

**Ann Arbor City Club
Banquet and Catering Contract**

In this contract, “we”, “our”, “here”, and “us” refers to the Ann Arbor City Club, “you” and “your” refers to the person holding an event here.

Membership

To hold an event at the City Club you must be a current member in good standing or purchase a guest membership before the date of your event. A guest membership is valid for ninety (90) days and allows you to dine in the Club’s Dining Room and Pub. You will receive a monthly statement for any dining charges incurred.

Current annual membership rates are:

Single	\$975 plus quarterly dining minimum
Couples/Family	\$1210 plus quarterly dining minimum
Guest	\$350

Facility Fees

	<u>Full Member</u>	<u>Guest Member</u>
Main Ballroom	\$500	\$1000
Use of entire facility and grounds	\$850	\$1700

All events are scheduled for up to six (6) hours. Additional time may be purchased at an additional cost per hour. Our General Manager must approve any additional rentals/costs of our facility or grounds.

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

Deposits and Cancellations

The City Club requires a deposit of \$1000 to hold the date for your event. This deposit will be refunded to you within thirty (30) days after your event, barring any damages to the Club. In case of cancellation, the deposit is non-refundable. Additional charges may occur based upon date of cancellation (refer to Sales Contract).

Conditions of Payment

We may adjust your room assignments after we receive or determine your final count.

Your final invoice for the event will be given to you seven (7) business days prior to the event and its total amount is required by seventy-two (72) hours before your event. If we have not received your full payment by that time, then it will be due the day of your event, before it begins, along with a five percent (5%) late charge. Your deposit will be held at least five (5) business days after your event and, if there are no damages, we will return it within thirty (30) days after your event. You are invited to accompany our General Manager on a complete inspection of our facility within 48 hours of the event.

We accept personal checks, and Visa, MasterCard and Discover.

Food and Beverages

All food and beverages must be purchased from us except for specialty cakes and pastries, which may be purchased from a licensed baker.

The City Club must comply with the State of Michigan liquor laws. We may refuse service to any underage guest or to any guest at anytime as staff deems necessary. No “shots” or “on the rocks” drinks permitted. Any alcohol brought into the facility will be confiscated.

Due to market fluctuations and seasonality some of our prices may change without notice. We will inform you of any changes before you make your final selections

Taxes, Service Charges, and Additional Charges

A six percent (6%) tax and a twenty-two percent (22%) service charge will be added to the price of food and beverage for events held at the City Club. Bills for equipment that is rented from our preferred vendors and billed through us may include service charge..

Guarantee

You must give us your final number of guests by seven (7) business days before the event. If we don’t receive your final count within seven days of the event, we will use the number of guests given originally when your event was booked as the guarantee, and you will be charged accordingly. (We are prepared to serve five percent (5%) over your guaranteed number.) You will be billed for the actual number of guests who attend over and above the guaranteed number.

Non-Performance

You will hold us harmless and not liable for any accident, mishap, food poisoning, catastrophe, or other occurrence that might otherwise result in a claim of liability being filed against us.

Liability

The City Club is not responsible for loss or damage to any of your merchandise, articles or valuables or those of your guests or your outside vendors.

Guest Dress Code

You and your guests are required to wear proper attire. Specifically, you must wear shirts and shoes at all times.

Proper Conduct

You are solely responsible for any and all damages that may occur to our facility. Your deposit may be used to repair, replace or restore our facility back to its original condition at the discretion of our General Manager.

I have read, understand and agree to the provisions of this Ann Arbor City Club Banquet and Catering Contract.

Member Name (Printed) Date

Member Signature Date

General Manager or Designee (Printed) Date

General Manager Date