

# Restaurant Event Booking Guide

MIERTENS

2025



# Our Venues

## MERTENS PRIME

Mertens Prime is a renowned restaurant, named a Top 10 restaurant by Grand Rapids Magazine. showcased as a favorite dining The restaurant offers a variety of dining options, impressive steak menu and many experiential tableside dining presentations. The ambiance preserves the historic charm of the original 1914 hotel lobby and dining room.

## MERTENS ROOFTOP

The rooftop dining, located on the ninth floor, offers a unique experience with stunning views of the Grand Rapids skyline. It features elegant yet laid-back seating arrangements inspired by the desire to showcase the best seating the city has to offer. Multi-year winner of best Rooftop Bar in Grand Rapids over different contests and magazines/websites.

## FACT SHEET

### Location

- Physical Address: 35 Oakes St SW, Grand Rapids, MI 49503
- Description: Mertens Prime occupies the entirety of the original main floor of the historic hotel that opened in 1914. It is located in downtown Grand Rapids, just half a block east of Van Andel Arena, Studio Park, and the Canopy by Hilton Hotel.

### Parking

- Street Parking: Free on Saturdays, Sundays, and after 7 PM on weekdays.
- 3 Parking garages are within 1 block of the restaurant. Studio Park, Weston & Cherry Street.

### Hotels

- Canopy by Hilton: Located on an adjacent block, approximately 90 steps away.
- Residence Inn by Marriott: Located on Ionia, two blocks north of Mertens.

### Notable Venues Nearby

Van Andel Arena  
Studio Park  
Amway Hotel  
Live @ 30 Monroe

DeVos Concert Hall  
DeVos Convention Center  
Grand Rapids Public Museum  
Intersection

Civic Theater  
Downtown Market



# Event Spaces

## Fleur de Lis

Capacity: Up to 100 guests

This is Mertens' primary private dining room, ideal for various types of private events. It offers a splendid private setting with the unique decor of Mertens. The room is equipped with A/V equipment and can pair with The Bar and Main Dining for larger functions, accommodating up to 200 standing guests for events that may include dance floors or exposition spaces.

## Main Dining

Capacity: Up to 125 guests (90 seated, 125 standing)

The main dining room, Main Dining, can be booked either fully privately or semi-privately behind a half-wall, accommodating up to 45 seated guests for a semi-private experience. This space pairs well with The Bar for an enhanced experience and can be utilized in various configurations to suit different event needs.

## The Bar

Capacity: 25-40 guests

The Bar includes bar seating and a sizeable bar-rail area, making it an ideal venue for company happy hours or bar-focused events. Often rented as a welcome area for guests before they proceed to Fleur de Lis or Main Dining for meals.

## Rooftop

Capacity: Up to 45 guests

Description: Mertens Rooftop features an outdoor area with spectacular views of sunsets and the Grand Rapids skyline, along with an indoor area suitable for buffet and station setups. The outdoor area is subject to weather conditions, with Fleur de Lis available as a weather backup.



# Dining Options

## **Breakfast**

Continental Breakfast: Includes assorted breakfast breads and pastries, fresh fruit, juices, water station, Mertens Blend Coffee, and tea selection. Upgrades include yogurt parfait with fresh berries and granola, hard-boiled eggs, and smoked salmon.

Full Meal Breakfast Buffet: Features scrambled eggs with fresh herbs, fresh fruit, fresh rolls, fruit preserves, butter, orange juice, water station, Mertens Blend Coffee, and tea selection. Upgrades include vegetables like Lyonnaise potatoes, herbed mushrooms, roasted tomatoes with Emmentaler cheese, and various proteins.

## **Lunch**

Buffet Presentations: Options include house salad of artisanal lettuce and shallots, various mains like ratatouille stuffed pepper, pasta jambon et truffe, roasted chicken breast, and roasted salmon. Accompaniments include roasted garlic potato puree, Lyonnaise potatoes, sautéed spinach, and herb-roasted potatoes.

Plated Lunch: Guests can choose a first course, main course, and main accompaniment.

## **Dinner**

Family-Style: Meals are served in large vessels and include options like salads, house-made pasta, mains, and sides. Desserts include house-made ice cream with chocolate or raspberry sauce and a selection of cookies and baked goods.

