



TPC EVENTS

RESERVATION AGREEMENT

Name _____
 Address _____ Fountain Ballroom _____
 City, State, Zip _____ Terrace Ballroom _____
 Daytime Phone _____ Evening Phone _____ Full Ballroom _____
 Fax _____ Email _____ Executive Room _____ Fountain _____ Terrace _____
 Agreement between: _____ And TPC Events for a _____
 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 confirmed. The deposit will be applied to any event minimum requirements.
2. TPC Events 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, check 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 offered 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 end of scheduled event. TPC Events reserves the right to discontinue alcohol service during any event at the discretion of the TPC Event staff.**

Guarantees

- 1. Menu prices are subject to change due to market conditions. Menu prices will be guaranteed 60 days before your scheduled event.
2. Your guaranteed attendance is required by 2:00 p.m., seven business days prior to your scheduled event. Please inform TPC Events by phone, fax, or e-mail with your confirmation. If you do not provide us with a guaranteed count, TPC Events will use the estimated number of guests provided at the time of initial reservation as the final count for room preparation, food preparation, and billing.
3. The guaranteed count is the minimum charge and cannot be decreased. Additional guest attendance will be charged accordingly. Increases to the guaranteed count within 24 hours of the event date will incur a 25% additional service charge.
4. TPC Events reserves your banquet room based on your original estimated guarantee. Should the guaranteed attendance fall below 75% of your estimated count, additional charges may be applicable.
5. TPC Events does require a total minimum charge for Friday and Saturday evening events. Includes room and food only. Excludes service charge and sales tax.

Friday Evening minimum - \$5,000/\$10,000 Saturday Evening Minimum - \$7,000/\$14,000
(\$5,000 for one ballroom/\$10,000 for both ballrooms) (\$7,000 for one ballroom/\$14,000 for both ballrooms)

Room Amenities

- 1. The following amenities are included in events held in the designated areas below:

Table with 3 columns: Executive rooms, Conference rooms, Terrace or Fountain Ballroom. Lists amenities like TV/VCR/DVD, Overhead projector, Smart Board, etc.

Decorations

- 1. Decorations must be coordinated with an event manager and must conform to all fire regulations.
2. Items are not to be taped or tacked on walls, ceilings or surfaces in meeting rooms, banquet rooms, lobbies, etc.
3. Confetti and glitter are not allowed
4. All candles are required to have glass shields or hurricane lamps. No open flames are allowed.
5. TPC Events offers a variety of decorations for an additional charge.
6. Party favors must be approved by an event planner.

Linen

- 1. Ivory linen is provided in all banquet rooms without charge. Additional colors may be obtained for an additional charge.

Rental

- 1. TPC Events has decorations, audiovisual equipment, staging, and other special rental needs available for an additional charge. Please consult your event coordinator for a complete listing.

Special Needs

- 1. Anyone needing access to The Pinnacle Center for setup prior to an event may have access to their room three hours prior to the start of the event and no earlier than 6:00 a.m. the day of the event.
2. Special requests can be arranged through an event manager. Additional charges may apply for certain requests.

Outside Services

- 1. Contracting with outside purveyors of food or beverage is not allowed. Contracting with outside entertainment is strongly discouraged and may not be allowed at the discretion of TPC Events. Special services and equipment required for outside entertainment may incur additional charges.
2. All multimedia productions must be in a format supported by The Pinnacle Center - DVD+R; DVD-R; DVD+RW; DVD-RW; and PowerPoint. Please contact an event manager prior to your event to ensure compatibility. Productions that do not conform to supported formats may not be shown or may result in additional charges in order to be shown.

Liability/Damage

- 1. TPC Events and The Pinnacle Center reserve the right to inspect and control all private functions. Liability for and damage to the premises will be the responsibility of and charged to the sponsoring person or organization. The party in charge of the function is responsible for the conduct of all that attend.
2. TPC Events and The Pinnacle Center will not assume responsibility for the damage or loss of any merchandise or articles left in the facility prior to or following the scheduled event. Arrangements for the security of exhibits, merchandise or articles set up for display can be made prior to the event.
3. TPC Events may require a property damage deposit for various functions. The damage deposit is totally unrelated to the deposit required to reserve event space. Pending the result of a full inspection of The Pinnacle Center by a TPC Events manager following the event, all or a portion of the deposit will be returned, via mail.
4. You agree to indemnify and hold harmless TPC Events and The Pinnacle Center, its agents, and employees from and against all claims, damages, losses, and expenses including attorney fees arising out of, or resulting from claims by or judgment from the leasing of The Pinnacle Center.
With your deposit and signature, you contract TPC Events for use of The Pinnacle Center and agree to adhere to all of the specified contract information.

