

WHITEFISH LAKE GOLF CLUB

LOON'S NEST BANQUET CENTER

2241 Bass Lake Rd NW

Pierson, MI 4939

Phone: (616) 636-5260

website: loonsnestbanquet.com

Banquet Contract

Event Date: _____ Arrival Time: _____

Whitefish Lake Golf Club (Lessor) _____ and _____

(Lessee)

Thank you for choosing Loon's Nest Banquet Center for your special event. Our professional staff will do its utmost to provide you with personalized service and will be delighted to discuss any ideas with you to meet the quality and requirements you may have for your function.

Banquet Information and Policies for Events

Reservations:

1. Banquet rooms and meeting rooms are reserved by management by calling the above telephone numbers. Scheduled times can be arranged to meet to show you banquet rooms.
2. All arrangements for menus and other details must be finalized with management two weeks prior to your scheduled event.
3. Whitefish Lake Golf Club and Loon's Nest Banquet Center is a non-smoking facility.

Food and Beverages:

1. In accordance with Michigan State Health, Food License and Liquor License laws, ALL food and beverages must be provided by Whitefish Lake Golf Club and Loon's Nest Banquet Center, with the exception of specialty cakes/desserts. Lessees are responsible for providing their own plastic plates, forks and napkins for specialty cakes/desserts. Loon's Nest Banquet Center can provide these for an additional cost of \$1.75 per person. Any food and beverages not consumed are NOT permitted to leave the premises, for health and safety reasons and due to state regulations.
2. All food and beverages sales are subject to the current Michigan State Sales Tax rate and an 18% Gratuity charge for staff working the Event.
3. Any perishable foods at appetizer parties or banquets will be removed after three hours. Also will Not be allowed to leave the facility due to Michigan State health and safety laws.
4. The banquet room must be vacated by __:__ AM/PM. Including the Lessees decorations, cake/ dessert, vendors, guests and lessees themselves. Last call will be given at __:__ AM/PM unless stated otherwise. All DJ's or vendors must be finished by __:__ AM/PM . Afternoon banquets and meetings must be vacated by __:__ AM/PM unless previous arrangements have been made with management and agreed upon and signed on additional contract.

5. Any additional services needed for example Cake Cutting is an additional charge and must be discussed prior to Event.

Decorations:

1. Decorations must be coordinated with management and must meet fire regulations.
2. Items are not to be taped or tacked on walls, ceilings, or surfaces. State fire regulations require that all materials be free-standing.
3. Confetti and glitter are NOT allowed.
4. All candles are required to be glass-enclosed. NO open flames will be allowed.
5. Decorating can be done starting the day before your event, Or if no other Events are scheduled during the week of your event and is coordinated with management will be allowed to have access that week leading up to your event. Whitefish Lake Golf & Grill or employees will be held responsible for any damages or losses of any merchandise or articles left in banquet hall prior to following the scheduled event.

Outside Services:

1. All performers and other entertainment must be cleared with the Whitefish Lake Golf Club management. All entertainment should end by __:___ AM/PM.
2. Musicians, DJ's, photographers, etc. will be booked by the person in charge of each event (the Lessee or Lessees) and will be solely his/her responsibility.
3. Any sound systems needed for any event will be booked by the Lessee or Lessees. Including outdoor music or microphones, extension Cords, power strips Etc. Whitefish Lake Golf Club does have a sound system and is willing to work with the Lessee, Lessees on any additional music, CDs etc possibly needed to be used, but no guarantees on set up and how the system works.

Payment:

1. All payments must be made in cash, check (with drivers license information), cashier's check, or credit card. Any payments made with Check, if bounced you are subject to pay the fee along with the payment that was trying to be made in another form of payment.
2. Six months prior to your event, 50% of the estimated billing is due. Parties booked less than six months can be worked out with management for advance payments.
3. two weeks prior to your event, the remaining 50% of your balance is due based upon your confirmed number of guests.
4. Any additional costs will be made the day prior of your Event. If Liquor is being kept track of and needed to be paid at end of night a credit card must be obtained prior to the event and will NOT be charged until final count/price has been informed to the Credit Card holder.
5. Whitefish Lake Golf Club does not direct bill.

Guarantees:

1. Food and beverage prices are subject to change due to market conditions. Menu prices will be guaranteed sixty days prior to your event.

2. Your guaranteed attendance is required two weeks in advance of your event when final payment is being made. Please contact your event manager/coordinator for your confirmation and final payment arrangements. If we are unable to obtain a guaranteed count from you, we will use the highest estimated number of guests provided as the final count for room set-up, food preparation, and billing.

3. Your guaranteed count is your minimum charge and guarantees may not decrease. If you have additional attendance, you will be charged for the extra guests. Our banquet supervisor will confirm attendance with your designated representative at the time of the event.