Buffet Options: Includes selections of first courses, mains, sides, and desserts.

Plated Dinner: Custom-designed for each event with choices of first courses, mains, and desserts.

## **Stand Alone Stations & Passed Options**

- Passed Appetizer
- Seafood Towers
- Bar Presentations
- Food Displays
- Meeting Baskets
- Food pick-up for offsite events
- Carving Stations
- Cheese Cart
- Mimosa or Aperol Carts



# **BREAKFAST**

## **Continental Breakfast or | \$17/Guest**

Includes assorted breakfast breads and fresh pastries (including muffins), fresh fruit, orange juice, water, coffee & tea selection.

### **Upgrade Opportunities:**

- Smoked Salmon and Bagel Platter – \$6 per person includes capers, red onion, cream cheese, and fresh dill.
- Avocado Toast Bar – \$5 per person - Smashed avocado with toppings like radish, feta, cherry tomatoes, and microgreens.
- Oatmeal Bar – \$3 per person - Steel-cut oats with toppings like brown sugar, dried fruit, nuts, and fresh berries.
- Fresh Smoothie Shots – \$4 per person
- Bacon and Sausage Platter – \$4 per person
- French Toast Bites with Maple Syrup – \$4 per person
- Waffle Station – \$6 per person - Freshly made waffles with whipped cream, syrup, fruit, and chocolate chips.

## **Full Meal Breakfast Buffet | \$19/Guest**

Features scrambled eggs (option for herb infused eggs), fresh fruit, assorted rolls, fruit preserves, butter, orange juice, water, coffee & tea selection.

**Upgrade Opportunities: See Continental Breakfast Upgrades with pricing**

## **Plated Breakfast**

Served individually with Mertens bread baskets, butter, preserves, Mertens Blend coffee, teas, and assorted juices.

**1 starter, 1 main, 1 side, 1 protein: \$21**

**1 starter, 2 mains, 1 side, 2 proteins: \$24**

**2 starters, 2 mains, 1 side, 2 proteins: \$30**

**Starters:** Fresh fruit cup | Yogurt parfait cup | Roll with preserves, bagel & cream cheese, smoothie shot, avocado toast,

**Mains:** Buttermilk Pancakes | Belgian Waffles | Breakfast Casserole (Sausage, Egg, and Cheese) | Biscuits & Gravy | Chicken and Waffles +5 | Bagel and Lox Platter | Vegetable Frittata | Breakfast Burrito | French Toast Bites

**Vegetables:** Hashbrowns | Tater Tots | Roasted Potatoes | Roasted Sweet Potatoes | Sweet Potato Hash

**Proteins:** Bacon | Sausage Patties | Sausage Links | Chicken Sausage | Corned Beef Hash | Smoked Salmon +2 | Tofu Scramble | Shrimp cocktail +3 | \*Vegan options available upon request. Pricing may vary\*



# Lunch

## **Lunch Buffet \$30/guest**

### **Mains (choose 2, add a third for an additional \$7):**

Herb-Roasted Chicken (GF) | Baked Ziti with Marinara and Mozzarella (Vegetarian) | Grilled Lemon Herb Salmon (GF) | Vegetable Lasagna (Vegetarian) | Beef Stroganoff | Chicken Alfredo Pasta | Beef and Broccoli Stir Fry (GF) | Baked Mac and Cheese with Breadcrumbs (Vegetarian) | Beef tenderloin tips | Shaved ribeye and au jus

**Sides (choose one, add one more for \$3/guest):** Potato puree (Vegetarian) | Sautéed spinach (vegan, GF) | Sautéed mushrooms (Vegan, GF) | Herb-roasted potatoes (Vegetarian) | Roasted Brussels Sprouts | Caesar Salad | House salad (Vegan) | Grilled Asparagus with Lemon Zest (GF, Vegan), Buttered Green Beans with Almonds (GF), Tomato Basil Soup (GF, Vegan), Broccolini & garlic (Vegetarian) | Roasted Corn on the Cob (GF, Vegan)

## **Soups and Salad Buffet: \$20/guest**

**Soups (Select 2):** Tomato Basil (vegetarian), French Onion Soup, Butternut Squash Bisque (Vegetarian, GF), Clam Chowder (New England Style), Broccoli Cheddar (Vegetarian), Smoked Sausage and Kale (GF),

Salad - Romaine lettuce served chopped style with the a variety of 10 toppings and dressings. These will include vegetarian options. Vegan available upon request. Upcharge for protein options \*prices may vary on availability and specific request.

