



# THE RESERVE

325 SOUTH ETON • BIRMINGHAM, MICHIGAN 48009 • (248) 647-1290 • FAX (248) 647-1289

## BANQUET CONTRACT

THANK YOU FOR JOINING US FOR YOUR SPECIAL CELEBRATION.

Please guarantee this reservation with a credit card number and signature. The deposit payment of 10% of the estimated cost of your event (minimum of \$1000.00) will be processed immediately. **Please Note: The Deposit Is Non-Refundable**

Please fill this form out completely and fax back to: (248) 647-1289

Name \_\_\_\_\_

Company Name and/or Function \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number (Day) \_\_\_\_\_ (Eve) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Fax Number \_\_\_\_\_ E-mail \_\_\_\_\_

Date of Party \_\_\_\_\_ Time of Function \_\_\_\_\_

Number of Guests Attending \_\_\_\_\_ Children (if any) \_\_\_\_\_

Credit Card # \_\_\_\_\_ Type of Card \_\_\_\_\_

Name as Appears on Card \_\_\_\_\_ Exp Date \_\_\_\_\_

*The undersigned acknowledges and accepts this contract and all stipulations, and agrees to comply with the same.*

Signature \_\_\_\_\_ Date \_\_\_\_\_



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## CATERING POLICIES & PROCEDURES

The following policies explain the basic guidelines for The Reserve and will assist you in the planning stages of your event. Specific details pertaining to menu selections, room and table arrangements, entertainment and other matters will be discussed and established prior to the event. Every effort will be made by the Staff and Management of The Reserve to ensure a successful event. A well planned and successful event requires a review of the following policies.

### 1. ROOM RENTAL CHARGES:

The Grand Reserve \$1000.00  
The Sterling Room \$500.00  
The Silver Oak Room \$500.00

### 2. PREVAILING LAWS

All Federal, state and local laws with regard to food and beverage purchase and consumption are strictly adhered to. The Reserve reserves the right to inspect and regulate all private meetings, banquets and receptions in accordance with established policies and laws.

### 3. FOOD AND BEVERAGE

The Reserve must provide all food and beverage, with the exception of special occasion cakes. A \$2.50 per person cutting and serving fee will apply.

### 4. ADVANCE PAYMENT:

For all general events, a deposit equal to 10% (a minimum of \$1000.00) of the estimated cost shall be paid to The Reserve at the time of signing the contract. We require up to 50% of the estimated total three (3) months prior to the function date and that 100% of the remaining estimated bill be paid no later than seven (7) working days prior to the function date. Any remaining balance is due in full at the conclusion of the event.

### 5. DEPOSIT POLICY:

All deposits are non-refundable.

### 6. CORPORATE CREDIT APPLICATION:

All credit applications for corporate function must be received and approved no later than thirty (30) days prior to the function date. Advance payment of fifty percent (50%) of the estimated master account will be due at that time. Payment will be required upon receipt of the billing statement.

### 7. SERVICE CHARGES AND SALES TAX

A twenty percent (20%) service charge will be applied to all food and beverage revenue. The six percent (6%) sales tax (or current tax rate) will be applied to all food and beverage charges. Groups requesting tax exemption must submit a tax exempt certificate thirty (30) days prior to the function date, or tax will be applied to the final bill and will not be refunded. (Further information will be supplied to our tax-exempt customers.)

### 8. FUNCTION SPACE GUARANTEE

To confirm function space on a definite basis, the group must provide The Reserve with written authorization on The Reserve contract or a confirmed Banquet Event Order. The Reserve reserves the right to release function space which has not been confirmed in writing or for which no deposit has been received.

