

Lakeview Banquet and Event Center
2017 Policies, Rules and Regulations Statement

Lakeview Banquet and Event Center has formulated these rules and regulations as provided in section 9 of the Venue Use Agreement. If there is any conflict between these rules and the Venue Use Agreement, the Venue Use Agreement will control.

1) Compliance

- a) Lakeview Banquet and Event Center, in cooperation with local officials, reserves the absolute right to take whatever steps are necessary to insure strict adherence to these rules and the terms of the Event Agreement. If any costs are incurred to provide compliance, these costs shall be the responsibility of the event sponsor.
- b) The event sponsor must agree, in writing, to follow the policies, rules and regulations set forth by Lakeview Banquet and Event Center prior to signing the Event Agreement and scheduling of an event at Lakeview Banquet and Event Center.

2) Permissible Events

- a) Only family oriented activities are permitted on the grounds or in the building at Lakeview Banquet and Event Center. Lewd behavior, sexually explicit entertainment, gambling or any illegal activity is not permitted.

3) Building Access

- a) Building and grounds access will be provided on the day of the event for decorating and event set-up by the sponsor, the sponsor's designates and vendors. Specific times must be approved by Lakeview's Event Coordinator.
- b) Guests will not be permitted to enter the building until thirty (30) minutes prior to the event starting time specified in the Event Agreement.
- c) All guests and other event participants must vacate the building and leave the premises no later than thirty (30) minutes after the events end as specifically scheduled in the Event Agreement.

4) Guest Numbers and Room Set-Up

- a) The event host must not admit to the Lakeview Banquet and Event Center more persons than the building can accommodate, as determined by Federal, State and Municipal fire and safety laws. The legal capacity for the upper and lower venue levels is 200.
- b) The final guaranteed guest count must be submitted to Lakeview no later than fourteen (14) days prior to the scheduled event.
- c) The guaranteed guest count will be used for both food service billing and beverage service billing.
- d) The number of chairs available for event seating will equal the guaranteed guest count.
- e) If assigned seating is used, a seating chart and table arrangement request must be submitted to Lakeview no later than fourteen (14) days prior to the event. Last minute seating and table arrangement changes, if minimal, may be possible but must be arranged with the Event Coordinator.
- f) If open seating is used, the table and chair arrangement will be made to optimally utilize space, provide ease of guest movement and maintain an aesthetic room appearance.

5) Guest Behavior and Supervision

- a) **The event sponsor is responsible for ensuring that minors are under continuous supervision** by a parent, guardian or designated adult within the building, and on the surrounding outdoor premises including but not limited to patios, gardens, lawns and parking lot.
- b) The event sponsor is responsible for the behavior and actions of guest and other event participants.

6) Liability and Security Deposit

- a) Lakeview Banquet and Event Center reserves the right, if deemed necessary, to require a security deposit for the use of the premises, sound system or any rental items.
- b) The event sponsor assumes full responsibility for the actions, conduct and behavior of guests, agents, vendors invitees or other event participants and assumes financial responsibility for damages to the building, grounds or property of Lakeview Banquet and Event Center caused by any guests, agents, vendors invitees or other individuals affiliated with the event with the exception of Lakeview Banquet and Event Center employees
- c) Event sponsor assumes responsibility for the damage to, or loss of, any merchandise, gifts or property belonging to the event Sponsor, Sponsor's guests, Sponsor's agents, Sponsor's invitees or any other event participant, prior to, during or following the event.

7) Decorations and Decorating

- a) All decorations must be discussed with and approved by Lakeview's Event Coordinator.
- b) All decorating is to be done on the day of the event.
- c) All decorative materials must be non combustible or flame resistant in accordance with NEPA 701
- d) Decorative materials may not be hung from any electrical fixture or the fire suppression system.
- e) Colored water or any dyed liquids are not permitted in the building or on the premises.
- f) Decorative materials may not be nailed, tacked, taped, or glued to any interior or exterior structure.

- g) Decorating is the sole responsibility of the event host. It is the sole responsibility of the event sponsor to provide any step stools or ladders required when decorating.
- h) Due to limited storage facilities, all materials, equipment and decorations must be removed from the facility at event's conclusion.
- i) No rice, bird seed, confetti, itty beadsies, glitter or any similar products are allowed to be thrown, scattered, distributed or displayed within the building or on the grounds.