## **Plated Lunch \$30(a la carte pricing)**

### **First Course (choose one, add a second option for \$5/guest):**

Caesar salad | House salad | Spinach & Strawberry salad | French Onion Soup | Clam Chowder | Tomato-Basil Soup

### **Main Course (choose two, the higher priced point is the prevailing price. Choose one and decrease the price per guest by \$5):**

Herb-Roasted Chicken (GF) | Baked Ziti with Marinara and Mozzarella (Vegetarian) | Grilled Lemon Herb Salmon (GF) | Beef Stroganoff | Chicken Alfredo Pasta | Beef and Broccoli Stir Fry (GF) | Baked Mac and Cheese (Vegetarian) | Shaved ribeye and au jus +5

### **Main Accompaniment (one is included, add a second for \$5/guest):**

Potato puree (Vegetarian) | Sautéed spinach (vegan, GF) | Sautéed mushrooms (Vegan, GF) | Herb-roasted potatoes (Vegetarian) | Roasted Brussels Sprouts (GF, Vegan) | Caesar Salad | House salad (Vegan) | Grilled Asparagus with Lemon Zest (GF, Vegan), Buttered Green Beans with Almonds (GF), Tomato Basil Soup (GF, Vegan), Broccolini & garlic (Vegetarian) | Roasted Corn on the Cob (GF, Vegan)

### **Dessert:**

**Available upon request. Seasonal options and pricing . Please inquire with event coordinator. Vegan, Vegetarian and Gluten Free Options Available.**



# Dinner

LISTED BELOW ARE ALL THE DINNER OPTIONS  
PRICING BASED ON DINING STYLE  
(BUFFET, FAMILY, PLATED).

ACCOMMODATIONS FOR DIETARY RESTRICTIONS AVAILABLE  
UPON REQUEST WITH POTENTIAL UPCHARGE.

**Salads:** House Salad, Caesar Salad, Spinach & Strawberry, Arugula with Balsamic, Beet & Chevre Salad

**Pasta:** Mushroom Stroganoff | Beef Stroganoff +2 | Four Cheese Mac & Cheese | Spaghetti & Meatballs | Penne with Roasted Vegetables and Pesto | Lemon Garlic Pasta with Spinach and Cherry Tomatoes | Lobster Ravioli +3 | Spinach Ravioli

**PROTEIN UPGRADES FOR PASTA AVAILABLE UPON REQUEST FOR UPCHARGE**

## **Mains:**

**Vegan/ Vegetarian Main Options:** Stuffed Bell Peppers, Cauliflower Steak || Mushroom and Lentil Shepherd's Pie | Vegan Pasta Primavera | Chickpea and Sweet Potato Tagine | Polenta with Roasted Vegetables | Stuffed Acorn Squash – Wild, cranberries, and pecans (GF, Vegetarian).

**Chicken Main Options:** Herb-Roasted Chicken Breast (GF) | Honey Garlic Glazed Chicken Thighs (GF) | Crispy Buttermilk Fried Chicken | Tuscan Chicken with Sun-Dried Tomatoes (GF) | Chicken Cordon Bleu

**Beef Main Options:** Filet Mignon Bites with herbed butter sauce | Shaved Prime Rib with Au Jus and Horseradish | Petite Ribeye Steak with Peppercorn Sauce (GF) | Steak Diane (Creamy Mushroom Sauce) | Sirloin Steak with Chimichurri | 6oz Filet Mignon with Garlic Puree & Herb Butter | 10oz Filet +25 | 10oz Ribeye +25 | 16oz Ribeye +30 | **All steaks prepared to medium, Add a sauce for \$1 per guest.**

**Seafood:** Honey Orange Salmon | Grilled Salmon with Lemon | Shrimp with Spinach & Cherry Tomatoes | Grilled Shrimp | Coconut Crusted Shrimp | Crab Cakes | Herb-Crusted Cod | Shrimp Scampi

