

1. Rules

- a. The MBYC is a private club and as such all functions must have a MBYC member as a sponsor. A signed sponsor letter, a contract signed by the host, and a deposit must all be returned and on file at the club for each function.
- b. No date will be reserved until a signed sponsor letter and a signed contract are on file and the room charge has been paid.
- c. All arrangements with the MBYC will be final two weeks prior to the event date. This includes both the guaranteed final number of attendees and menu selections. *Dietary plates may be ordered if the MBYC is notified at the time of final menu selections. If entertainers are to be included in your groups meal count please add them to your final count.*
- d. Charges are based on your final count. We will try to accommodate late changes if possible. Additions and modifications will be subject to one and a half times the menu price.
- e. The MBYC member or host is responsible for all damages to the room or loss of property during the event.
- f. The MBYC will not be held liable for the failure to perform this contract as a result of strikes, fire, or flood or failure of the electric, heat and air conditioning, plumbing or any other cause beyond our reasonable control.
- g. Last call for cocktail service will be 11:30 pm unless the event goes into overtime. All bands will also finish their last set at 11:30 pm. All rooms are to be vacated by 12:00 am unless the event goes into overtime. The MBYC reserves the right to control all functions held on MBYC premises, and to discontinue service of alcoholic beverages at any time if in the judgment of the MBYC's management, it would be in the best interest of the MBYC and the guests to do so.

2. Payments

- a. We accept Master Card, Visa or a check. If a credit card is used then it must be on file with club and the full payment for the party is expected the night of the event. If a check is used then 50% of expected food costs will need to be paid 2 weeks before the event.
- b. Overtime requested by the **host** is \$12.00 per hour per club employee. Overtime is when the event goes longer than the stated end time.
- c. Functions cancelled within two weeks of the event will be charged 50% of expected food sales for the event based on final count.

3. Menus & Decorating

- a. In the event that the host chooses to delay the serving time, the MBYC will not be held responsible for the natural decline in food quality.
- b. Current prices are listed on the banquet menus. These prices are subject to change with or without notice.
- c. Due to space constraints the MBYC reserves the right to require plate service for groups over 150.
- d. If multiple entrees are ordered, it is necessary to use color coded place cards to assist our staff.
- e. To insure that your guests receive proper dinner service it is necessary to suspend beverage service by waitstaff during the serving of dinner. Beverages may be obtained during this time on a self serve basis.
- f. All federal, state, and local laws with regard to food and beverage purchases or consumption are strictly adhered to. All food and beverages must be purchased from the MBYC by prearrangement with our office. No food or beverages may be brought in by members, their guests, or other invitees except otherwise approved by the MBYC (examples are cakes or special wines).
- g. All food, beverage and miscellaneous items are subject to a 20% gratuity and current Michigan sales tax.
- h. All equipment and decorations must be pre-approved by the MBYC before the event and delivery must be finished an hour before event begins. Examples of decorations that are not approved, but not limited to, are sand, confetti, and rice. The host may not affix anything to the walls or railings.
- i. The MBYC reserves the right to have final approval on all table arrangements.
- j. Our staff would be happy in the set-up of decorations for the event but a set-up fee of \$200 an hour will be charged.