



## GREAT LAKES CULINARY CENTER

Thank you for renting Great Lakes Culinary Center (GLCC) for your event. GLCC will rent this facility on the following basis: by signing this agreement you are obligated to honor this agreement with GLCC.

GLCC is available for rental on the dates that are previously reserved with a deposit. A deposit of **\$500.00** is due at the time this agreement is signed and is non-refundable and the date is non-transferable. If you cancel, you will forfeit the entire deposit. GLCC retains the right to rent the facility in the event a cancellation occurs. GLCC cannot and will not be responsible for acts of God, inclement weather, or your change of plans.

### Alcohol:

The Great Lakes Culinary Center is governed by Michigan Liquor Laws and no outside alcohol is permitted on the property. All alcohol must be purchased from The Great Lakes Culinary Center and consumed on the property. The Great Lakes Culinary Center in accordance with the MLCC's regulations reserves the right to refuse alcohol service to anyone.

BY LAW, **NO ONE UNDER THE AGE OF 21 MAY CONSUME OR TASTE ALCOHOLIC BEVERAGES.** The management may ask guests for identification to verify age. GLCC reserves the right to ask the entire party to leave if a minor is consuming alcohol or an adult is providing alcohol to a minor. The party renting the facility will ensure that no underage drinking is allowed. GLCC assumes no responsibility or liability for underage drinkers.

### 4 Hour Beverage Packages are as follows:

**Alcohol shots are not permitted at Great Lakes Culinary Center.**

**Non-Alcoholic Package-** \$4 per person (+ 6% sales tax and 20% service charge) per person. All non-alcoholic beverages to include juice, pop, water, coffee and tea are provided with the exception of energy drinks.

**Beer and Wine** - \$18 (+ 6% sales tax and 20% service charge) per person. Four hours of open house, domestic and import beers as well as a variety of wines

**House Bar Package-** \$23 (+ 6% sales tax and 20% service charge) per person. Four hours of open beverage service including house wine and all beers and a variety of "call level" liquors and spirits. Glassware and garnishes are included.

**Premium Bar package-** \$28 (+ 6% sales tax and 20% service charge) per person, four hours of open beverage service including premium wine and all beers and a variety of "premium" liquors and spirits. Glassware and garnishes are included.

**Tab Bar:** All beverages are placed on a tab that the renter must pay in full with one form of payment at the close of the event. (+ 6% sales tax and 20% service charge)

**Consumption Tabs:** All pre-paid consumption tabs are non-refundable. If any amount is prepaid, it will not be eligible for refund if not used. (+ 6% sales tax and 20% service charge)

### Menu:

The Great Lakes Culinary Center reserves the right to adjust menu prices at any time based on changes in the market and underlying costs. All food and beverage are subject to a 20% service charge. All other items (including food and beverage) are separately subject to a 6% sales tax. **Menu pricing is subject to change, especially for client's booking over a year out.**

**Cake Fee:** Cakes from a licensed bakery are the only food items allowed to be brought in. There is a \$100 cake fee.



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*In accordance to the Regulatory Authorities, set forth by the local Health Department, The Great Lakes Culinary Center does not allow food to be taken offsite, based on the risk of possible foodborne illness.*

**Extra Hours:** Any party that exceeds the four hour package will be charged an additional \$150/hour. This does not include the bar package. That is priced separately.

**Linen:** Variety of tables and black stack chairs are included. Black and White linens available for a rental fee of \$3/ per person. If party plans to provide their own linens, they must be cloth. No plastic table clothes are allowed.

**Decorations:** The Great Lakes Culinary Center requires all approved decor to be set-up and removed by the client or persons designated by the client. All decor must be removed after the events conclusion, within one hour of event end time. If additional clean-up is required, an extra charge of \$100 may be added to the final invoice. Loose Confetti, loose paper pieces and loose glitter are not permitted to be used at decorations anywhere at GLCC.

### **Requirements:**

Food and Beverage costs must reach \$1,500 Monday through Thursday, \$3,500 on Fridays, \$5,500 on Saturdays and \$2,500 on Sundays. Holiday weekends have a \$7,000 minimum (Friday-Sunday.)

