

Ann Arbor City Club
Banquet and Catering Policies

Reservations and Deposits

To secure the date of your function a deposit of \$1,000.00 is required. This deposit is refunded to the client within thirty (30) days following the event, barring any damages to the Club. Should the event cancel within 180 days of the event the deposit will be non-refundable.

Membership

You must be a current member in good standing of the City Club or purchase a guest membership prior to holding an event at the City Club. A guest membership is valid for a period of ninety (90) days that includes the event date. The guest membership allows you to utilize the Club's Dining Room and Pub during the membership period. Usage will be billed on a monthly basis.

Current membership rates are as follows:

Full Single Membership \$725.00 plus quarterly dining minimum
Full Couples or Family \$900.00 plus quarterly dining minimum
Membership
Guest Membership \$350.00

Guarantee

A final count of guests attending the event is required no later than five (5) business days prior to the event. If a final count is not received by the indicated deadline (five business days) the number of guests given originally when the event was booked will serve as the guarantee and the client will be charged accordingly. The Ann Arbor City Club will be prepared to serve five percent (5%) over the guaranteed number. Final billing will show the actual number of guests attended over and above the guarantee.

Non-Performance

Any client, member or guest member, will hold the Ann Arbor City Club harmless and not liable for any accident, mishap, food poisoning, catastrophe, or other occurrence that may result in a claim of liability being filed against the Club.

Taxes and Service Charges

A six percent (6%) tax and a twenty-two percent (22%) service charge will be charged on all events held at the Ann Arbor City Club. Any equipment that is rented by our preferred vendors will have a fifteen percent (15%) service charge included on that bill. Due to the fluctuating and seasonality of the food and beverage market some prices may change without notice. We will inform you of any changes before your final selections are made.

Liability

The Ann Arbor City Club is not responsible for loss or damage to any merchandise, articles or valuables of the host or the hosts' guests during or following to any function.

Proper Conduct

The client(s) is solely responsible for any and all damages that occur to the Ann Arbor City Club facility. The deposit may be used to repair, replace or restore the Ann Arbor City Club back to its original condition at the discretion on the General Manager.

Guest Dress Code

Proper attire is required. Shirts and shoes must be worn "at all times".

Food and Beverages

All food and beverages must be purchased from the Ann Arbor City Club with the exception of specialty cakes and pastries which may be purchased from an outside licensed baker. The Ann Arbor City Club must comply with the State of Michigan liquor laws and reserves the right to refuse service to any person underage or to discontinue service to anyone who appears intoxicated.

Facility Fees

	<u>Full Member</u>	<u>Guest Member</u>
Main Ballroom	\$500.00	\$1,000.00
Complete use of Facility and Grounds	\$850.00	\$1,700.00

All events are scheduled for up to six (6) hours. Additional time may be purchased at a cost of \$250.00 per hour. Additional rental room and/or grounds must be approved by the Club's General Manager.

Facility fees for Full Memberships (Single/Couples/Family) will be waived when event takes place within normal business hours, and will be adjusted when event overlaps with normal business hours.

Services including valet parking, sound system, use of the baby grand piano and ice sculptures are also available for an additional charge.

Conditions of Payment

Any function held at the Ann Arbor City Club is required to abide by the following payment conditions:

- \$1,000.00 to secure the date
- Full or Guest Membership status (Guest membership to be paid at the time of activation.)

Final room assignments may be adjusted pending final counts.

A final invoice for the event will be given to all clients five business days (5) prior to the event and the total amount due is required no later than seventy-two hours (72) before the event. If the full payment is not received by the specified date then it will be due the day of your event with a five percent (5%) late charge added to the final bill.

The Ann Arbor City Club accepts personal checks, Visa and MasterCard.

The deposits will be held a minimum of five business days (5) following the event and will be returned fully within thirty days (30) pending a complete inspection of the facility by the General Manager and the client within 48 hours of the event.

I have read, understand and agree to the preceding contract agreement with Ann Arbor City Club and their Banquet and Catering Policies.

Client Name (Printed) Date

Client Signature Date

Club/Sales Manager (Printed) Date

Club/Sales Manager Date