



Banquet and Catering Policies

Reservations and Deposits

To secure the date of your function a \$500 room deposit is required. The deposit is refunded to the client within thirty (30) days following the event barring any damages to the club. Deposits are non-refundable in the event of a client cancellation.

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

The Ann Arbor City Club requires casual professional but comfortable attire. Please no denim, no shorts and shirts must have collars.

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 Fee

All facility fees are non-refundable, no exceptions! All non-members are subject to the following fees:

- \$250.00 ~ Guest Membership
- \$500.00 ~ Room Deposit (to hold the date, refundable)
- \$1,000.00 ~ Main Ballroom Facility fee
- \$1,500.00 ~ Complete use of the Facility & Grounds fee

Additional services including a sound system, valet, use of the baby grand piano and ice sculptures are also available at an additional charge.

Conditions of Payment

Any function held at the Ann Arbor City Club is required to abide by the following payment conditions: a \$500.00 room deposit is required to hold the date of your event. Room requests will be noted but may not be able to be accommodated by the management staff.

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.

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