Additions:

Guest Signature _____ Date _____

Event Manager Signature _____ Date _____

Deposit Received _____ Check _____ Cash _____ Money Order _____

CONFERENCE PLANNING

EVENT NAME _____ **DATE** _____

MAIN BALLROOM _____ **TERRACE** _____ **FOUNTAIN** _____
TERRACE EXEC ROOM _____ **FOUNTAIN EXEC ROOM** _____ **BOTH** _____

SETUP TIME _____ **START TIME** _____ **END TIME** _____

SETUP STYLE:

Classroom w/ banquet rounds _____ How many chairs at each table _____

Classroom w/ rented training tables _____
Date rented _____ Delivery Date _____ Pickup Date _____ Cost per to client _____

Classroom in Exec rooms _____ How many _____
Room maximum is 30

Theater style _____ How many chairs _____
Executive room maximum is 50

A/V NEEDS FOR BALLROOM:

Stage _____ Size _____ Placement _____
Each section is 8' wide and 6' deep

Podium # _____

Podium Microphone # _____ Lavalier Mic # _____ Wireless Mic # _____

VCR for VHS playback from sound booth _____

Powerpoint Presentation playback from soundbooth _____ or stage _____
they must provide their own laptop

Overhead projection _____
requires special machine rental

Other special needs _____

A/V NEEDS FOR EXEC ROOM:

Podium # _____ Overhead projector # _____

Rolling White board # _____ Flipchart # _____

Easel # _____

Powerpoint presentation w/ computer TV _____
we do not provide laptop w/ this

VCR for VHS playback or DVD playback _____

FOOD NEEDS:

	COUNT	SERVING TIME
Breakfast	_____	_____
AM Break	_____	_____
Lunch	_____	_____
PM Break	_____	_____
Apps Only	_____	_____
Dinner	_____	_____
Dessert	_____	_____
Bar	_____	_____

Selections: entrée or breakfast item _____

Garden salad or Ceasar \$1 addl Veg _____

Potato _____ Dessert _____

Apps or Break
Items _____

BEVERAGE NEEDS:

Bottled Water	_____	_____
Asst Soda	_____	_____
Sobe	_____	_____
Perrier	_____	_____
Coffee	_____	_____
Pitcher Water	_____	_____

ANY SPECIAL PROGRAM

NOTES: _____

DOWNTIME CHARGE _____

\$60 per 100 guests per hour

AUDIO / VISUAL REQUIREMENTS

Presentation Types

PowerPoint _____ **Version** _____
DVD _____ **Laptop** _____ **CD-ROM** _____
VHS _____
Overhead _____

Presentation Equipment Required

Podium _____
Laptop _____
LCD Projector _____
DVD Player _____
VHS Player _____
Overhead Projector _____
Projection Screen _____
Projector Cart _____
35" TV/Monitor _____
Wireless Mouse _____ (Windows 2000/ME/XP compatible)
Laser Pointer _____
Flip Chart _____
Easel _____
Whiteboard _____

Microphones
Podium _____ # required
Wireless Hand-held _____ # required
Wireless LAV _____ # required
Vocal _____ # required
Instrument _____ # required

Microphone Stands **Straight** _____ # required **Boom** _____ # required

Staging **8' wide x 6' deep sections** _____ wide x _____ deep

Direct Box* _____ # required

Monitors* _____ # required

Baldwin SD-10 Concert Grand Piano* _____

Event Recording Format **DVD** _____ **VHS** _____ **# of Copies** _____

Streaming Audio/Video _____ **Time** _____ **to** _____ **# of viewers** _____

* Additional charges apply for these items - inquire



THE PINNACLE CENTER

01/31/08

DECORATING GUIDELINES FOR THE PINNACLE CENTER

1. **Rooms are available for set-up at 2:00 pm the day of the event or three hours prior to the event for functions starting prior to 6:00 pm. Access to rooms prior to these times will be charged at a rate of \$50 per hour.**
2. All decorations must be coordinated with an event manager and must conform to all fire regulations.
3. Items are not to be taped or tacked on walls, ceilings or surfaces in meeting rooms, banquet rooms, lobbies, etc.
4. No items are to be attached or suspended to the painted poles.
5. All candles are required to have glass shields or hurricane lamps. No open flames are allowed.
6. Candles must be wax- based, smokeless, & dripless no oil or gel candles allowed.
7. Confetti, Glitter, Sand, Potpourri...etc ,items that are sprinkled are not allowed. **Soft mints are not allowed as party favors.**
8. **All decorations must be removed after the function.**
9. Power cords for lighted tooling must be run under any staging.
10. Stage tape must be used for any cords needing to be taped down. The use of Duct tape or any glue-based tape is not allowed. Stage tape may be purchased from The Pinnacle Center for \$25/roll..
11. An event manager must approve decorations for outdoor areas in advance. Decorations on the deck may be fastened using pipe cleaners or nylon zip ties. The use of staples on the deck is prohibited.
12. The Pinnacle Center offers a variety of decorations for an additional charge.
13. Any questions on decoration ideas may be clarified by calling 616-662-3330.

