

2015 Venue Use Agreement For Lakeview Banquet and Event Center

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| Sponsor Name: | | | |
| Mailing Address: | | | |
| | | | |
| Phone: | | E-Mail: | |
| Phone: | | E-Mail: | |

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|-------------|------------------------|
| Event Type: | Estimated Guest Count: |
|-------------|------------------------|

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|--------------|
| Venue Level: |
|--------------|

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|--------------------|-------------------------------|
| Event Date: | |
| Day-of-Week: | Beverage Service Start Time:* |
| Event Start Time:* | Beverage Service Last Call: |
| Event End Time: | Beverage Service Ends: |

**Event starting and ending times and beverage service times can be changed within the terms specified in this agreement.*

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| Lakeview Room Service Fee (Upper Level) | |
| Supplemental Room Usage (Lower Level) | |
| On Site Wedding Fee | |
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| | |
| Total Room & Wedding Fees | |
| Deposit Paid | |
| Balance Due On Room & Wedding Fees | |

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|---|--|
| Minimum Guaranteed Beverage Service: | |
| Estimated Support Staff Labor Fee: | |

*Beverage Guarantee Due 60 Days Prior To Event
Due Date: _____*

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| Special Requests: |
|-------------------|

Please read the following terms of this Event Agreement carefully. This agreement is made between the undersigned customer ("Sponsor") and Possum Enterprises, Inc., referred to in this agreement and doing business as Lakeview Banquet and Event Center (Lakeview").

- 1) *Date Reservation*
 - a) The event sponsor has up to seven (7) days from the date when a Lakeview Banquet and Event Center representative signs this agreement to reserve the requested date by returning this signed agreement, a signed copy of the Policies, Rules and Regulations Statement and the required room fee deposit and, if applicable the onsite wedding fee deposit.
 - b) If the seven day temporary date reservation has elapsed without Lakeview Banquet and Event Center receiving the required documentation and deposits, the date will no longer be held in reserve.
- 2) *Room Fee Services Provided By Lakeview Banquet and Event Center*
 - a) An event coordinator will communicate with the Sponsor prior to the event and be present during the event.
 - b) Full access will be permitted to the venue level specified in the contract for the event's duration.
 - c) Full access to the outdoor decks and lawn areas associated with the venue level specified in the contract for the event's duration with the exclusion of the wedding patio.
 - d) Sufficient tables and chairs will be available to accommodate the guaranteed guest count submitted for beverage and/or food service.
 - e) Table and chairs will be arranged prior to the event according to a seating plan provided by the Sponsor and approved Lakeview's Event Coordinator.
 - f) Janitorial services will be provided prior to, during and after the event.
- 3) *Wedding Patio Fee Services Provided By Lakeview Banquet and Event Center*
 - a) Use of the outdoor wedding patio.
 - b) One hundred (100) white folding chairs will be placed on the lawn adjacent to the wedding patio. Additional chairs may be rented for an additional fee.
 - c) A small table will be placed on the wedding patio if requested by the Sponsor.