**Sides Options:** Potato puree (Vegetarian) | Sauteed spinach (vegan, GF) | Sauteed mushrooms (Vegan, GF) | Herb-roasted potatoes (Vegetarian) | Roasted Brussels Sprouts (GF, Vegan) | Caesar Salad | House salad (Vegan) | Grilled Asparagus with Lemon Zest (GF, Vegan), Buttered Green Beans with Almonds (GF), Tomato Basil Soup (GF, Vegan), Broccoli & garlic (Vegetarian) | Roasted Corn on the Cob (GF, Vegan)

**Dessert Options:** Cheesecake with Fruit Sauce | Carrot Cake with Cream Cheese Frosting | Lemon Meringue Pie | Mini Bundt Cakes | Chocolate Chip Cookies | Baklava | Churros with Chocolate Sauce | Chocolate Mousse | Apple Crumble | Cherry Crumble.



# Dinner

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PRICING BASED ON DINING STYLE  
(BUFFET, FAMILY, PLATED).

ACCOMMODATIONS FOR DIETARY RESTRICTIONS AVAILABLE  
UPON REQUEST WITH POTENTIAL UPCHARGE.

**Salads:** House Salad, Caesar Salad, Spinach & Strawberry, Arugula with Balsamic, Beet & Chevre Salad

**Pasta:** Mushroom Stroganoff | Beef Stroganoff +2 | Four Cheese Mac & Cheese | Spaghetti & Meatballs | Penne with Roasted Vegetables and Pesto | Lemon Garlic Pasta with Spinach and Cherry Tomatoes | Lobster Ravioli +3) | Spinach Ravioli  
**PROTEIN UPGRADES FOR PASTA AVAILABLE UPON REQUEST FOR UPCHARGE**

## **Mains:**

**Vegan/ Vegetarian Main Options:** Stuffed Bell Peppers, Cauliflower Steak || Mushroom and Lentil Shepherd's Pie| Vegan Pasta Primavera| Chickpea and Sweet Potato Tagine | Polenta with Roasted Vegetables| Stuffed Acorn Squash – Wild, cranberries, and pecans (GF, Vegetarian).

**Chicken Main Options:** Herb-Roasted Chicken Breast (GF) | Honey Garlic Glazed Chicken Thighs (GF) | Crispy Buttermilk Fried Chicken | Tuscan Chicken with Sun-Dried Tomatoes (GF) | Chicken Cordon Bleu

**Beef Main Options:** Filet Mignon Bites with herbed butter sauce | Shaved Prime Rib with Au Jus and Horseradish | Petite Ribeye Steak with Peppercorn Sauce (GF) | Steak Diane (Creamy Mushroom Sauce) | Sirloin Steak with Chimichurri | 6oz Filet Mignon with Garlic Puree & Herb Butter | 10oz Filet +25 | 10oz Ribeye +25 | 16oz Ribeye +30 | **All steaks prepared to medium, Add a sauce for \$1 per guest.**

**Seafood:** Honey Orange Salmon | Grilled Salmon with Lemon | Shrimp with Spinach & Cherry Tomatoes | Grilled Shrimp | Coconut Crusted Shrimp | Crab Cakes | Herb-Crusted Cod | Shrimp Scampi

**Sides Options:** Potato puree (Vegetarian) | Sauteed spinach (vegan, GF) | Sauteed mushrooms (Vegan, GF) | Herb-roasted potatoes (Vegetarian) | Roasted Brussels Sprouts (GF, Vegan) | Caesar Salad | House salad (Vegan) | Grilled Asparagus with Lemon Zest (GF, Vegan), Buttered Green Beans with Almonds (GF), Tomato Basil Soup (GF, Vegan), Broccoli & garlic (Vegetarian) | Roasted Corn on the Cob (GF, Vegan)

**Dessert Options:** Cheesecake with Fruit Sauce | Carrot Cake with Cream Cheese Frosting | Lemon Meringue Pie | Mini Bundt Cakes | Chocolate Chip Cookies | Baklava| Churros with Chocolate Sauce | Chocolate Mousse | Apple Crumble | Cherry Crumble.



# Dinner

All dinner service selections come with complimentary bread service, water station, coffee & tea station and soft drinks. Juices, milk & espresso drinks are excluded.

