



LINCOLN RECEPTION CENTER

Event Contract

Please read the following agreement carefully before signing. This contract is binding to all the terms and conditions set forth. Seating is for approximately 160 guests inside. (See suggested seating arrangements for more details. Additional space is available outside, weather permitting).

Name(s)/Hosting Party _____

Address (used for deposit return): _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Name Of Caterer: _____ Phone: _____

Date Of Event: _____ Type Of Event: _____ Est. Guest Count _____

Type Of Tables Requested (please circle preferred type, or both if mixed): 60" Round 8' Rectangle

Arrival Time For Setup: _____ Start Time Of Event: _____ End Time: _____

Rental Charges

Friday, Saturday and Holidays (\$750 minimum for first 6 hours and \$125 per hour thereafter)..... \$ _____

Sunday thru Thursday First Hour \$125 \$ _____

Sunday thru Thursday Each Additional Hour \$65 (Hours _____ X \$65) \$ _____

(This should include any time necessary to set up and tear down)

Security Deposit *(for incidental damages)* \$150 \$ _____

Other \$ _____

TOTAL \$ _____

Name: _____

Staff Signature

Signature: _____

Today's Date: _____

The following policies are for the rental of Lincoln Reception Center and will assist you in planning your event. The use of Lincoln Reception Center includes all indoor areas, tables, chairs, and amenities. Specific details pertaining to the room and table arrangements will be discussed and established prior to the event. Adjacent outdoor areas are also included however any outdoor needs (decorations, tents, furniture, etc.) are the responsibility of the hosting party. Our professional staff will make every effort to ensure a successful event. In order to help achieve this, please review the following policies and procedures:

To secure the desired date, 50% of the room rental will act as the deposit. Cancellation 14 days from the date the deposit is made will result in loss of deposit. Deposits for events booked within 30 days of the event are non-refundable. In the event of cancellation, customer will provide notice of cancellation in writing. Any event cancelled within 30 days of the event date will be subject to 100% cancellation fee based on the total cost of event, including catering and service charges.

Service Charges & Pricing

A fifteen percent (15%) service charge and six percent (6%) Michigan sales tax will be applied to all food and beverage sales. Groups requesting tax exemption must provide a tax-exempt certificate thirty day prior to date of event, or tax will be applied to the final bill and will not be refunded. All prices are guaranteed 90 days prior to the date of the event.

Catering

Once the event date has been booked, the customer will secure the desired caterer by paying Lincoln Reception Center for the caterer's required deposit. All remaining catering purchases will be made through Lincoln Reception Center including the 15% Service Charge and 6% Sales Tax. Final tastings, menu options, and other details are to be discussed by the customer and caterer. All food and beverages will be purchased through Lincoln Reception Center (unless other arrangements have been made). No outside food (except for cakes) will be brought in or taken off the premises **unless authorized by Lincoln Reception Center management.**

Alcohol Policies

Lincoln Reception Center abides by all Federal, State, and local health and liquor control laws. All Alcohol consumed at Lincoln Reception Center must be provided through a caterer that has a traveling liquor license. The caterer will require proof of legal drinking age before serving alcohol to any guest. Consumption of alcohol by any person under the age of twenty-one (21) will be grounds for immediate termination of your event. Excessive alcohol consumption by anyone will not be tolerated and will lead to their removal and/or closing down of the event. Any abusive or disruptive behavior, damage to facility or equipment, may be grounds for immediate termination of the event as determined by Lincoln Reception Center.

(Initials) _____ I have read and agree to all of the terms stated in this page of the contract

Guarantee & Payments



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Minimum guaranteed attendance must be received ten (10) days prior to event. You will be charged for the actual number or the guarantee, whichever is greater. Customer will pay Lincoln Reception Center directly for all event costs, unless otherwise specified. Final payment is due seven (7) days prior to event date, this includes any rental charges, total catering bill, service charge and tax.

Outside Vendors

Lincoln Reception Center reserves the right to approve all outside vendors. This includes but is not limited to florists, DJ's, photographers, decorators, etc. Client must provide a list of all outside vendors in writing at least 10 days prior to event. Please include any special instructions, such as DJ table, chairs, linen, skirting, extension cords, etc. All vendors are solely the responsibility of the client. If your outside vendors will be eating, please include them in your final count.

Timeline & Decorations

All rooms will be available two hours prior to the start of your event for decorating, unless other arrangements are made in advance. Affixing anything to the walls, floors, or ceilings is prohibited. Confetti, glitter, pins, stick pins, duct tape and glue are not permitted. Any damages that occur will be the responsibility of the customer and charges may apply. DJ's, bands or musicians must play their last set by 11:30 pm. The banquet room must be emptied by 12:30 am. All decorations must be removed within one hour after the end of the event, unless other arrangements are made.

Liability & Damages

Lincoln Reception Center reserves the right to control and inspect all private functions. If Lincoln Reception Center management believes additional security is needed for your function, arrangements will be made at the customer's expense. Liability for any damage to the premises will be charged to the client. The person(s) in charge of the function are responsible for conduct of all those in attendance. Smoking is not permitted in any part of the Lincoln Reception Center. Lincoln Reception Center will not assume the responsibility for the damage or loss of any merchandise or articles left on the premises prior to or following the event.

(Initials)_____ I have read and agree to all of the terms stated in this page of the contract

Collection Costs

Client agrees that, in the event litigation or court action is commenced or the Lincoln Reception Center costs or attorney fees to collect fees due from client, client will be responsible for all actual costs and attorney fees incurred regardless of the outcome of such litigation or court action.

Excused Non-Performance

If, for reasons beyond our control, including but not limited to, labor strikes, accidents, government restrictions or regulation on travel, acts of war or acts of God, Lincoln Reception Center is unable to perform its obligations, then such non-performance is excused with no other liability upon return of deposit. In no event shall Lincoln Reception Center be liable for consequential damages for any reason whatsoever.

*(Initials)*_____ I have read and agree to all of the terms stated in this page of the contract