



## **Great Lakes Events Policies & Procedures**

### ***Venue Rental Agreement***

#### **Rental Pricing**

Monday-Thursday: \$1,200

Friday/Sunday: \$ 1,700

Saturday: \$ 2,200

Holiday Weekends: Subject to \$500 surcharge

Holidays: CLOSED

Room set-up/clean-up fee: \$150

Outdoor Set-up is an additional \$100

**\$1,000 non-refundable deposit due at time of booking.**

All food must be purchased through Reva Constantine Events. Due to Health Department regulations, no food or beverages may be brought in or removed from the building, including into changing rooms provided for brides and grooms. Venue rental pricing and set-up/clean-up fee is subject to 6% Michigan sales tax.

The sale and serving of alcoholic beverages are regulated by the State of Michigan. Alcohol shall not be served to minors, or to guests that appear, in the sole judgment of GLCC, to be intoxicated. Patron agrees to indemnify GLCC, its officers, directors, agents and employees from and against all actions, claims, liabilities, damages, or expense including judgments, interest and attorney's fees which GLCC may at any time, or from time to time subsequent to the date of the Event, sustain or incur as a result of any personal injury, property damage, fines or assessments caused by the furnishing or consumption of alcohol by Patron or Patron's guests at the event.

#### **Staffing**

GLCC has our own in-house bartenders and we require a party captain for each wedding. There is a \$10 an hour increase on holidays or holiday weekends. A staffing estimate will be provided on the last page of this contract.



### **Additional Services Applicable to Your Agreement when hosting at GLCC**

#### **4 Hour Beverage Packages are as follows:**

**Chugging and alcohol shots are not permitted at Great Lakes Culinary Center.**

**Non-Alcoholic Package:** \$4 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:** \$20 per person. Four hours of open house, domestic and import beers as well as a variety of wines

**House Bar Package:** \$25 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:** \$30 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.

**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.

**Wedding Ceremonies:** Include access to our bridal suite and use of our wooden ceremonial arch. An outdoor ceremony held on the back patio accommodates up to 150 guests and an indoor ceremony held in our long hallway accommodates up to 130 guests. We have 150 folding ceremony chairs that can be rented at \$2.50 a chair.

**Rehearsals:** To hold your ceremony rehearsal at GLCC there is a **\$100 cash charge**. Please note that due to other scheduled events, the ceremony rehearsal might not be the day before your wedding. Please talk to your event coordinator for updated rehearsal times.

**Extra Hours:** In addition to your four event hours, GLCC provides 5 hours of decorating time and 1 hour of clean up time. Any party that exceeds the four-hour event time will be charged an additional **\$400/hour** for the first hour and the **\$200/hour** following. This does not include the bar package. That is priced separately.

**Linens:** GLCC can manage linens for you if requested. A linen estimate will be provided if requested.

**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 decors must be removed after the events conclusion, within one hour of event end time. If additional clean-up is required, an extra charge of **\$250** may be added to the final invoice. **Loose Confetti, loose paper pieces and loose glitter are not permitted to be used as decorations anywhere at GLCC.**

**Venue Setup/Tear-down:** The Great Lakes Culinary Center has established setup & tear-down times for the venue. The published times are the earliest that we accommodate any delivery, vendor, or client arrival as well as the rental ending time. Additional times are available upon request for additional fees. Each additional set-up hour outside of the published hours, will incur a **\$100 cash** charge to be paid on the day of set-up. **We require a \$250 cash deposit to start set up. This deposit will be returned in full at the end of breakdown as long as extra time did not incur. If extra time was used it will be subtracted from the \$250 deposit and the remaining amount will be refunded. Each additional tear down hour passed the allotted 1 hour included, will incur a \$100 charge or \$50 per half hour.**

**Pets:** Dogs and Cats are allowed for outdoor ceremonies and outdoor photos only. All waste must be properly cleaned up or a \$250 clean up fee will be invoiced to the client and must be paid within 48 hours.

**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.



## **Terms of Contract**

### **Exclusivity**

The Banquet Venue at GLCC will be exclusively yours throughout your event. Enjoy the privacy and elegance of our venue with your guests and yours alone.

### **Securing the Date – Deposit**

**A non-refundable deposit of \$1,000** is due at the time of booking and will come off your total at the end. GLCC will extend a complimentary three (3) day hold, with no obligation, on the date of your choice, subject to availability. After three (3) days, if (I) **\$1,000.00 non-refundable deposit** and (II) this executed Agreement have not been received by GLCC, the reserved date will be released thereby allowing it to be reserved by other persons.

### **Execution of Agreement**

A second payment of 50% of the balance is due thirty (30) days prior to the Event. The total remaining balance is due seven (7) days prior to the event. If the total amount has not been paid at least seven (7) days prior to the Event, all obligations of GLCC in connection with hosting the Event shall immediately terminate, without recourse to Patron.

