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.

Reservations and Deposits

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. If you cancel within 180 days before your event, the deposit is non-refundable. If you cancel within seven days of the event there will be an additional charge of 40% of the agreed upon invoice.

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

Guarantee

You must give us your final number of guests by five (5) business days before the event. If we don't receive your final count within five 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.

Taxes and Service Charges

A six percent (6%) tax and a twenty-two percent (22%) service charge will be added to the price of events held at the City Club. Bills for equipment that is rented from our preferred vendors and billed through us will include a fifteen percent (15%) service charge. 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.

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.

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.

Guest Dress Code

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

Food and Beverages

All food and beverages must be purchased from us except for specialty cakes and pastries, which may be purchased from us or from a licensed baker. Because the City Club must comply with the State of Michigan liquor laws, we may refuse service to any underage guest or to anyone at anytime. Any alcohol brought into the facility will be confiscated.

Facility Fees	Full Member	Guest Member
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 a cost of $200 per hour. Our General Manager must approve any additional rental 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.

Other services, such as valet parking, sound system, and use of the baby grand piano are available for an additional charge.

Conditions of Payment

You agree to these payment conditions:

$1,000 to secure the date
Full or Guest Membership status

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 five business days (7) prior to the event and its total amount is required by seventy-two hours (72) 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 .

We accept personal checks, and Visa and MasterCard.

Your deposit will be held at least five business days (5) 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.

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