



AT WHITEFISH

2241 Bass Lake Rd,
Pierson, MI 49339
(616)383-9560
eventsatwhitefish@gmail.com

Event Contract

Thank you for choosing Events at Whitefish for your special event! Please read the following agreement carefully before signing. This contract is binding to all the terms and conditions set forth.

Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____
 Alternate Contact: _____ Phone: _____
 Date of Event: _____ Time of Event: _____ Number of Guests: _____
 Type of Event: _____

Print Name: _____ Signature: _____
 Date: _____

The following policies explain the basic guidelines for Events at Whitefish and will assist you in the planning stages of your event. Room and table arrangements will be discussed and established at least 2 weeks prior to event. Our professional staff at Events at Whitefish will make every effort to ensure a successful and beautiful event. In order to help achieve this please review the following policies and procedures.

For Event Coordinator Use

Rental Fee: _____ Type of Payment: _____ Date of Payment: _____
 Events at Whitefish Coordinator Printed Name: _____
 Signature: _____ Date: _____



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Rental Charges: Prices subject to change based on event or holiday dates

Seating for approximately 180 guests, 300 guests with tent rental

Friday, Saturday & Sunday Rentals: \$1500 for weddings \$500 for other events

Monday-Thursday Rentals: \$1000 for weddings \$350 for other events

To secure the desired date, room rental without tax will act as the **non-refundable** deposit. In the event of a cancellation, customer will provide notice of cancellation in writing. Any event cancelled within 30 days of event date will be subject to 100% cancellation fee based on the total cost of event, including catering and service charges.

Catering

In accordance with Michigan State Health, Food License and Liquor License laws, ALL food and beverages must be provided by Whitefish Lake Golf & Grill, with the exception of specialty cakes/desserts. Any food and beverages not consumed are NOT permitted to leave the premises, for health and safety reasons and due to state regulations.

Service Charges & Pricing

All food and beverages sales are subject to the current six percent (6%) Michigan State Sales Tax rate and a twenty percent (20%) service charge for staff working the Event. Groups requesting tax exemption must provide a tax exemption certification thirty days prior to date of event, or tax will be applied to the final bill and **will not be refunded**. All prices are guaranteed 90 days prior to date of event.

Guarantee & Payments

Minimum guaranteed attendance must be received 2 weeks prior to event. You will be charged for the actual number or the guarantee, whichever is greater. Customer will pay Whitefish directly for all event costs, unless otherwise specified. Final Payment is due 2 weeks prior to event, this includes any rental charges, total catering bill, service charge and tax. In the event of an open bar, the bar total will be



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calculated at the end of event and will be paid for that night, including a twenty percent (20%) service charge.

Alcohol Policies

Whitefish Golf & Grill abides by all Federal, State, and local health and liquor control laws. Whitefish Gold & Grill will require proof of legal drinking age before serving alcohol to any guest. Consumption of alcohol by any person under the age of twenty one (21) will be grounds for immediate termination of your event. Excessive alcohol consumption by anyone will not be tolerated and will lead to their removal and/or closing down of the event. Any abusive or disruptive behavior, damage to facility or equipment, may be grounds for immediate termination of the event as determined by Whitefish Lake Golf & Grill management.

Outside Vendors

Events at Whitefish reserves the right to approve all outside vendors. This includes but is not limited to florists, DJ's, photographers, decorators, event coordinators, bands, ect. Client must provide a list of all outside vendors in writing at least 2 weeks prior to event. Please include any special instructions, such as DJ table, chairs, linens skirting, extension cords, location of DJ band, time of arrival/set up. All vendors are solely the responsibility of the client. If your outside vendors will be eating, please include them in your final count.

Timeline & Decorations

The banquet room must be vacated by 11:30 PM. Including the decorations, cake/dessert, vendors, guests and lessees themselves. Last call will be given at 10:30 PM unless stated otherwise. All DJ's or vendors must be finished by 10:45 PM. Decorations must be coordinated with management and must meet fire regulations. Items are not to be taped or tacked on walls, ceilings, or surfaces. State fire regulations require that all materials be free-standing. Confetti and glitter are NOT allowed. All candles are required to be glass-enclosed. NO open flames will be allowed. Decorating can be done 2 hours 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 the day prior to your event. Whitefish Lake Golf & Grill or employees will not be held responsible for any damages or losses of any merchandise or articles left in banquet hall prior



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to the scheduled event. Use of any decorations that are not allowed will result in a \$50 extra non compliance fee. A \$50 fee will be added per half hour that guests stay after designated end time.

Liability & Damages

Events at Whitefish reserves the right to control and inspect all private functions. If Events at Whitefish management believes additional security is needed for your function, arrangements will be made at the customers expense. Liability for any damage to the premises including banquet room, golf course, golf carts ect. Will be charged to the client. The person(s) in charge of the function are responsible for the conduct of all those in attendance. Smoking is not permitted in any part of Whitefish Golf & Grill. Whitefish Lake Golf & Grill or employees will not be held responsible for any damages or losses of any merchandise or articles left in banquet hall prior or following the scheduled event.

Collection Costs

Client agrees that, in the event litigation or court action is commenced or Whitefish Golf & Grill incurs costs or attorney fees to collect fees due from the client, the client will be responsible for all actual costs and attorney fees incurred regardless of the outcome of such litigation or court action.

Excused Non Performance

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, Whitefish Golf & Grill and/or Events at Whitefish is unable to perform its obligations, then such non-performance is excused with no other liability upon return of deposit. In no event shall Whitefish Golf & Grill be liable for consequential damages for any reason whatsoever.



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