



SEASONS

BANQUET CENTER

ROOM CAPACITIES

| | rounds of 8 | rounds of 10 | crescent style | theater | hollow square | reception |
|-----------------|-------------|--------------|----------------|---------|---------------|-----------|
| entire ballroom | 240 | 300 | 156 | 300 | n/a | 400 |
| west section | 72 | 90 | 54 | 160 | 32 | 100 |
| center section | 80 | 100 | 60 | 160 | 32 | 100 |
| east section | 64 | 80 | 48 | 100 | 32 | 75 |
| ontario room | 32 | 40 | 24 | 50 | 20 | 40 |

board room seats 10 in a permanent conference-style setting

NON-MEMBER ROOM RENTAL RATES

| | weekday | weeknight | friday evening | saturday | sunday |
|-----------------|---------|-----------|----------------|----------|---------------|
| | 8AM-4PM | 5PM-11PM | 6PM-12AM | 6PM-12AM | 6 HOUR RENTAL |
| entire ballroom | 1,000 | 1,000 | 1,500 | 2,300 | 1000 |
| west section | 250 | 250 | 400 | 700 | 250 |
| center section | 250 | 250 | 400 | 700 | 250 |
| east section | 250 | 250 | 400 | 700 | 250 |
| ontario room | 100 | 100 | 100 | 100 | 50 |
| board room | 100 | 100 | 100 | 100 | 50 |

room rental fees are waived for members of Muskegon Country Club

WEEKEND FOOD & BEVERAGE MINIMUMS

(prior to service charge of 20% and 6% tax)

| | |
|----------|--|
| FRIDAY | \$4,000 minimum food and beverage spending prior to 20% service charge and 6% tax. Room rental fee of \$1,000 waived with \$6,000 in food and beverage spending prior to 20% service and 6% tax. |
| SATURDAY | \$6,000 minimum food and beverage spending prior to service and tax. |
| SUNDAY | \$3,000 minimum food and beverage spending prior to service and tax. |

SE4SONS

BANQUET CENTER

2801 LAKESHORE DR. • MUSKEGON, MI 49441
CLUBHOUSE: 231.755.3737 • FAX: 231.755.5759
REBECCA@MUSKEGONCC.COM

BOOKING AGREEMENT

event: _____ estimated number of guests: _____

date of event: _____

HOST/HOSTESS

name: _____

phone: _____ email: _____

address: _____

non-refundable deposit amount: \$ _____ deposit received: \$ _____

room rental fee: \$ _____ minimum spending: \$ _____

Evening room rentals are based on a period of 6 hours. The latest the room is available is 12:00am.

Room rental fees do not apply to members of Muskegon Country Club.

CANCELLATIONS Received within 30 days of the planned event will be billed at 100% of the estimated f & b charges. Cancellations within 60 days of the event will be billed at 75% of the estimated food and beverage charges. Cancellations within 90 days of the event will be billed at 50% of the estimated food and beverage charges. All other cancellations will result in the loss of deposit.

PAYMENT is due prior to the event.

- A headcount is due 14 days prior to event along with estimated payment.
- Final meal counts, along with any remaining payment are due 2 business days prior to the event.
- Muskegon Country Club will process your credit card payment with 3% fee added to the total.

Host/Hostess is the responsible party for the event. I, _____ have read and agree to SE4SONS Banquet Center's attached terms and conditions, policies and general information. I understand that If market pricing dictates, pricing is subject to change prior to 90 days of the event.

In the unlikely event that any damages to the club or additional clean up fees are required as a result of your event, the booking/contact person or organization shall assume responsibility and costs associated with the damages.

A credit card for the food and bar billing contact must be kept on file in case of incidentals.

Card Holder _____ Card # _____ Exp. _____/_____/_____

CONTACT PERSON

DATE

SE4SONS BANQUET CENTER TERMS & CONDITIONS

SATURDAY EVENING

The rental fee for non-members to use the facility in 2018/19 is \$2,300. for the Ballroom on a Saturday evening. Minimum food and beverage spending is \$6,000 prior to service charge and tax. If minimum spending is not met, the food and beverage difference will be billed, which is subject to service charge and tax.

FRIDAY EVENING

The rental fee for non-members to use the facility in 2018/19 is \$1,500 on a Friday evening. Minimum food and beverage spending is \$4,000 prior to service charge and tax. If minimum spending is not met, the food and beverage difference will be billed, which is subject to service charge and tax.

SUNDAY EVENING

The rental fee for non-members to use the facility in 2018/19 is \$1000. Events utilizing the entire Ballroom require a \$3,000 minimum food and beverage spending. If minimum spending is not met the difference will be charged with applicable service charge and tax.