## **Family-Style:**

Salad & Pasta | \$30

Salad & Two Pastas | \$42

Salad, Main & Two Sides \$58

Salad, Pasta & Side | \$39

Salad, Main & Side | \$52

Salad, Pasta, Main & Side | \$64

## **PLATED DINNER**

Custom designed based on seasonal and financial considerations. Includes choice of first course and main and sides. **ONLY two first course options, two main, two sides options per event that must be pre-selected prior to event date by 10 days.**

**Management can accommodate allergies and dietary restrictions for select individuals based on previous request.**

Choose 1 first course, 1 side, 1 main, no dessert - \$42

Choose 1 first course, 1 side, 1 main, 1 dessert - \$45

Choose 1 first course, 2 sides, 1 main, no dessert - \$45

Choose 2 first course, 2 sides 1 main, no dessert - \$50

Choose 1 first course, 2 side, 2 mains, 1 dessert - \$52

Choose 1 first course, 1 side, 2 mains, 2 desserts - \$60

Choose 2 first courses, 2 sides, 2 mains, and 1 dessert- \$71

Choose 2 first courses, 2 sides, 2 mains, and 2 desserts- \$75

## **DINNER: BUFFET**

Minimum 20 guests; parties less than 20 will be charged /\$100

Options:

\*pricing based on per guest\*

Choose 1 first course, 2 sides, 1 main, no dessert - \$45

Choose 2 first course, 2 sides 1 main, no dessert - \$50

Choose 1 first course, 2 side, 2 mains, 1 dessert - \$52

Choose 1 first course, 1 side, 2 mains, 2 desserts - \$60

Choose 2 first courses, 2 sides, 2 mains, and 1 dessert- \$71

Choose 2 first courses, 2 sides, 3 mains, and 2 desserts- \$84

## **SPECIAL REQUESTS: PER PERSON BUDGET FOR DINNER/DRINKS**

We at Mertens want to be offer a full service event experience. We are able to custom tailor event menus for you based on your unique budget. Please submit a request and we can work with you to customize your experience to include select dining and beverage options for each occasion.



# **Hors d'oeuvres**

**Seasonal Options Available -**  
**Please inquire with event coordinator**

## **Chilled & Room Temperature Options (\$48 per dozen):**

Brie and apple crostini with honey  
Ratatouille crostini  
Crispy Polenta Cakes with Tomato Jam (V)  
Truffle cheese crostini with Arugula  
Mini Avocado Toasts  
Bruschetta with Tomato and Basil  
Lox and Cream Cheese on Rye with capers & red onion  
Assorted Cookies

## **Premium Chilled & Room Temperature Options (\$79 per dozen):**

Thin-sliced filet mignon on toast point with horseradish sauce  
Figs stuffed with goat cheese wrapped in prosciutto  
Smoked Salmon Flatbread Pieces  
Beef and Brie Crostini with Fig Jam  
Jumbo Shrimp Cocktail  
Mini Cheesecake bites

## **Warmed Options (\$58 per dozen):**

Ham & Emmental on ciabatta with Dijon mustard  
Stuffed mushroom caps with tarragon  
Herbed Cheese stuffed peppers  
Cajun Shrimp Skewers  
Thuringer meatballs with Mornay  
Spicy Beef Skewers  
Sausage and Pepper Skewers  
Bavarian Pretzel Sticks with Sauce  
Blueberry & Goat Cheese Flatbread with Arugula

## **Premium Warmed Options (\$60 per dozen):**

Thin-sliced sirloin mini-sandwich with blue cheese  
Mini Beef Sliders with Cheddar  
Mini BLT Sliders  
Shrimp Beignets  
Glazed Pork Belly Skewers  
Bananas Foster Cups  
Beignets with Fruit Sauce



# **RECEPTION DISPLAYS**

## **Carving Stations**

Whole Chateaubriand: \$535 (Serves 10-15)

Prime Rib: \$535 (Serves 10-15)

Whole Roasted Turkey: \$325 (15 lbs)

Whole Roasted Turkey Breast: \$185 (all-white meat)

Chef Fee for Carving Stations: \$50/hour

## **Seafood Displays**

Oysters on the Half Shell: \$5 per piece (Min 20 pieces)

Shrimp Cocktail Display: \$4.5 per piece (Min 20 pieces)

Crab Claw Display: Market price (Min 20 pieces)

Grand Plateau de Fruits de Mer: \$175/\$250 (Serves 2-3 / 4-6)

