

Banquet Policies:

The client hereby agrees to the following set policies for the date and time specified on this contract.

A deposit is required to guarantee the date and time for all clients utilizing the One Under Banquet Facilities. No "tentative" holds may be placed on banquet room rentals without this initial deposit. The deposit will go towards the payment of your final event bill unless otherwise discussed with a Banquet Manager.

Deposit breakdown:

A deposit of \$250 is required for the South or North Room rentals

A deposit of \$500 is required for Whole Room rental

A deposit of \$1000 is required for Wedding rental

Deposits by Telephone: Deposits may be obtained over the telephone, and will be held for 7 days. The client will have exactly 7 days to come into One Under or email a signed copy of the contract. If the client does not sign the contract in the 7 day period, the contract will then be void, the date will no longer be secured and the client will forfeit the initial deposit.

 Cancellation Policy: Cancellation of your scheduled event will result in the forfeit of your initial deposit. Any cancellations within 30 days of your scheduled event will be assessed an additional \$250 cancellation fee. Any cancellation within 7 days of your scheduled event requires 100% of the final payment covering your food, beverage, and room fee for your event. One Under Banquets holds the right to cancel any event prior to the event or during the event for any circumstance.

 Potential Damages: We require a valid credit card and signature on file. Any outstanding charges or damages will be charged to this card unless other arrangements are made. See Potential Damages Form.

 Smoking: Smoking is prohibited in our balcony, terrace and patio areas.

 Food Policy: All food and beverage arrangements (with the exception of cakes or desserts for special occasions) MUST be provided by One Under Banquet Facility. One Under will not provide additional to-go boxes for client's allowing guest to take home desserts. Any food provided buffet or family style not consumed will not be permitted to leave the premises, reflecting the health code.

 Menu & Guest Count: Your final menu and guaranteed number of guests must be confirmed 2 weeks prior to the scheduled event. Absolutely no reductions in the guaranteed guest count will be accepted after this confirmation. We prepare 5% above the guaranteed number.

Date Due By: _____

 Package Policy: Based off of the selected package for your event, you are adhering to One Under Banquet Facility's policies and procedures per each package. Each package is based off of the date and time of the type of event. According to the package selected for your event, you must reach the minimum guest count.

Package: _____

Minimum: _____

Rental Times: Rental times include time for set up and clean up. Guests are welcome to continue their evening in our bar and grill following the event, but must vacate the banquet facility by the stated times below.

Afternoon luncheons: (Sat) 10:30-3:30pm (Sun) 11am - 4pm

Evening receptions: 5pm - midnight / Wedding Ceremony/Cocktail Hour: 4:30pm-6pm / Wedding Reception: 6pm- midnight *Any additional times or changes must be pre-approved by a Banquet Manager in advance.

_____ **Final Payment:** Final payment for the guaranteed number of guests must be paid in full by *check or cash* on the due date scheduled below. **Guests wishing to pay by debit/credit will be assessed an additional 5% of the total bill.** A late fee of \$50.00 per day will be assessed for each day past the payment due date.

All additional charges, including charges for additional guests above your guaranteed count, shall be paid at the conclusion of your event. A banquet manager will verify the number of guests in attendance for each event.

Date Due By: _____

_____ **Room Fees:** Each room can only be rented if the minimum guest count is met for each event and the full monetary fee is paid per the package room rate. The minimum guest counts are stated on each banquet package. If minimum guest count is initially met, then decreases below the room required amount, the event is subject to a smaller room space with functionality for the new guest count. *Room fee is included in the wedding package pricing.*

_____ **Bar Services:** One Under offers a full bar service, including cash, tab, and open bar options. Events requesting a cash or tab bar require a \$150 bartender fee. Guests should acknowledge the right of our bartenders to suspend the serving of alcohol to any persons in order to ensure responsible drinking; no shots will be available in the open bar package. The Michigan Liquor Commission directly forbids any alcoholic beverages to be brought onto the premises. Beverages are not permitted beyond the front Banquet Entrance.

