



TPC EVENTS

WEDDING RESERVATION AGREEMENT

Name _____ Bride _____
 Address _____ Groom _____
 City, State, Zip _____
 Daytime Phone _____ Evening Phone _____ Terrace Ballroom _____ Fountain Ballroom _____
 Fax _____ Email _____ Outdoor Garden _____ Outdoor Deck _____
 Agreement between: _____ and TPC Events for a Wedding Reception / ceremony / ceremony + reception
 Scheduled on: _____ Time: _____ to _____ or _____ hour period.
 Room Amenities Charge: \$ _____ Projected Number of Guests: _____ Beverage Service: Yes ___ No ___ B&W ___ Full ___

TPC Events Contract Information

Functions include all private or corporate events that schedule food service, beverage service or other amenities held at The Pinnacle Center.

General Guidelines

1. Evening events may begin at 6:00 p.m. and must conclude by 12:00 a.m. Other time arrangements may be made through TPC event staff. Additional charges may apply for events needing more than six hours and must be paid in advance.
2. The leasing individual, group or organization agrees to abide by all applicable laws, rules and regulations.
3. Smoking is prohibited throughout The Pinnacle Center. Please inform your guests prior to their arrival.
4. The Pinnacle Center may not be used for discriminatory practices proscribed by Federal, State and City law, ordinance, rule or regulation. The leasing individual, group or organization agrees to abide by all applicable laws, rules and regulations.

Reservations

1. Reservations may be arranged through the TPC event office. Appointments are required for planning and scheduling of all events. Our event staff may be reached at (616) 662-3330 or through our web site at www.thepinnaclecenter.com.
2. All arrangements for menus and other services must be finalized 4 weeks prior to your scheduled event.

Deposit

1. A deposit is required at the time an event is scheduled. The deposit will be applied to event minimum charges.
2. The Pinnacle Center reserves the right to require an additional deposit.
3. Deposits are accepted in cash, check or credit card (Mastercard, Visa, or Discover). Due to increased credit card expenses, credit card transactions will be subject to a 3.5% service charge.

Cancellations

1. Deposits will be refunded only if the cancellation occurs 90 days or more prior to your event and the reserved room can be reserved with another comparable event. A \$500 rebooking fee will be applied to any event refund.

Payments

1. TPC Events accepts cash, checks, or credit card (Mastercard, Visa, or Discover) for all payments. Due to increased credit card expenses, credit card transactions will be subject to a 3.5% service charge.
2. Fifty percent of the estimated payment will be required 60 days before the scheduled event.
3. Full payment of your guarantee is due by 2:00 p.m. seven business days prior to the scheduled event.
4. Any additional charges that may be incurred during the scheduled event will be due 7 days prior to the scheduled event.

Tax Exemption

1. At the time of reservation, a tax-exempt certificate for the State of Michigan must be submitted in order for tax exemption to occur.

Food and Beverages

1. TPC Events will arrange all food and beverage service for events held at The Pinnacle Center with the exception of certain special cakes.
2. All food sales are subject to state sales tax and a 19% service charge.
3. All Federal, State and Local laws pertaining to food and beverage purchases and consumption are adhered to strictly. Your cooperation with our staff is appreciated. **It is not permitted to package and release any food that is not consumed during a scheduled event.**
4. In the event that you delay serving time, TPC Events cannot be responsible for the natural decline in food quality.
5. All perishable food at appetizer parties will be removed after three hours. Any function extending past three hours is subject to an additional charge.
6. **Custom desserts not available by TPC Events must be approved in advance and may be subject to an additional per guest plating charge.**

Alcoholic Beverages

1. Alcoholic beverages may be served at The Pinnacle Center in accordance with all local and state laws.
2. All alcoholic beverages must be arranged and dispensed through the approved concessionaire.
3. All alcoholic beverage sales are subject to state sales tax.
4. All alcoholic beverages must be consumed inside the building.
5. **Any alcoholic beverage not purchased and dispensed by the approved concessionaire will be immediately confiscated and discarded.**
6. **All beverage service ends one half hour before the end of the scheduled event. TPC Events reserves the right to discontinue alcohol service during any event at the discretion of TPC event management.**