### **Planning**

This contract includes up to 4 hours of event planning services with a Great Lakes Culinary Center Sales Manager. Any additional time in excess of four hours may be subject to a charge of \$50.00 an hour.

### **Staffing**

The staffing cost indicated is based on the current service style, schedule of events, and cost of event execution. While unlikely, there are some unforeseen circumstances such as but not limited to weather, venue constraints, and/or special requests that require additional resources in order to execute your event successfully. These resources may require additional charges to be discussed and added to your invoice accordingly.

### **Floor Plans**

An approved floor plan is due seven (7) business days prior to the Event. GLCC will provide guest tables and indoor chairs, including chinaware, silverware, and water and glasses. Outdoor chairs are available at \$2.50 a piece to rent. There is a \$150 fee to bring in rental chairs. Rental chairs must have felt pads on the feet to insure our floor won't be damaged.

### **Guarantee**

A guaranteed guest count is required seven (7) business days prior to the Event ("Guarantee Date").

### **Cancellations or Transfers**

All cancellations or requests to change the date of an Event must be submitted in writing. Date change requests shall be considered based on availability, within the same fiscal year. Date change requests to a different fiscal year or Event cancellations will result in forfeiture of all amounts previously paid including but not limited to non-refundable deposits.

*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).*



### **Event Schedule & Duration**

Room rental is based off of four (4) hours of service, not including five (5) hours to setup and one (1) hour to break down.

Following the conclusion of the event, Patron will ensure all items shall be removed from the premises in no more than one (1) hour. **All non-GLCC decor, including but not limited to flowers, must be removed at the end of the event or there will be a minimum \$250 clean-up and disposal fee.** Due to limited storage space, GLCC shall not hold any items after the conclusion of the Event. GLCC is not responsible for any items left behind. Should any items of the wedding party or guests be left at GLCC, they will need to be picked up within one (1) week of the Event or they will be discarded.

### **Damages, Liability and Indemnification**

GLCC assumes no liability for the loss or damage of any equipment or possessions of Patron or Patron's guests before, during or after the Event. Patron is responsible for all damage to the GLCC facility and surrounding premises directly or indirectly caused by Patron or Patron's guests before, during and after the Event. Patron agrees to indemnify GLCC, its officers, director's agents and employees from and against all actions, claims, liabilities, damages, or expense including judgments, interest and attorney's fees which GLCC may at any time, or from time to time subsequent to the date of the Event, sustain or incur as a result of Patron's breach of this Agreement, or Patron's or Patron's agents' and guests' actions. Further, Patron's indemnification hereunder shall apply to any actions, claims, liabilities, damages, or expense including judgments, interest and attorney's fees arising from Patron's or Patron's agent's unauthorized use of copyrighted audio and music.

### **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.

### **Vendors**

Vendors may set up for an event no sooner than five (5) hours prior to the start of your event. GLCC is not responsible for the installation or removal of items provided by an outside vendor. Violation of this policy may result in additional charges.

### **Weapon Free Facility**

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

### **Non-Performance**

If the Event can't be held in whole or in part due to an Act of God, or for circumstances beyond GLCC's control, then GLCC shall be excused from performing under this Agreement.



### **Booking Details**

**Client Name:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Event Time:** \_\_\_\_\_

**Guest Count:** \_\_\_\_\_

**Rental Cost-\$** \_\_\_\_\_

**Room Set Up-\$** \_\_\_\_\_

**Extra Hours-\$** \_\_\_\_\_

**Bar Quote: \$** \_\_\_\_\_

**Staffing Estimate-\$** \_\_\_\_\_

**Linens:\$** \_\_\_\_\_

**Rentals:\$** \_\_\_\_\_

**Tax-\$** \_\_\_\_\_

**Total-\$** \_\_\_\_\_

### **Bar Package Break Down**

**Tier:** \_\_\_\_\_

**Per Person: \$** \_\_\_\_\_

**Special order:\$** \_\_\_\_\_

### **Staff**

\_\_\_\_\_ **Bartender(s)**

\_\_\_\_\_ **Captain**

### **Rentals**

**Linen Quote:** \_\_\_\_\_

**Additional Rentals:** \_\_\_\_\_

### **Payment Policy**

#### **Requirements:**

\_\_\_ \$1000.00 non-refundable deposit is due when booking

\_\_\_ Thirty (30) days out- 50% of Balance due:

\_\_\_ Seven(7) 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 by appointment only!

3)**Credit-** Your event coordinator will send you a link via QuickBooks for you to pay securely online via credit card or banking information.

#### **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.**

**Name:**

**Signature:**

**Date:**