

Guidelines & Booking

INFORMATION

Guest Count:

A guaranteed guest count is required 2 days prior to your scheduled event. It will be your responsibility to contact us with this guarantee. If the guarantee is not received, we'll prepare a charge for the highest estimated guest count.

Menu Arrangements:

Your menu selection is determined with our Event Planner 14 days prior to your scheduled event. It will be your responsibility to contact us with your menu selection.

Deposits, Fees & Taxes:

Our Event Planner will discuss with you if any deposits are required to reserve your event. The State of Michigan requires 6% sales tax to be applied to your total food and beverage purchase including service charges and any equipment rentals.

Gratuity:

According to federal law, gratuity may not be added automatically. Your Event Planner will discuss this with you prior to your event.

Payments and Corporate Accounts:

Payment for your event can be made with cash or credit card. We accept Visa, Master Card, Discover and American Express.

For corporate accounts, we accommodate after an approved client application, which must be secured 10 days prior to your event. We require all corporate events be paid net 30 days and a service fee of 1.5% will be added to past-due invoice each month.

Guaranteed Pricing:

Food and beverage prices are subject to change due to market conditions. Menu prices will be guaranteed 60 days prior to your event. In addition, Pietro's reserves the right to make a policy change in good faith within a 60 day notice.

Cancellations:

Should a cancellation be necessary, your room rental fee is non-refundable.

Additional Arrangements:

We will not be responsible for food quality or temperature fluctuations due to delays of 30 minutes or more within the scheduled food service start time.

A \$1 per person cake cutting fee is required. This fee includes china plate, dessert fork and service staff for cake presentations.

6% Michigan Sales Tax will be Included.