

The Arbor Room Banquet Policies

Banquets Entrée Packages are for parties of 15 or more.

Events are available Monday through Saturday, between 5 PM and 9 PM.

Please return a signed copy of this policy along with your deposit to complete your event booking.

Our Arbor Room is available for parties of less than 33 people. On the day of the event, the room will be reserved exclusively for your party. If set-up for personal affects is needed outside of regular business hours, we do ask that you contact a manager ahead of time and arrange based on facility and time availability.

_____**DEPOSIT:** We require a room deposit to secure the date of your event. For events in our Arbor Room, the deposit is \$250 with a limit of 33 people. This deposit is taken off of the final bill. The deposit is non-refundable if a cancellation occurs within 7 days of the event to offset expenses already incurred.

_____**ROOM FEE:** A room fee will be added to the final bill on the day of the event. This fee covers the expenses of having our staff set up for the event, the cost of linens, private space, extra kitchen event staff, etc. The Room Fee for The Arbor Room is \$150.

_____**PAYMENT REQUIREMENTS:** We accept all major credit cards and cash. Personal checks are prohibited. All charges must be paid in full at the conclusion of the event. A 6% Michigan sales tax and 20% gratuity is added to the final bill. Please note that tax and gratuity are not reflected in the banquet prices shown in this package.

In order to properly bill the room fee and return the deposit as a credit, we require that all food portions of the event to be placed on one receipt. The receipt will be presented to the person who booked the event, unless our staff is notified otherwise. In cases of multiple paying guests, our computer system can allow limited (up to 4) partial payments for this receipt. The beverage portion of the bill will be handled according to the bar option you choose for this event.

_____**FINAL HEADCOUNT:** We will send you a Final Details Contract which will be due 7 days prior the event. At this time, we will ask for a final head count of your guests. Your event cost is based on this final head count as we incur expenses in purchasing food and supplies for the number of confirmed guests for your event. Any unmet head count will be charged as an unmet minimum service charge of \$40 per unmet head and dinners for those guests are forfeited. This policy is non-negotiable, so please ensure your head count is accurate. Allowance of last-minute additions to the headcount will be at the sole discretion of the banquet manager.

_____**MENU:** We require that any dietary restrictions are brought to our notice 7 days prior to the event. This allows our kitchen to better prepare and ensures the proper accommodations can be made. We will not be able to address dietary concerns on the evening of the event.

We offer appetizer trays that feed 25 people at a discounted price for our banquet guests. Several options from which to choose can be found on the appetizer page in this package.

Please choose 3 menu options from any section on the banquet menu. Our Chef will require a general count of each entrée selection for ordering purposes (ex. 6 Whitefish Parmesan, 7 Filet, etc). Our servers will need to take each guest's order the night of the event for logistical purposes. Our Banquet dinner options include one non-alcoholic beverage per guest, our arbor salad, dinner rolls, vegetable medley, and potato (excludes pasta dishes).

Events smaller than 15 people must order off the regular menu. Events smaller than 20 people may choose to order off our regular dinner menu. All regular menu pricing will apply; Wine & Dine not available to private events.

_____**DESSERT:** You may elect to add a dessert choice for your guests for \$10 per person. The charge to bring in a dessert for an event such as a wedding or birthday, is a 2 dollars per person banquet dessert fee or \$25, whichever is larger. If you bring in cake, we will cut the cake and serve it to your guests. Likewise, if you have cupcakes, we will provide plates, silverware, and service. Any food product placed on tables as a party favor such as chocolate, truffles, cookies, mints, etc. is considered a dessert and will necessitate a dessert fee. Due to health code regulations, any dessert brought in must be from a certified bakery; therefore, it cannot be homemade. Any homemade dessert

presented will be removed and you will be politely asked to leave it in your car for the evening. Health department sanitation rules and regulations must be followed. Please note that desserts brought into the restaurant from a certified bakery may be delivered only on the day of the event. Unfortunately, we do not have the capacity to store desserts of any kind overnight.

_____ ENTERTAINMENT: We do allow live entertainment with management approval, such as a band, DJ or a single musician. The entertainment must be kept at a noise level that is not disruptive to our other dining guests. Music should be tasteful and appropriate for all ages and end promptly at 9 pm. In case of music inappropriate to The Arboreal Inn ambiance, management reserves the right to intervene and/or end the music.

_____ LATE FEE/BAR CLOSING: We dedicate specific staff to your event to ensure the highest quality of personal service excellence. Our staff arrives one hour prior to the event to ensure time for preparation and attentiveness to detail. Therefore, we will charge a \$25 fee for each 15 minutes your event is late to arrive at our facility. In addition, our bar closes promptly at 9 pm. Bar time required past 9 pm will cost an additional \$25 per quarter hour to cover our additional expenses.

_____ BAR: The Arboreal Inn reserves the right to control all serving of alcohol on premises as our liquor license allows. Management may discontinue service of alcohol to anyone at any time. All alcohol must be consumed on premises and may not leave the building. Any and all alcohol found on premises not purchased from the Arboreal Inn will be discarded immediately.

All guests must have proper identification in order to be served alcoholic beverages. Any guest under the age of 21 found consuming alcohol will be escorted off the property and management may discontinue service. We reserve the right to refuse alcohol for the remainder of the event to any guest who becomes over intoxicated.

_____ CONTRACT: To officially book your event, you must initial your agreement to each section of this contract, sign and return with the \$250 deposit. A Final Details Contract will be emailed to you prior to the event and must be returned 7 days prior to the event date. Failure to do so may result in a last-minute cancellation of your event. We reserve the right to change our policies, prices, and menu options without notice. Failure to abide by all policies put forth in this document will result in cancellation and additional fees may apply.

If you have any questions, concerns, or special needs pertaining to our banquet policies, please feel free to contact us anytime. Our goal is to create a special evening for you and your guests.

I hereby agree to the terms and policies put forth by The Arboreal Inn regarding my event.

Guest Signature: _____ Today's Date: _____

Event Date: _____ Phone Number: _____

Event Type: _____ Email Address: _____

Manager Signature: _____ Today's Date: _____