- d) Outdoor electrical service may be utilized for sound systems, decorative lighting or other reasonable needs.
 - e) The wedding patio will be made available for rehearsal on Thursday evening or Friday afternoon. Rehearsal time must be prearranged by with the Event Coordinators so as not to interfere with any other Lakeview Banquet Center Function.
 - f) Pre wedding preparation may take place in the room or rooms reserved per this contract.
 - g) In the event of inclement weather, the wedding ceremony will take place in the room or rooms reserved per this contract.
- 4) *Support Staff Labor Fee*
- a) The support staff labor fee is \$155 for events less than 50 guests, \$205 for events between 51 and 100 guests, \$280 for events between 101 and 150 guests and \$330 for events over 150 guests.
 - b) All events are subject to a support staff labor fee. This fee is partially covers the basic wages for the event coordinator, wait staff, dishwashers, custodians, and other service personnel.
 - c) This fee does not include bartender wages. Bartender wages are mainly derived from tips received at the bar from guests and event sponsor.
 - d) This fee is not a gratuity (tip). Gratuities are left to the discretion of the event host.
- 5) *Function Duration*
- a) The function may be up to 6 hours in duration.
 - b) Saturday functions using the Lake Overview Level (upper level) during May thru October may not begin prior to 5:00 PM and must conclude by midnight.
 - c) Saturday functions using the Lakeside Level (lower level) during May thru October may conclude the event prior to 4:00 PM.
 - d) Rooms will be available to decorate, receive deliveries and set-up between 8:00 – 10:00 AM on the day of the event unless special arrangements have been prearranged with the Event Coordinator.
 - e) An additional room fee will apply if access is required, pending venue availability, to decorate the day prior to an event.
 - f) Host, wedding party and immediate family may access the venue 2 hours prior to the event.
 - g) Guests may access the venue 30 minutes prior to the event.
 - h) The facilities must be vacated 30 minutes after the scheduled conclusion of the event.
- 6) *Event Coordinator Responsibilities*
- a) An event coordinator will be the liaison integrating the activities of the venue, caterer and music provider.
 - b) An event coordinator will order the table linens and napkins and assist the event's sponsor in placing the beverage order.
 - c) An event coordinator will be on site for the duration of the event, wedding rehearsals and venue decorating.
- 7) *Beverage Service*
- a) Alcoholic beverage service is not required to hold an event at Lakeview Banquet and Event Center.
 - b) The minimum beverage service required by this agreement may be met with alcoholic and/or nonalcoholic beverages.
 - c) The event host agrees to purchase alcoholic or non-alcoholic beverages from Lakeview in an amount equal to or greater than the minimum beverage service guarantee or, in the case of a cash bar, pay any deficit between the minimum beverage guarantee and the total of purchased beverages and cash bar receipts.
 - d) Lakeview Banquet and Event Center is licensed by the State of Michigan and must abide by its regulations and laws.
 - e) **Alcoholic beverages not purchased from or served by Lakeview Banquet and Event Center are not permitted on the premises.**
- 8) *Catering*
- a) Unless otherwise specified at the time of contract signing, all food services must be provided by a Lakeview Preferred Caterer.
 - b) The preferred caterer will cloth tables with square white, cream or black table linens. Colored table linens, round table cloths and table underlays may be rented for an additional fee.
 - c) The preferred caterer will supply white or colored cloth napkins.
 - d) The preferred caterer will supply dinner plates, salad plates, dessert plates, glassware and flatware.
- 9) *Liability*
- a) Lakeview Banquet and Event Center shall not be liable for non-performance of this contract when such non-performance is attributable to accidents, government (federal and municipal) regulations and/or restrictions upon travel or transportation, unavailability of food and/or beverages, riots, national emergencies, Acts of God, weather, flood, power outages, and other causes whether enumerated herein or not, which are beyond reasonable control and thereby prevent or interfere with the performance of Lakeview Banquet and Event Center.
 - b) Any claim for damage against Lakeview Banquet and Event Center or its employees or affiliates for any reason by Sponsor, Sponsor's guests, Sponsor's agents, Sponsor's invitees or any other event participant, will be limited to the amount of the room fee paid by Sponsor as set forth in this Event Agreement.
 - c) Lakeview assumes no responsibility for the damage to, or loss of, any merchandise or property belonging to the Sponsor, Sponsor's guests, Sponsor's agents, Sponsor's invitees or any other event participant, prior to, during or following an event.
- 10) *Payment*
- a) The room fee and on-site wedding fee, if applicable, must be paid at the time of contract signing,
 - b) The guaranteed beverage service charge is due sixty (60) days prior to the event date.
 - c) Payment for any balance remaining on the beverage service charges, centerpiece rentals or sound system rentals is required prior to the start of the event.

- d) Payment may be made with check drawn on a Michigan bank, cashier's check, money order or cash. Credit and debit cards are not accepted by Lakeview Banquet and Event Center.

11) *Cancellation Policy*

- a) Fifty (50%) of the room fee deposit and, if applicable, the on-site wedding fee deposit will be refunded in the event of cancellation only if Lakeview Banquet and Event Center is able to rebook the event date specified in this agreement and venue facilities with an event of similar size.
- b) The room fee deposit and, if applicable, the on-site wedding fee deposit are nonrefundable if Lakeview Banquet and Event Center is unable to rebook the event date specified in this agreement.

12) *Policies Rules, and Regulations*

- a) The event Sponsor must read and return, along with this agreement, a signed copy of the Policy, Rules and Regulations Statement of Lakeview Banquet & Event Center.
- b) The event Sponsor agrees to abide by the terms of the Policy, Rules and Regulations Statement of Lakeview Banquet and Event Center.

Signing this contract, the customer agrees to all of the terms and conditions.

Event Sponsor: _____

Date: _____

Lakeview Representative: _____

Date: _____