ADVANCE DEPOSITS

Required to reserve banquet space on a definite basis. A non-refundable deposit of \$2,300 is required to reserve the Great Lakes Ballroom on a Saturday evening, \$1,500 for a Friday, \$1,000 for a Sunday evening. The date cannot be confirmed until the deposit is received. Deposits should be received within 2 weeks of reserving your date and are non-refundable.

CANCELLATIONS Received within 30 days of the planned event will be billed at 100% of the estimated f & b charges. Cancellations within 60 days of the event will be billed at 75% of the estimated food and beverage charges. Cancellations within 90 days of the event will be billed at 50% of the estimated food and beverage charges. All other cancellations will result in the loss of deposit.

MENU SELECTION Due no later than 2 weeks prior to the date of the event. Substitute plates may be ordered in advance (such as vegetarian meals, etc.) If a choice of two entrees is offered, a charge of \$1.50 per plate is added to each meal.

PLACE CARDS are required to be provided by the host, indicating your guest's entrée selection. Indicators must be approved by the Banquet Coordinator 2 weeks prior to the event.

All food and beverage consumed on the premises must be provided by SE4SONS Banquet Center. The only exception is a wedding cake, provided by a licensed bakery.

THE TENTATIVE GUEST COUNT is due 14 days prior to the date of the event.

THE GUARANTEED FINAL COUNT is due by 12:00pm 2 business days prior to the event. The guarantee is the minimum number for which you will be billed.

ALL FOOD AND BEVERAGE charges are subject to 20% service charge and current Michigan sales tax. Please note that the State of Michigan does not consider the service charge as a gratuity, and this subjects the service charge to sales tax. Current prices are listed on the menus. Please note, however, prices are subject to change without notice due to market pricing.

ENTRÉES are priced per person. Selecting more than one entrée will require the following:

1. Each additional entrée chosen will add \$1.50 per person to the menu price.
2. A breakdown of entrée selection is due two business days prior/**48 hours prior**.
3. Entrée place cards listing the guest name and entrée selection are required and provided by the group. Banquet Coordinator must approve place cards.

PAYMENT is due prior to the event.

- A headcount is due 14 days prior to event along with estimated payment.
- Final meal counts, along with any remaining payment are due 2 business days prior to the event.
- Muskegon Country Club will process your credit card payment with a 3% fee added to the total.

Muskegon Country Club is a smoke-free facility.

Health department guidelines and Club policy prohibit us from allowing guests to take extra food and beverage off premise.

Muskegon Country Club is not responsible for any lost or stolen items or any items left following a function.

Sparklers, fireworks and sky lanterns are prohibited from use on premise. The use of glitter or confetti of any kind and the adhering of items to walls using nails, pins, staples or removable hooks to doors, ceilings, moldings, etc. is not permitted. Clean up fees and/or maintenance fees will apply if necessary. Decorations are limited to table arrangements.

MCC reserves the right to charge for appropriate cleaning fees and/or damages if the condition of the banquet center deems necessary following your event.

Suggestions for entertainment, florists and wedding cakes are available upon request. Please note all entertainment and bands must be pre-approved by the club before booking.

All decoration items are to be removed immediately following your event. The Club will not assume any responsibility for the damage or loss of any merchandise or articles left at the club before or after your event.

BAR POLICIES

No alcohol service will be provided to minors under the age of 21, as stated by law in the State of Michigan. Any person of questionable age must provide a valid I.D. to obtain alcoholic beverages. In the event that minors are observed drinking alcoholic beverages, the bar will close for the remainder of the event.

All beverages must be provided by SE4SONS Banquet Center.

Bar service is available for six hours. Bar closes no later than 12:00am.

The practice of accumulating drinks before the bar closes, or the ordering of shots, is not allowed.

SE4SONS reserves the right to refuse alcohol service to anyone whose sobriety is questionable. Also, anyone who tries to obtain alcoholic beverages for a minor, or a person who has been refused bar service, will also lose their right to be served and will be asked to leave the property.

SE4SONS reserves the right to close the bar at any time.

BAR OPTIONS

HOSTED BAR

All beverages are billed to the host or hostess. A minimum of 100 people is required to set up a hosted bar. There will be a \$100 set-up fee for parties less than 100 people.

PARTIALLY HOSTED BAR

Host/hostess pays for all beer and wine provided to guests. Guests pay cash for liquor.

FULL CASH BAR

Guest pays cash for all beverages.

CASH BAR

Fees apply for cash bar set-up and vary depending on the size of your group.

- 50-100 guests: \$50
- 100-150 guests: \$100
- 150-200 guests: \$150
- 200-300 guests: \$250