## **Reception Displays**

**\*3LB serves 15 | 5LB serve 25 | 10LB serves 50\***

**Small serves 25 | Large Serves 50**

Cheese & Meats Display: 3lb: \$200 | 5lbs - \$365 | 10lbs - \$565

Steak & Cheese Display: 3lbs: \$200 | 5lbs: \$375 | 10lb \$500

Vegetable Display: Small- \$155; Large - \$260

Antipasti Display: 3lb | \$200 | 5lb - \$300 |

Fresh Fruit Display: Small, serves 25 - \$225; Large- \$395

Vegetable & Fresh Fruit Display: Small \$170; Large - \$325

## **Additional Displays**

Spinach Dip for 25: \$135

Poutine Bar for 25: \$125

Crab Rangoon Dip for 25 | \$135

Guacamole with chips for 25 | \$125

## **Sweet Displays**

Cheesecake Dip with Fresh Fruit \$160

Assorted Chocolate Truffles - \$180

Mini Macaron Tower \$200

Croquembouche Tower \$350



# THE BAR AT MERTENS

**HOURLY OPEN BAR-** price per guest. Includes mixed drinks, beer, wine, soft drinks and water. Shots excluded. Minimum 20 guests, otherwise a fee of **/100** will be applied

	Premium	Elite	Rooftop
One hour	<b>30</b>	<b>42</b>	<b>45</b>
Two hours	<b>34</b>	<b>46</b>	<b>49</b>
Three hours	<b>37</b>	<b>48</b>	<b>51</b>
Four hours	<b>42</b>	<b>51</b>	<b>54</b>
Five hours	<b>51</b>	<b>59</b>	<b>62</b>

## **Beer/Wine Packages per hour**

	Basic	Premium
One hour	<b>25</b>	<b>32</b>
Two hour	<b>30</b>	<b>37</b>
Three hour	<b>35</b>	<b>42</b>
Four hour	<b>40</b>	<b>47</b>

**SPONSORED BAR BASED ON CONSUMPTION-** price per drink. Charges based on actual drinks ordered. Some mixers will incur additional costs. Spirits can also be charged by brand. Our event team can help select the brands that will be available for your guests. We are pleased to stock your personalized bar based on your specific preferences and budget among Mertens extensive beverage menus. Shots excluded unless approved by management and host.

## Beverage by Consumption Options

- Option 1: \$13 max per drink
- Option 2: \$15 max per drink
- Option 3: \$17 max per drink
- Option 4: Open Menu

Mertens Rooftop sponsored bar often works well directly from the Mertens Rooftop menu. Special additions to the Rooftop menu can be accommodated for a charge.

**CASH BAR-** price per drink paid by each individual guest on separate checks. Guests pay at point of sale. Some mixers will incur additional costs.

**Non-Alcoholic Package** - Please indulge in some of the N/A wine, beer, mocktail, liquor like offerings that Mertens offers to their guests. Pricing is based on unique guest needs and is available under the same pricing for the Hourly bar and the rest will be al a carte. Special requests can be taken and pricing adjusted accordingly

\*All the above include fruit garnishes and basic mixers. Mixers that are not offered as standard on the menu or custom syrups are subject to upcharges.\*



# PHOTO SHOOTS

Special rates are not available for booking until 6 days before your date because we are primarily a restaurant and thus we are setup for our team to make a living and for the restaurant itself to make a living by booking restaurant-type events (as opposed to photo shoots) and so we must keep our spaces available for as long as possible for those that want to book restaurant-styled events.

We've also had guests try to plan entertainment events while having a photo shoot to try to take advantage of the low-rate. We're a small business with employees who rely on actual events for our living and we really want to keep this photo shoot available to the public to share the beauty of our space for photos; so we please ask you to book a photo shoot only if it is for a photo shoot and no other purpose

