

Catering Menu

In this section you will find complete menus and general information regarding the banquet rooms. The large room seats 275 people while our two smaller rooms seat 150 people each. We also have 3 smaller semi-private rooms that seat from 25 to 75 persons comfortably, making this an excellent choice for business meetings, club meetings, showers and parties.

Our chefs offer flexible menus with buffet and plated style dinners, as well as a variety of appetizers and hors d'oeuvres. I will be able to discuss your individual needs and provide the guidance necessary for a well-organized event.

Most important, our 20 plus years of experience in the catering business will ensure your event is a pleasant and memorable experience. Please call to arrange a tour of our facility and to discuss your catering needs. Again, thank you for considering Bay City in your decision.

Deposits and Cancellations

A deposit is required to hold all banquet dates. For events larger than 50 people a \$500 deposit is required. For events less than 50 people a \$300 deposit is required. Any cancellation or rescheduling received less than 6 months prior to the scheduled event will result in the loss of the deposit. Wedding receptions required a 50% non-refundable deposit no later than 6 months prior to the day of the function, 3 months prior to the function 75% of estimated total should be paid. These payments are based upon the estimated minimum number of guests and menu selection at the time of the 6 month payment. The estimated balance of the cost of the affair (based upon the finalized menu and the estimated guest count) is required 1 week prior to the date of the function. All payments are non-refundable and non-transferable.

Guaranteed Counts

A guaranteed number of attending guests must be given to Bay City no later than seven (7) days prior to the event. This guaranteed total must come within 20% of the estimated amount and will be used as the billing amount, even if fewer guests attend. Bay City reserves the right to re-assign rooms based on estimated counts and final counts. Room charges may apply if counts are substantially lower. Guests in excess of the guaranteed number must be paid for on the evening of the event.

Prices and Payments

The prices of the meals do not include a 6% Pennsylvania sales tax or 18% gratuity. Due to market fluctuations all prices are subject to change until 7 days prior to the event. With the exceptions of weddings, payment for all contracted events is expected the day of the function unless arrangements have been made. Payments options include cash, personal check (a credit card number is required for back-up), or a credit card. A 4% handling fee will be applied if using a credit card for payment. All wedding receptions must be paid in full 7 days prior to the event.

No outside food or beverage is permitted. All remaining food is the property of Bay City and cannot be taken off the premises.

Room Times

Our rooms are based on a 4 hour time period. Additional time can be purchased for \$200 per hour. There is a discount given for wedding receptions scheduled in the early afternoon on Saturdays and on Fridays and Sundays.

Special Services

Additional services such as flowers, balloons, custom linens, and entertainment are available upon request. Additional charges may apply for these services.