Standard Linen Pricing: White table linen (90in x 90in square) and white rolled napkin linen are included in your room rental cost. *Colored napkins, white chair covers, and napkin folding are included in the wedding package.*

Standard colored napkin linen: \$0.50 / per person Napkin folding: \$0.50 / per person

Standard white chair covers: \$2.00 / per person Standard chair sash: \$2.00 / per person

Specialty Linen Pricing: Specialty table and napkin linen options are available upon request; however, pricing is dependent on the linen provider, color, material, and sizing. Specialty linen must be pre-ordered with our Banquet Managers 2-weeks prior to your scheduled event to guarantee a timely order placement and delivery of your preferred linens.

_____ **Decoration:** One Under Banquet Facility will provide white tablecloth linens, white napkin linens, glassware, plate ware, and silverware for all events.

Any additional setup provided by One Under Banquet Facility of decor from outside vendors may result in an additional setup fee. **A banquet manager must approve all additional decorations or displays brought onto the premises.** *Wedding decoration set-up is included in the wedding package.*

_____ **Entertainment:** If booking the North or South room, we do not allow any musical entertainment to be brought in with the exception of a small Bluetooth speaker. One Under is not responsible for this speaker. If you would like to bring in other musical entertainment, such as a band or a dj, you must rent out the whole room and meet the minimum requirements for the whole room.

Additional Wedding Policies:

_____ **Golf Cart Rental:** Idyl Wyld golf course will provide two carts from 5:00pm-6:00pm for pictures. Additional golf carts may be available for use based on availability. Any damages to the course or golf cart will be charged to the card on file.

_____ **Use of Balcony/Terrace:** If, due to weather or other unforeseen circumstance, the balcony/terrace is not able to be used, we will host your ceremony in the reception hall with your guests seated at their assigned tables.

_____ **Timeline:** Ceremony services will be held from 4:30pm-5:00pm with a cocktail hour to follow from 5:00pm-6:00pm. Receptions will begin at 6:00pm and end at midnight. *Any additional times or changes must be pre-approved by a banquet manager in advance.

_____ **Rehearsal:** We are able to host your ceremony rehearsal the Thursday prior to your event. Should there be a conflicting event, we will contact you to reschedule immediately upon the event booking. Rehearsals must conclude by 7:00PM.

_____ **Wedding Party Accommodations:** Use of our foyer area and bathrooms are available for the bridal party prior to the ceremony at a time agreed upon with a banquet manager. The groom and groomsmen are able to wait in our bar and restaurant area prior to the ceremony.

_____ **Handicapped Accommodations:** Guests requiring a ramp to access the terrace may enter through the banquet entrance.

Policies and Rules / Potential Damages

One Under requires a credit card and expiration date on file for potential damages or incidentals.

- No confetti, confetti-like décor, rice, straw, silly string or bubbles will be allowed for decoration purposes. A \$250 cleaning fee will be assessed if used.
- No tape, hooks, command strips, nails, etc. are to be used. We allow the use of teacher putty for any items placed on the walls, fireplace or bar.
- Decorations must be removed by the end of your rental time. One Under Banquet staff is not responsible for the placement or breakdown/return of decoration items or any items left behind from your event.
- One Under is not responsible for storage and/or refrigeration.
- One Under is not responsible for damages caused to decorations, items, and/or desserts.
- No furniture or equipment should be removed or tampered with on site.
- One Under is not responsible for lost belongings.
- Candles are permitted with use of enclosed flame.
- Smoking is prohibited on the balcony, terrace and patio. Anyone who wishes to smoke may use the front entrance.
- Guests are not permitted to remove any food or beverages provided by One Under. Our facility is not responsible for providing to-go boxes for guest provided desserts.
- One Under reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises.
- One Under has the right to charge the card below for failure to pay for additional guests attending your event over the guest count you provided.

Your signature below indicates your agreement to the above statements. A Banquet Manager will assess any/all damages and notify you before processing your payment.

Client Signature _____ Manager Initials _____

Credit Card Number _____ Expiration Date _____