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**Interference:** Client shall use the facility in a manor which shall not cause interference with the use or occupancy of the other portions of the Building by Owner or others in any way. Client use hereunder will be done in such a manner so as not to interfere with or impose any additional expense upon Owner in maintaining the Building.

**Restoration:** If any damages occur to GLCC, or if any repairs or replacements need to be made to the facility as a result of Client event, Client shall pay venue for such damage, repairs, or replacements upon demand by venue.

**Parking:** The Great Lakes Culinary Center provides free parking in its owned lot. There are 130 spots with 8 handicap accessible parking spaces. Available parking is on a first come, first serve basis, and is not guaranteed.



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**Outside Equipment:** The Great Lakes Culinary Center will allow the client/company to bring in outside equipment and or furniture on the following terms and conditions.

- 1) Client & Vendor will have an onsite contact oversee the pick up and delivery of equipment to be used on the property.
- 2) Client & Vendor will be responsible for an damage to the property that may occur from the installation or removal of equipment.

**Liability:** The Great Lakes Culinary Center is not responsible for lost, stolen, or damaged items left prior to or after an the event. It is the customers responsibility to take all belongings with them at the conclusion of the event.

**Smoke-Free and Tobacco Free Facility:** as required by the State of Michigan and motivated by our desire to provide a healthy work environment for our employees and guests. Smoking is prohibited inside the GLCC facility and within ten (10) feet of any exterior door or air intake. GLCC also excludes the indoor use of and e-cigarettes and any other devices designed to mimic smoking in any form.

**Weapon Free Facility:** Client(s) and guests are prohibited from bringing or carrying weapons onto the Great Lakes Culinary Center property.

### Cancellation

In the unfortunate event of a client cancellation or postponement within ninety (90) days of event date, all payments are non-refundable.

**Client(s) recognize that the foregoing cancellation policy is not intended to be punitive, but to reflect company foregoing actual or potential business in reserving the venue for Client(s).**

If the client wishes to reschedule the event, the original "amount paid" can be credited to future event if it is booked within 30 days of original event date.

### Event Planning

Event timeline, DJ/ Event Planner, floor plans, table numbers, meal codes, meal master list, all menu/ bar requests and final guest counts must be returned at least ten (10 days) prior to the event and the space will be set up accordingly.

Final payments MUST be received ten (10) days prior to event date. All prices are finalized ten days before the event, no further changes can be made. If payments are not rendered before the event date, GLCC has the right to withhold service. If there is abundance of unaccounted for guests, client is responsible to pay the overage if food and beverage is made available to them.

*In the event the client does not provide the following information above, the Great Lakes Culinary Center cannot guarantee the performance of your event details, and client waives any claim to damages or refunds.*

***The Great Lakes Culinary Center reserves the right to cancel this agreement is any final payments due seven (7) days prior to an event are not paid.***



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**Payment Policy:**

**\$500.00 non-refundable deposit is due when booking.**

**6 months out-** 25% of food and beverage minimum is due.

**3 months out-** 50% of remaining food and beverage minimum is due.

**Ten (10 days) prior-** ALL final payments are due.

*Payment Options:*

- 1) Check- Sent to Great Lakes Culinary Center- 24101 West 9 Mile Road, Southfield MI, 48033.
- 2) Cash- Stop into the Great Lakes Culinary Center between the hours of 9-3pm, Monday-Friday by appointment.
- 3) Credit- Your event coordinator can take your credit card information over the phone or in person.

Please note that gratuity is not included, but appreciated.

**Acceptance:**

We, the undersigned have read the terms and conditions associated with booking a private event at the Great Lakes Culinary Center. The above prices, specifications, and conditions are satisfactory and are hereby accepted. We understand that changes can be made to the event contract through planning and agree to sign a new contract if needed. This is a legal and binding agreement between the undersigned and the Great Lakes Culinary Center.

I acknowledge the receipt and review of the event contract

Signature \_\_\_\_\_

Date \_\_\_\_\_