Liability:

1. Whitefish Lake Golf Club reserves the right to inspect and control all private functions. liability for damage to the premises will be the responsibility of and charged to the sponsoring organization. The party in charge of the function is responsible for the conduct of all who attend.

2. Whitefish Golf Club will not assume responsibility for the damage or loss of any merchandise or articles left in banquet room prior to or following the scheduled event.

3. Whitefish Lake Golf Club may require a property damage deposit for various functions. This damage deposit is totally unrelated to the deposit required to reserve any event space. Pending the result of a full inspection of the banquet room and related areas, all or a portion of the deposit will be returned via mail to the group.

4. We offer a wide variety of beverages to complement your function. We cannot serve alcohol to anyone under the age of 21. If there is a question of age, picture ID will be required. We reserve the right to refuse to serve to any guest an alcoholic beverage if it has been determined the guest may be intoxicated. The liquor commission forbids any alcoholic beverages be brought onto these premises. Failure to adhere to the above regulations will result in the confiscation of the product.

5. When two plate entrees are selected, you must confirm specific amounts of each entree and denote each person's choice to our service staff at the time of confirmation and payment (a count should be finalized 2 weeks in advance to confirm how many each entree is requested). Our staff will assist you in providing visual designation for what each guest is to receive. (i.e. color tickets, name tag colors or assigned seating).

7. Whitefish Lake Golf Club and Loon's Nest Banquet Center would be glad to provide tailored menus. All menu prices are listed as a per person charge plus sales tax and service charge.

Deposit:

1. A non-refundable deposit of \$250.00 is required at the time you book your event. The deposit will be applied to your final bill.

2. Whitefish Lake Golf Club and Loons Nest Banquet Center reserves the right to request an additional deposit.

Cancellations

1. Deposits will be refunded only if the banquet room can be reserved with another comparable party for the same date by the lessee.

Room Assignment:

Rooms are booked according to anticipated guaranteed number of guests. If there are fluctuations in the confirmed attendance, Whitefish Lake Golf Club and Loon's Nest Banquet Center Reserves the right to reassign the room.

Reservation Fee-Room charges:

1. The reservation Fee includes China, Silverware, Coat Rack, Restrooms, Stairs, Elevator, dinner napkins (not linen), and the Room/Area being utilized.

Loon's Nest Banquet Center (downstairs) \$700.00 180 Guests Maximum

(including outdoor patio seating 60 guest and outdoor lawn area).

*Set-Up, Take-Down and Cleaning Fee \$200.00

Sunset Room (not available for weddings) \$100.00 See Below 50 Guests

(including outdoor patio seating additional 25 guest)

(Price Subject to change in accordance to type of event (Family dinner, Lunch ins etc)

Anything less than 3 hours is \$100 charge for private party. Anything over 3 hours is \$250 room charge.)

Ceremony Only

Loon's Nest banquet Center outdoors/front pond \$500 Ceremony Only

\$200 If Reception is held here following ceremony

2. The above rooms are available for meetings also. Room rental for meetings are based upon the day, length of time, and space needed.

3. The white linens are \$4.00 per linen (additional linens needed will be charged day of event if more are used than attended) Different color linens and additional skirting for other tables are available for an additional charge.

4. An additional \$100.00 or more may be assessed, under Whitefish Lake Golf Club's discretion if more than the standard clean-up is required.

Tax Exemption:

At time of the booking, a copy of a tax exempt certificate for the State of Michigan must be submitted in order for tax exemption to occur.

Non-Performance:

The Lessor shall not be responsible for any damages, including liquidated damages provided for above, if the Lessor is unable to perform its obligations under this agreement for any reason beyond its control, including but not limited to strikes, labor disputes, flood, accidents, fire, government requisitions, or regulations on commodities or supplies, acts of war or acts of God and such non-performance is excused. The Lessor shall, however, be responsible for returning client's deposit or payment, if any. This paragraph does not apply in the event of cancellation that is attributed to a cause that is within the control of the Lessor.

Miscellaneous Regulations:

1. No consumption of any food or alcoholic beverages by band, Dj, Florist, Bakery, or photographer is allowed, unless they are part of the prepaid final head count.

2. Band and Dj must wear appropriate attire.

3. Band, Dj, Florists, bakery and any other vendor must supply their own equipment.

4. No confetti, tape, pins, or staples are allowed.
5. Candles are allowed only with glass enclosure.
6. Decorations, deliveries, and other preparation arrangements need to be made are the discretion of the Lessor.
7. Bubble and/or fog machines are not allowed inside or outside. Bird seed outside on the property is allowed.
8. The Lessee agrees not to transfer or sublet the premises without the Lessor's approval.

Signature of Lessee:

Date:

Print Name: _____

Phone Number: _____

Address: _____

City: _____

State: _____ Zip Code: _____ Drivers License #: _____

E-mail: _____

Representative of Lessor's Signature and printed name:

Date: _____
