessy Cognac, Crown Royal Whiskey, Knob Creek Bourbon, Johnnie

Walker Black Scotch

Additional Platinum Bar Service Time | **ADD \$9 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

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WEDDINGS

BEVERAGE UPGRADES

Priced per person

WINE UPGRADES

TABLE WINE SERVICE | \$8

Choice of House Chardonnay or Pinot Grigio, and Cabernet or Merlot will be offered to guests during dinner service

TIER 1 WINE UPGRADE | \$7

Please inquire with your event coordinator for The War Memorial wine list

TIER 2 WINE UPGRADE | \$9

Please inquire with your event coordinator for The War Memorial wine list

CHAMPAGNE TOAST FOR ALL GUESTS | \$2

HARD SELTZER PACKAGE

Assorted Hard Seltzers | \$6

SPECIALTY COCKTAILS

Select from the options below

ONE OPTION | \$4

TWO OPTION | \$7

LAVENDER LEMONADE (SEASONAL)

Vodka, Lemonade
Homemade Lavender Simple Syrup

FRENCH 75

Champagne, Gin, Lemon Juice
and Simple Syrup

MOSCOW MULE

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

MOJITO

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

MARGARITAS

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

MANHATTAN THYME

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

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AFTERGLOW STATIONS

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

CONEY ISLAND | \$8

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 Jalepenos

GOURMET SLIDER STATION | \$11

Your choice of Two Styles

ALGER HOUSE SLIDER
Roasted Tomato, Provolone, Lettuce
Bacon Jam, Ketchup, Dijon, Mayo

BUFFALO CHICKEN SLIDER
Garlic Red Hot Butter
Bleu Cheese

PULLED PORK SLIDER
House BBQ Sauce,
Cilantro Lime Cole Slaw,
Sharp Cheddar Cheese

GRILLED VEGETABLE SLIDER
Mushroom, Zucchini, Squash, Eggplant
Balsamic Onion, Boursin Cheese, Arugula
Pesto Aioli

Add French Fries to any Station | \$2

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THE WAR MEMORIAL

WEDDINGS

PAGE | 15

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

SEASONAL BERRY SHORTCAKE BAR | \$9

Build Your Own!
Fresh Baked Almond Shortcakes, Macerated Fresh Strawberries, Blueberries,
Raspberries, Fresh Peaches, Bourbon Vanilla Whipped Cream

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WEDDINGS

BRIDAL SUITE MENUS

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

Packages

BREAKFAST PACKAGE | \$16

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

LUNCH PACKAGE | \$23

- Mini Gourmet Sandwiches
- Antipasto Salad
- Vegetable Crudite
- Fresh Seasonal Fruit Salad
- Kettle Chips

LIGHT PACKAGE | \$20

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

A La Carte Food

MINI SANDWICH PLATTER | \$8

FRUIT & CHEESE DISPLAY | \$7.50

VEGETABLE CRUDITE | \$7.50

ASSORTED CHEESE & CHARCUTERIE BOARD | \$8.50
with Crackers and Crostini

Beverages

ASSORTED BEER OR SELTZER | \$5 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 | \$10 PER

CARAFE

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WEDDINGS

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.

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. 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 any personal injury, property damage, fines or assessments caused by the furnishing or consumption of alcohol by Patron or Patron's guests at the Event.

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 - \$22,000
Saturday - \$25,000
Sunday - \$20,000

Alger House (Fri-Sun) - \$8,000

Community Room (Fri-Sun) - \$10,000

Standard TWM Room Rentals

Ballroom - \$2,800
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 \$350 per room, subject to availability. Changing rooms will be available beginning at 12:00PM until one (1) hour following the end of the reception. Additional time may be added at \$150 per hour per room, subject to availability, as early as 9am.

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.



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WEDDINGS

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 seven (7) day hold, with no obligation, on the date of your choice, subject to availability. After seven (7) days, if (i) \$6,000 non-refundable deposit (\$4,500 reservation fee and \$1,500 security deposit), and (ii) this 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 or credit card. Use of a credit card will result in an additional 1.75% 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. 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 \$2,000 includes ceremony coordination, one 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 12:00PM, and exclusive use of the Terrace, Back Lawn and Trial Gardens during the wedding ceremony.

Wedding party changing rooms are reserved from 12:00PM to one (1) hour following the end of the Event. Additional time may be added to changing rooms, as early as 9:00am, for an additional \$150 per changing room, subject to availability.

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.



THE WAR MEMORIAL

WEDDINGS

An indoor ceremony held in the Community Room accommodates a maximum of 300 seated guests. The Community Room can be added as a guaranteed ceremony backup space for \$2,000.

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 \$3,000 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 pre-folded 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)

OR

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.)



THE WAR MEMORIAL

WEDDINGS

PAGE | 20

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 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. TWM will provide black spandex or white 90x90 linens for cocktail tables.

Tastings

One (1) food tasting for the bride and groom is offered as early as six months prior to the scheduled wedding. Additional guests are welcome to attend for a fee of \$40 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 five (5) 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.

Vendors

All vendors and the items and services they provide must be approved with your Event coordinator at least ten (10) 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.



THE WAR MEMORIAL

WEDDINGS

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, 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.

The War Memorial
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