8) Candles

- a) **Candles are permitted within the building. All candles must be properly shielded in a manner that either completely encloses the flame or extends above the top of the flame. The minimum candle shield height is 6 inches.**
- b) **All candle usage needs to be approved by the Event Coordinator prior to the event.** Lakeview Banquet and Event Center reserves the right to refuse the use of any candle or candle holder that it deems to be a hazard.
- c) Candles and patio torches are not permitted in any outdoor areas.
- d) Sparklers are permitted but only in the blacktopped parking area. Sparklers are not permitted on any porch or patio area. The use of sparklers must be approved by the Lakeview's Event Coordinator.

9) Pets

- a) Animals, with the exception of specially trained guide dogs for the deaf or blind, are not permitted within the building. Animals may participate in outside ceremonies provided they are properly housed and cared for before, during and after the event.

10) Smoking

- a) As required by law, Lakeview Banquet and Event Center does not permit smoking within the building nor in any outside area where food and/or beverages are consumed.
- b) Smoking is only permitted outdoors within the boundaries of the designated smoking area.
- c) Individuals refusing to comply with the smoking regulations will, according to Michigan law, be escorted from the premises.

11) Music

- a) Music for the event is the sole responsibility of the event sponsor.
- b) Bands or DJs are employed by the event sponsor.
- c) The band or DJ must be completely set-up no later than 30 minutes prior to the start of the event and must vacate the premises no later than 30 minutes after cessation of the event.
- d) Music cannot continue past the contracted duration of the event.

12) Wedding Patio

- a) Food and beverages are not permitted on the wedding patio.
- b) Rice or bird seed may not be thrown, tossed or scattered on the wedding patio or associated lawn area.
- c) Free standing canopies may be erected over the wedding patio provided no damage is inflicted to the brick pavers or plantings. Canopy usage requires the approval of the Event Coordinator and will require a security deposit.
- d) Shrubs, trees or plantings may not be cut, trimmed, moved or disturbed.
- e) Candles, lanterns, Tiki torches, sparklers or any other flammable item is not permitted in the patio area.

13) Food Service

- a) **All food services**, with the exception of wedding cakes and candy, **must be provided by a Lakeview preferred caterer** unless otherwise specified in the venue use agreement.
- b) Michigan Health Code prohibits event sponsors from bringing in any supplemental food items, with the exception of wedding cakes and wrapped candy, when food service is catered.
- c) The event sponsor may provide candy for a candy buffet provided it rents the candy buffet glassware from Lakeview.
- d) Lakeview preferred caterers are independent vendors and not employees of Lakeview.
- e) Caterers are employed and/or contracted directly by the event sponsor.
- f) All event sponsors agree to indemnify Lakeview, its owners and employees from any liability or responsibility related to the actions of any caterer providing food services.

14) Beverage Service

- a) Lakeview Banquet and Event Center is licensed by the State of Michigan and is required to abide by and enforce state regulations and laws.
- b) Alcohol Service Policies
 - i) No persons under the age of 21 will be served or permitted to drink alcoholic beverages.
 - ii) Should the age of a guest be in question, proper identification will be required. Any individual, including members of the wedding party, unable to produce a valid ID will not be served any alcoholic beverages. Acceptable ID's are an official state driver's license, passport or military ID. Lakeview Banquet and Event Center reserves the right reject any ID that it deems as questionable.