### 9. BANQUET SET

Confirmation of the final number of attendees of any function must be submitted to the catering Department no later than **seventy-two (72) hours** prior to the function date. The Reserve will be prepared to serve five percent (5%) in excess of the guarantee. Should the guarantee exceed five percent (5%) of the original estimated number of attendees, The Reserve reserves the right to make a substitution for the original entrée ordered. All charges will be based upon the final guarantee, or the actual number of guest served, whichever is larger. If the required final count guarantee is not submitted to the Catering department, the original attendee figure on the banquet Event Order will be considered the final count. Guarantees for events on Monday or Tuesday will be required by 12:00pm on Wednesday of the previous week.

### 10. MENU SELECTIONS

All menu selections shall be considered definite and not subject to change seven (7) working days prior to the function date. Items listed on our menus are by no means the only items available. The Reserve Catering Representative will be most willing to discuss alternate menu selections specially requested for your event.

### 11. SERVICE FEES

Coatroom service is available at a charge of \$2.00 per garment and is based on the final guarantee. Valet parking is available at the current rate and is based on the final guarantee. Culinary chefs for food station presentations are available for \$75.00 per chef. Bathroom attendants are available for \$75.00 each for entire events. Box delivery and storage is available for \$2.00 per box.



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## CATERING POLICIES & PROCEDURES (CONT.)

### 12. MARKET FLUCTUATIONS

All prices are subject to change due to market fluctuations, unless such prices are confirmed in writing. Confirmed prices will be quoted no more than one hundred eighty (180) days prior to the scheduled function.

### 13. LIQUOR SERVICE

Open Bar: All charges incurred in relation to bar sales will be the responsibility of the group or individual hosting the event. The Reserve facility reserves the right to refuse service to any minor, or person who cannot provide proof of age, per Michigan State law. The Reserve, at its own discretion, may discontinue beverage service if Michigan laws are not obeyed.

### 14. PACKAGES AND SHIPPING

Due to limited storage space, materials cannot be received at The Reserve more than two (2) days prior to the meeting/event. The Reserve does not at any time guarantee the security of any items left in the function rooms or stored on site. Loss or damage to group displays, decorations, or other property brought into The Reserve will be the sole responsibility of the group, with The Reserve assuming no liability.

### 15. ELECTRICAL

Electrical requirements for meetings and exhibits must be discussed in advance to ensure that the proper number of outlets and power is provided. Additional power must be reserved through our Catering Department. For display set-ups, arrangements must be made in advance for rental of electrical equipment.

### 16. AUDIO-VISUAL

The Reserve can provide any audio-visual requirements, at an additional cost. The Reserve must be notified in advance of any outside company or producer coming on property, and reserve the right to advance approval, restrict or deny.

### 17. TELEPHONE

Should your group require a house phone, DID phone, speakerphone or conference call, these needs will be coordinated in advance. Audio-Visual Services will coordinate and pricing is included for your review.

### 18. CONDUCT:

The host is responsible for the conduct of all persons in attendance and for any damages incurred upon The Reserve or its guests by individuals associated with or representing the group's organization.

### 19. ACT OF GOD

If, for reasons beyond our control, including but not limited to, labor strikes, accidents, government restrictions or regulation on travel, acts of war or acts of god, The Reserve is unable to perform its obligations, then such non-performance is excused with no other liability upon return of deposit. In no event shall The Reserve be liable for consequential damages for any reason whatsoever.

### 20. SECURITY

The Reserve requires security personnel for all groups whose size, program or nature indicates such need, at the sole discretion of The Reserve Management. The Security Company hired is at the discretion of the group, and must be a reputable and licensed guard or security agency approved by The Reserve Management. If the Security Company contracted by the group does not meet The Reserve's requirements, The Reserve at the group's expense shall contract additional security services.

### 21. SIGN POLICY

All signs must be professionally printed or painted, and must be approved through the Catering Department. No pins, tacks or adhesives of any kind are permitted on any of The Reserve walls or doors.

I acknowledge the receipt and review of The Catering Polices & Procedures

Signature \_\_\_\_\_ Date \_\_\_\_\_



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## LOCATION