## How to Book and Terms & Conditions

- Photo shoots must be booked ahead of time through our event planner.
- We offer special photo shoot rates that are made available 6 days prior to your photo shoot date, based on availability at that time. Special rates are not available for booking until 6 days before your date because we are primarily a restaurant and thus we are setup for our team to make a living and for the restaurant itself to make a living by booking restaurant-type events (as opposed to photo shoots) and so we must keep our spaces available for as long as possible for those that want to book restaurant-styled events.
- Special Photo Shoot Rate: Only when booking within 6 days of your event, the rate is \$100 per hour per venue (min 1 hour per venue) + \$50 event fee if on the Rooftop. The rate and fee will be fully pre-paid at booking in order to hold the space. A 50% refund can be offered for Rooftop shoots in case of cancellation because of poor weather.
- The Rooftop event fee can be waived only if booked at a time that is adjacent to our regular hours
- There is typically no way to accommodate a late arrival, so please plan very carefully
- Bookings greater than 6-days from the shoot will be priced at the regular, prevailing private event rate



# THE DETAILS

**Beverage terms and conditions:** Mertens Hospitality, LLC as the licensee, is responsible for the administration of the sale and service of alcoholic beverages. • Mertens takes seriously its responsibility to serve alcohol with care and therefore reserves the right to refuse the service of alcoholic beverages at any time to anyone. • Alcoholic beverages cannot be served to anyone under the age of 21, and Mertens has the responsibility to request proper identification of any guest at any time. • Mertens reserves the right to discontinue alcoholic beverage service if underage alcohol consumption is identified and continues after the client and the client's guests have been advised to cease. • A Sponsored Bar is hosted by the client and is client is responsible for the cost of all drinks that are being consumed. • A Cash Bar is where the client's guests are responsible for purchasing drinks; client is still responsible for a bartender fee and for the event reaching the F&B minimum. Corkage fees for events is \$50 per bottle (wine only) and must be pre-approved by Mertens no later than 1-week prior to the event.

## **Food terms and conditions:**

~Breakfast available to be served before 10AM, Lunch and Breakfast served from 10AM to 3PM, Dinner after 3PM  
~Firm food and beverage pricing will be established three months prior to your event dates. • Food and beverage prices are currently subject to a 6% state tax and a 25% service charge. Taxes and service charges are subject to change without notice. • If your group is tax exempt, a copy of the Federal IRS 501C (3) or (4) certificate must be provided 14 days in advance. • Continental breakfast and break service does not include tableside service. • Plated meals with parties greater than 19 guests are required to deliver meal choice selections to the Mertens team 7 business days in advance of the event (i.e. a Friday event needs the count by the previous Friday, 7 calendar days prior); failure to do so will result in the Mertens team estimating selection percentages based on experience and no compensation will be offered if Mertens runs out of stock of an item as a result. • Buffets are stocked to the guaranteed guest count. Preferences, if any, for allocation of the options are required in writing 7 business days prior to the event. For example, if a filet mignon and salmon are the two main course selection for 100 total guests, the guest must tell us if they wish to have a split of, for example, 60 filet mignon and 40 sole filets. Buffets include a 10% overage of food for guest consumption. If no allocation is provided in time, the Mertens team will estimate selection percentages based on experience and no compensation will be offered if Mertens runs out of stock of an item as a result. • Vegan/vegetarian/special meals must be discussed in advance and finalized 7 business days prior to the event. • Meal indicators and other special indicators for guests must be provided by client. Beef prices and other commodity-driven priced items are subject to change versus what is published herein and final confirmation of pricing is 7-days prior to the event. In the event of price increase of more than 10%, the Company will provide documentation of the price increase.

## **Guarantees:**

When charges are made on a per person basis, a guaranteed attendance must be communicated by noon 12PM business 5 days prior to your function. Increases received after the guarantee cut off over 2% will be assessed a 20% premium per additional meal if they can be accommodated. • In the event a guarantee is not received, the original estimated attendance indicated on the event order will be prepared and billed. • Client will be charged the guarantee or the number of guests served, whichever is higher. This policy ensures that food preparation, staffing, and resources allocated to the event are fairly compensated. Special meal requests such as vegetarian, gluten-free or meals for guests with specific food allergies or restrictions must be requested ahead of time and included in your final guarantee submitted 5 business days in advance. Please provide the Mertens team with the individual guest name and special meal request. • Special meals will be assessed a 50% premium per meal versus the average meal cost for the event. ~Meals ordered on-site, if available, will be charged above and beyond the guaranteed number at a 50% premium to their normal pricing.