- iii) Any individual unable to provide a valid ID that requests alcohol service or is found in possession of an alcoholic beverage will be immediately escorted from the event center or detained until law enforcement arrives.
 - iv) Any individual under the age of 21 that requests alcohol service or is found in possession of an alcoholic beverage will be immediately escorted from the event center or detained until law enforcement arrives.
 - v) Any individual ordering or providing alcoholic beverages to any individual under the age of 21 will be immediately escorted from the event center or detained until law enforcement arrives.
 - vi) Bartenders have the right, at their sole discretion, to refuse or discontinue service of alcoholic beverages to any individual, including the wedding party or immediate family members, deemed to be intoxicated, abusive, argumentative, or potentially perceived as a threat to themselves or others.
 - vii) Host sponsored and cash bars are not intended nor implied to be an all a guest can drink bar.
 - viii) **All beer, wine and liquor MUST be purchased and served by Lakeview Banquet and Event Center. Sponsors, guests, vendors or any other event participants are not permitted to bring any alcoholic beverages onto the premise prior to, during or after the event.** Any alcoholic beverage not purchased from and served by Lakeview Banquet and Event Center will be immediately confiscated and discarded. At the sole discretion of Lakeview Banquet and Event Center, any individual violating this policy may be escorted from the premises.
 - ix) On site wedding events that desire a pre-wedding toast for the wedding party, MUST purchase any beer, wine, champagne or liquor from Lakeview Banquet and Event Center. Pre-wedding beverage service is not included as part of any beverage package. Any alcoholic beverage not purchased from and dispensed by Lakeview Banquet and Event Center will be immediately confiscated and discarded.
 - x) Alcoholic beverages may only be consumed within the banquet center or designated outdoor patios. No alcoholic beverages are permitted outside the front entrance, in the wedding gardens, on the wedding patio or in parking lot. At the sole discretion of Lakeview Banquet and Event Center, any individual violating this policy may be requested to vacate the premises.
 - xi) **If an underage individual requests beverage service or if a guest becomes unruly or if any individual brings alcoholic beverages onto the premises, Lakeview Banquet & Event Center reserves the right to cease beverage service until the offender has left the premises.**
 - xii) Lakeview Banquet & Event Center has a no double and no shot policy at the bar.
 - xiii) Published beverage service fees are intended to be a reasonable estimate, but due to potential changes in wholesale prices and mandated governmental wage requirements, beverage pricing cannot be guaranteed until 60 days prior to the event.
- c) Beverage Service Hours
- i) Beverage service does not commence until the start of the reception and the initiation of food service.
 - ii) Beverage service will remain available through dinner.
 - iii) Last call is forty-five minutes prior to the scheduled end of the event.
 - iv) Bar service will cease thirty minutes prior to the scheduled end of the event.
- d) Food Must Be Available When Alcoholic Beverages Are Being Served
- i) Alcohol will not be served prior to dinner unless food is made available to guests.
 - ii) Alcohol will not be served after dinner unless food is made available to guests.
 - iii) Food service, required for alcohol consumption by guests, may be as simple as chips, pretzels, popcorn, nachos or similar bar snacks.
- e) Beverage Service Personnel
- i) Two bartenders and one dining room supervisor will be on duty for all events hosting a function serving alcohol.
 - ii) All alcoholic beverages will be served directly from the bar to the guest. No table service is provided for alcoholic or non-alcoholic beverages with the exception of a champagne toast.
- e) Designated Drivers
- i) The event host assumes the responsibility of ensuring that designated drivers or a shuttle service is available for those guests consuming alcohol.
 - ii) Guests consuming alcohol are permitted, at their own risk, to park their cars at Lakeview Banquet and Event Center overnight and avail themselves to rides provided by designated drivers or a shuttle service.
- f) Beverage Service Guarantee
- i) A minimum beverage service guarantee is required, unless otherwise stated in the Event Agreement. This applies to both host and cash bars. The amount of the minimum beverage service guarantee is stipulated in the Event Agreement. Sales tax is in addition to the minimum beverage service guarantee.
 - ii) The minimum beverage service required by this agreement may be met with the selection of alcoholic and or nonalcoholic beverages.

- iii) 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.
 - iv) Cash bars require a pre paid security deposit. The security deposit may be cash or a personal check from a local Michigan bank. The entire security deposit will be refunded at the end of the event if the alcoholic beverage sales and host's prepaid nonalcoholic sales meet or exceed the guaranteed minimum beverage service sales. In the event that the alcoholic beverage sales and the host's prepaid nonalcoholic beverage sales do not meet the guaranteed minimum beverage service sales, the difference will be deducted from the security deposit with the balance of the security deposit being refunded to the event sponsor. Cash will be refunded immediately at the end of the event. Any balance remaining on a security deposit made by check will be refunded after the event sponsor's check has cleared the bank. Alternatively, the event sponsor may issue a new check for any outstanding beverage service costs with the security deposit check being returned immediately at the end of the event.
 - v) Lakeview Banquet and Event Center bartenders will be permitted to have an unlabeled tip jars in full view at the bar service windows.
- g) Beverage Service Payment
- i) The beverage service guarantee must be paid 60 days prior to the event. A 5% late fee will be added to the beverage service guarantee if the beverage service guarantee is not paid by the due date. Any balance remaining must be paid prior to the start of the event.
 - ii) Six percent (6%) sales tax will be collected in addition to the beverage order.
 - iii) Any balance on the beverage service bill must be paid prior to the start of the event. Payment may be made by cash, money order or check drawn on a Michigan bank.
 - iv) A \$35 service fee will be collected for any returned checks.

I, the event sponsor, agree to and will abide by the above policies, rules and regulations.

Print Name

_____ Date: _____

Signature

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