



# 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 \$1,000 for an event held on Monday, Tuesday, Wednesday or Thursday OR

\$2,500 for an event held on Friday, Saturday or Sunday will be processed immediately.

**Please Note: The Deposit Is Non-Refundable. Any payments made prior to the event are also non-refundable.**

Please fill this form out completely and fax back to: (248) 647-1289 or email back to your Catering Manager.

Name \_\_\_\_\_

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

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

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

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

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

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

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

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

*The undersigned acknowledges and accepts this contract and all stipulations, and agrees to comply with the same. This contract and all attachments constitute the entire contract between the parties with respect to the subject matter hereof and shall supercede all previous proposals, both oral and written, negotiations, representations, commitments and other communications between the group and The Reserve. If this contract and confirmation letter have not been signed and returned by the due date listed on the confirmation letter all meeting space will be released for resale.*

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



# THE RESERVE

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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.

### ROOM RENTAL CHARGES:

#### **The Grand Reserve**

Daytime: Monday-Friday \$500

Evening: Monday-Friday, Saturday and Sunday \$1,500

**Ceremony Fee:** \$500 (Includes: Ceremony coordinator, one scheduled rehearsal walk-through (one hour) prior to your wedding day, ceremony chair handling and access to the grounds for photos)

### 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.

### FOOD AND BEVERAGE:

The Reserve must provide all food and beverage. No shots or double pours will be served at the bar. Please inform The Reserve at least two weeks prior to your event if there are any dietary restrictions or food allergies. If this information is not communicated to us two weeks prior The Reserve is not liable.

#### **Food and Beverage Minimums:**

Monday-Thursday: Daytime \$2,500 / Evening \$4,000

Friday: Daytime \$2,500 / Evening \$8,000

Saturday: Daytime \$5,000 / Evening \$10,000

Sunday: Daytime \$10,000 / Evening \$15,000

### ADVANCE PAYMENT:

For all general events, a deposit of \$1,000 for an event held Monday-Thursday or \$2,500 for an event held on Friday, Saturday or Sunday shall be paid to The Reserve. A signed contract must be provided at the time to secure the date.

We require 50% of the estimated bill total four (4) months prior to the function date and 100% of the remaining estimated bill be paid no later than ten (10) working days prior to the function date. Any remaining balance is due in full upon the conclusion of the event.

### SECURING THE DATE:

The Reserve will place a complimentary one week hold with no obligation on the date of your choice. Your date will be permanently secured and considered definite upon payment of the deposit and signed contract. After one week, the date will be released if deposit and signed contract have not been received.

### SERVICE CHARGES AND SALES TAX:

A twenty percent (21%) 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. State tax is also applied to service charge. **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.**

### DEPOSIT POLICY AND EVENT CANCELLATION:

**All deposits and advanced payments are non-refundable.** Should your event cancel or significantly decrease your contracted food and beverage, liquidated damages will be provided to The Reserve based upon the following schedule:

**From date of acceptance to four months prior:** Fifty percent of the contracted minimum revenue requirements.

**Within ten business days:** One hundred percent of the contracted minimum revenue requirements.

It is understood that The Reserve will make reasonable efforts to re-sell cancelled functions and will credit any revenues due for re-sold food and beverage.

**Should client book less than six months prior to the event date, 50% of the food and beverage minimum will be due as a deposit upon booking.**

### BANQUET SET:

Confirmation of the final number of attendees of any function must be submitted to the Catering Department no later than **14 business days** prior to the function date. **The guest count can be increased after this date, but not decreased.**

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.

### MENU SELECTIONS:

All menus must be finalized thirty (30) days prior to your event. All menu selections shall be considered definite and not subject to change ten (10) working days prior to the function date.

Once selections are finalized, a banquet event order will be provided and must be signed by client no later than 5 days prior to the event.

Items listed on our menus are by no means the only items available. The Reserve Catering Manager will be most willing to discuss alternate menu selections specially requested for your event.

### MENU PRICING:

Menu pricing is subject to change. Pricing will be quoted no more than one hundred twenty (120) days prior to the scheduled function.

# CATERING POLICIES & PROCEDURES (CONT.)

## SERVICE FEES:

Coatroom service is available at a charge of \$100 per coatroom attendant. Coatroom attendants are required for all events booked September through May. Culinary chefs for food station presentations are available for \$100 per chef. A Valet Service Fee (TBD) is mandatory for each event based on the number of people attending the event. There is no self-parking available on premise. A \$200 Restroom Sanitizing Fee is mandatory for each event. These fees will be added to the bill.

We will put out your escort/place cards, favors, toasting flutes, cake knife and server, menu cards, guest book and pen and card box for a charge of \$250. All items must be labeled, and place cards must be alphabetized before drop off.

**Escort cards are required if more than one entrée is selected or there are any guests with food allergies or dietary restrictions.** The Entrée and dietary restrictions are to be noted with a specific symbol OR color on each escort card and a key pertaining to the symbols must be provided to The Reserve. **The Reserve also asks the host of the event to provide a list of dietary restrictions and what table they will be seated at ten (10) days prior to the event.**

## 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. No shots or double pours will be served at the bar. The Reserve, at its own discretion, may discontinue beverage service if Michigan laws are not obeyed.

## 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.

## 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 setups, arrangements must be made in advance for rental of electrical equipment.

## 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.

## TELEPHONE:

Should your group require a house phone, DID phone, speakerphone or conference call, these needs will be coordinated in advance by an outside company at an additional cost.

## 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.

## 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.

## 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.

## SIGN POLICY AND DECORATIONS

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.

**Flowers, balloons or any other decorations are not provided by The Reserve and are subject to our approval. No taper candles, confetti type decor, glitter, sand, fog or smoke machines or fake snow is allowed.**

## GIFTS AND PERSONAL ITEMS:

The Reserve is not responsible for any personal items, gifts and/or gift envelopes brought into the building. It is the responsibility of the contracted party to secure any personal items or gifts and remove them after their event.

## TENT USE:

The use of the tent connected to The Reserve is included in the rental fee. The tent is used year round as the pavers in the tent are heated. The tent is not able to maintain the heated temperature if the temperature outside is below zero. In no event shall The Reserve be liable if the tent cannot be used due to the weather.

## WEDDING CEREMONIES:

Wedding Ceremonies may be held in the tent or ballroom. A ceremony fee of \$500 includes a ceremony coordinator, one scheduled rehearsal (one hour) prior to your wedding day, ceremony chair handling and access to the grounds for photos. A ceremony held in the tent accommodates a maximum of 100 guests. The Reserve does not supply a sound system for outdoor ceremonies. Arrangements must be made through an outside vendor.

**Taping or hanging items from the walls or ceiling is not permitted.**

**Audio/Visual cords must be taped to the floor using gaffers tape.**

**All signage must be approved.**

**All candles must be encased in glass.**

**I acknowledge the receipt and review of The Catering Policies & Procedures.**

Patron's Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Event Date: \_\_\_\_\_ Sales Manager Signature: \_\_\_\_\_



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## LOCATION