## **How we charge our event guests:**

The main driver of overall cost is usually a food and beverage minimum that will vary based on the season, day of week and time of day. Please inquire for the food & beverage minimum for the date(s) you are interested in. Conferences, weddings and other events that require a significant setup and take down may be subject to a larger event/logistics fee. • Tax, gratuity/service charges, parking, event fees and non F&B charges are not included in the food and beverage minimum. • 6% Michigan sales tax, 25% gratuity and service will be added to all other charges in the final bill.

## **Wedding ceremonies:**

Wedding ceremonies are charged a ceremony fee that is depending on the details of the ceremony, date of the week, etc. These can range from \$100-\$900.



**To reserve:**

A valid credit card must be kept on file and a deposit of \$100 or 20% of the F&B minimum, whichever is greater, shall be kept to reserve the space. For wedding ceremonies and/or receptions or for any event that requires a similar level of preparation: a valid credit card must be kept on file and a deposit of \$1,500 or 20% of the F&B minimum, whichever is greater, shall be kept to reserve the space. **Your date is not guaranteed until the deposit & this Mertens Event Contract is approved by you via this system and received by Mertens.**

**Payment:**

Payment in full for the minimum and additions the morning of the event and will be run by Mertens with the credit card on file. If payment is not made by noon for any reason, the event will be cancelled for non-payment and will be subject to the cancellation policy. Any remaining balance shall be due at the time of departure, failing to do so will generate a minimum \$100 service charge. Payment may be made by cashier's check, corporate check, cash or major credit card. We do not accept personal checks. Please make corporate checks payable to Mertens Hospitality, LLC. The guest will be financially responsible for any damage to the facility or building and for any extraordinary cleaning. Notice will be provided to the client within 3 days in such cases.

**Non-Rooftop cancellations:**

Cancellations 14 days or more prior to the event will result in the loss of the deposit. From 7-13 days, the deposit will be collected plus a \$250 charge. Any cancellations within 72 hours of the event will lose the deposit, will be charged a \$250 service charge and will be responsible for all the food and beverage and other costs directly associated with the event based on the final guaranteed attendance. Please see the Mertens Rooftop rooftop guide for specific Mertens Rooftop cancellation policies.

**Rooftop cancellations:**

Cancellations 14 days or more prior to the event will result in the loss of the deposit. From 7-13 days, the deposit will be collected plus a \$250 charge. Any cancellations within 72 hours of the event will lose the deposit, will be charged a \$250 service charge and be responsible for all the food and beverage and other costs directly associated with the event based on the final guaranteed attendance. Cancellations due to weather receive no additional consideration for the guest and thus due to the weather risk, it is required that guests also book another Mertens venue as a back-up to the Rooftop. When reserving another space as a back-up venue the guest will have the right to use the back-up space only if Rooftop is not used for their event. In the event that the back-up space is used, all terms and pricing and product choices shall remain the same as if the event were held at the Rooftop.

**More venue detail:**

EVENT GUESTS THAT ARE MAKING THEIR EVENT AVAILABLE TO THE PUBLIC, WHETHER FREE OR VIA CHARGING GUESTS, MUST DISCLOSE THIS TO MERTENS BEFORE BOOKING. ADDITIONAL QUESTIONS AND ARRANGEMENTS WILL NEED TO BE MADE IN SUCH CASES AND IN SOME CASES WE WILL NOT BE ABLE TO BOOK THE EVENT.

*For private events at Main Dining Room & Bar*

There will often be outside guests that enter the restaurant and dine at Fleur de Lis or Mertens Rooftop typically enter without traversing through the main areas of the Main Dining or the Bar, but pass through a hall to the elevator lobby. Such guests will use the same restrooms as Main Dining and the Bar, but will typically not cross into the private event space.

*For private events at Fleur de Lis:*

Fleur de Lis can be setup as a completely private dining space if desired by the client. Please note though that outside guests will likely be using the same restrooms and guests may also be using the Cafe via its separate entrance; though Bakery guests will often not be permitted to use Café seating during Fleur de Lis private events.

**Menus:**

All food and beverage must be supplied by Mertens. With prior permission of management only, due to health code regulations, guests may bring in items that have only been produced by a duly licensed establishment; a receipt must be provided. There will be a \$3 charge per guest per item for each outside portion that is permitted to be consumed at Mertens. Corkage fee for wine at \$45/bottle and only with written approval of management prior to event.