

CLEARY'S BANQUET CENTER

117 E. Grand River Ave.
Howell, MI 48843
[517]-546-4136
clearysbanquetcenter@gmail.com



BANQUET EVENT ORDER

This event agreement is entered by and between Cleary's Banquet Center and the client or organization listed below. For services provided by Cleary's Banquet Center and upon the terms and conditions set forth below as well as all policies and procedures now or later established by Cleary's Banquet Center.

Contact

Name: _____

Phone: _____

Email: _____

Event Details

Date of Event: _____

Type of Event: _____

Start Time: _____ End Time: _____

Setup Time: _____

Room Contracted: _____ Contracted Room Rate: _____

Deposit

Deposit in the amount of _____ was recieved on _____

Payment Method: Cash Debit/Credit Final Payment Due Date: _____

Client Signature: _____

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Prepared For: _____

QUANTITY	ITEM	UNIT PRICE	TOTAL PRICE
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FOOD & DRINKS

			\$ _____
			\$ _____
			\$ _____
		FOOD SUBTOTAL	\$ _____

MISCELLANEOUS

			\$ _____
			\$ _____
			\$ _____

SUBTOTAL \$ _____

20% GRATUITY \$ _____

6% SALES TAX \$ _____

GRAND TOTAL \$ _____

20% DEPOSIT \$ _____

A nonrefundable deposit of 20% of the estimated bill is due upon booking to secure the date.

BALANCE \$ _____

Balance is to be paid at the conclusion of event.

Client Signature: _____

All charges are based on the guaranteed final head count, or the actual number of guests served whichever is greater.

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Banquet Policies

Room Information

The West Room

A minimum of 30 Adults is required
Room Maximum- 75 guests

The East Room

A minimum of 30 Adults is required
Room Maximum- 100 guests

ROOM RENTAL RATES-

Starting at \$200

Room Rental Includes:

Private Space, Professional Staff, Setup, Cleanup,
Tables, Chairs, Cake Cutting, and more.

*While deposits are applied to the final invoice, room rental fees are in addition to the menu price.

*We can provide dessert plates and utensils for \$1pp

Payment & Deposit

- A nonrefundable deposit of 20% of the estimated bill is due upon booking to secure the date.
- The deposit will be credited to the client's final balance. Final Payment is due at the conclusion of the event.
- Acceptable forms of payment include cash, or credit/debit card.

Cancellation Policy

- In the event of cancellation, 30 days notice is required to refund a deposit (minus a booking fee of \$50).
- Any cancellation made within 30 days of event will forfeit the entire deposit. No exceptions.

Event Time

- All events include 1 hour of setup time prior to the event start time.
- Additional time can be added but must be established prior to the event date.
- If the event exceeds the allotted time, the client will be charged an additional \$300 for each additional hour.
- Client will be charged the entire \$300 for the first 15 minutes past the deadline.

Final Head Count

- A guaranteed final head count is due a minimum of 10 days prior to the event.
 - All charges are based on the guaranteed final head count, or the actual number of guests served, whichever is greater.
 - Client agrees and by their signature(s) to indemnify and hold harmless Cleary's Banquet Center in the event more guests attend the event than guaranteed prior to event, or if not enough foods, beverages, or services are ordered to properly serve the attendees.
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Banquet Policies

Food & Beverage Service

- Cleary's Banquet Center will be the sole provider of all food and beverages (with the approved exception of desserts). We can supply dessert plates and utensils for \$1 per person.
- Dietary Restrictions will need to be known ahead of time- a minimum of 10 days before the event.
- Outside food and beverages are not allowed in the Banquet Facilities.
- Under no circumstances is outside alcohol permitted.
- Cleary's reserves the right to remove any outside food/beverages and/or the party responsible for bringing the outside food/beverages into the facilities.
- Leftover food is prohibited from leaving the premises per Food Safety Regulations.
- Buffet Service will end 1 hour after food is served.
- Cleary's Reserves the right to refuse service to any guest at any time.
- A 20% gratuity and 6% sales tax will be added to all food and beverage charges on the final bill.

Decorations & Damages

- All decorations must be approved by management prior to event.
- **Glitter or confetti is prohibited.** Any use of these items will result in an additional \$200 cleaning fee. This includes **Confetti Filled Balloons**.
- The client is responsible for providing all decorations, as well as setup & take-down of the decorations.
- Client may not use any decorations that may stain, scratch or mark the wall, paintings, or floor surfaces.
- Client may not use any nails, push pins, tacks, staples or tape of any kind.
- Client shall be responsible for the cost to repair any damage that occurs to the facility as a result of decorations, use of items, damages from guests, etc.
- If damages were to occur, Cleary's will provide the estimated cost to either repair, clean, or remove items within 72 hours of the event.
- All items must be removed from the facility at the conclusion of your scheduled event.
- Any items left after the reservation time will be disposed of.
- Cleary's Banquet Center will not be held responsible for lost or stolen articles or merchandise left on the premises prior to, during, or following an event.
- Client absolves Cleary's Banquet Center from any third-party claims.
- Cleary's Banquet Center assumes no responsibility for the conduct of guests, members and/or third parties hired to provide services.

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Banquet Policies

Client Expectations & Music

- *Client will have full responsibility for the conduct of all persons in attendance at the Event.*
 - *Client will be responsible for ensuring that guests conduct themselves in an orderly manner, without any excessive noise or disruptive behavior, and in full compliance with all applicable laws, and rules.*
 - *Client will be responsible for notifying guests, of the rules of conduct described herein, and will be responsible for the enforcement of these rules.*
 - *Outside speakers are permitted.*
 - *Guests may arrange for musicians or a D.J.*
 - *Volume of music must be kept at “dinner music” level until the end of event or 10:30pm, whichever occurs first. (All contracted D.J.’s must be made aware of this prior to the event.)*
 - *The level of music for an event in the banquet room is not to disturb residents living above.*
 - *We will not tolerate insubordination of the rules and time; it’s a request for courtesy.*
 - *If you are notified about a noise disturbance more than twice before the set time, we will ask that you please turn your music off.*
 - *Cleary’s Banquet Center reserves the right, at our sole discretion, to halt an event or cancel event as a result of a breach of these rules. No refunds.*
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My signature below indicates I have read and agree to these Banquet Policies. I agree my reservation of a Room will become final only upon (a) receipt of a copy of these Banquet Policies signed by me, and (b) Cleary’s Banquet Center receipt and validation of funds of the Deposit amount set forth in these Banquet Policies.

Client Signature: _____

Printed Name: _____

Date: _____