Top 200 Most Requested Songs of the Past Year

powered by



Rank	Artist	Song
1	Black Eyed Peas	I Gotta Feeling
2	Journey	Don't Stop Believin'
3	Lady Gaga Feat. Colby O'donis	Just Dance
4	Beyonce	Single Ladies (Put A Ring On It)
5	AC/DC	You Shook Me All Night Long
6	Bon Jovi	Livin' On A Prayer
7	Morrison, Van	Brown Eyed Girl
8	Diamond, Neil	Sweet Caroline (Good Times Never Seemed So Good)
9	Cupid	Cupid Shuffle
10	Def Leppard	Pour Some Sugar On Me
11	B-52's	Love Shack
12	Black Eyed Peas	Boom Boom Pow
13	Jackson, Michael	Billie Jean
14	Lady Gaga	Poker Face
15	Lynyrd Skynyrd	Sweet Home Alabama
16	DJ Casper	Cha Cha Slide
17	ABBA	Dancing Queen
18	Timberlake, Justin	Sexyback
19	Outkast	Hey Ya!
20	Usher Feat. Ludacris & Lil' Jon	Yeah
21	Clapton, Eric	Wonderful Tonight
22	Rihanna	Don't Stop The Music
23	Kool & The Gang	Celebration
24	Usher Feat. Will.I.Am	Omg
25	Sister Sledge	We Are Family
26	Sir Mix-A-Lot	Baby Got Back
27	Beatles	Twist And Shout
28	Ke\$ha	Tik Tok
29	Jackson, Michael	Thriller
30	Lady Gaga	Bad Romance
31	Mraz, Jason	I'm Yours
32	Brown, Chris	Forever
33	Black Eyed Peas	Let's Get It Started
34	Brooks, Garth	Friends In Low Places
35	Isley Brothers	Shout
36	Flo Rida Feat. T-Pain	Low
37	James, Etta	At Last
38	Sinatra, Frank	The Way You Look Tonight
39	Temptations	My Girl
40	Foundations	Build Me Up Buttercup
41	Vanilla Ice	Ice Ice Baby
42	Jackson, Michael	Don't Stop 'Til You Get Enough
43	Commodores	Brick House
44	Seeger, Bob & The Silver Bullet Band	Old Time Rock & Roll
45	Loggins, Kenny	Footloose
46	Village People	Y.M.C.A.
47	Bee Gees	Stayin' Alive
48	Armstrong, Louis	What A Wonderful World
49	Taio Cruz	Dynamite
50	Righteous Brothers	Unchained Melody
51	Presley, Elvis	Can't Help Falling In Love
52	Big & Rich	Save A Horse (Ride A Cowboy)
53	Black Eyed Peas	Imma Be

54	Cyrus, Miley	Party In The U.S.A.
55	Lauper, Cyndi	Girls Just Want To Have Fun
56	Beyonce Feat. Jay-Z	Crazy In Love
57	Adams, Bryan	Summer Of '69
58	Wild Cherry	Play That Funky Music
59	Kid Rock	All Summer Long
60	Flo Rida Feat. Keisha	Right Round
61	Dexy's Midnight Runners	Come On Eileen
62	Rascal Flatts	Bless The Broken Road
63	Aerosmith	I Don't Want To Miss A Thing
64	Jackson, Michael	The Way You Make Me Feel
65	Rednex	Cotton Eye Joe
66	Lonestar	Amazed
67	Springfield, Rick	Jessie's Girl
68	Jackson, Michael	Beat It
69	House Of Pain	Jump Around
70	Train	Hey Soul Sister
71	Jackson, Michael	P.Y.T. (Pretty Young Thing)
72	Guetta, David Feat. Akon	Sexy Chick
73	Mraz, Jason & Colbie Caillat	Lucky
74	Young M.C.	Bust A Move
75	Cascada	Evacuate The Dancefloor
76	Johnson, Jack	Better Together
77	Earth, Wind & Fire	September
78	Jay-Z Feat. Alicia Keys	Empire State Of Mind
79	Lady Gaga Feat. Beyonce	Telephone
80	Queen	Crazy Little Thing Called Love
81	Buble, Michael	Everything
82	50 Cent	In Da Club
83	Swift, Taylor	Love Story
84	Guns N' Roses	Sweet Child O' Mine
85	Pink	Get The Party Started
86	Franti, Michael & Spearhead	Say Hey (I Love You)
87	Journey	Faithfully
88	Romantics	What I Like About You
89	Nelly	Hot In Herre
90	KC & The Sunshine Band	Get Down Tonight
91	Kings Of Leon	Sex On Fire
92	Four Tops	I Can't Help Myself (Sugar Pie, Honey Bunch)
93	Jones, Norah	Come Away With Me
94	Brown Band, Zac	Chicken Fried
95	Cheap Trick	I Want You To Want Me
96	Buble, Michael	Save The Last Dance For Me
97	Checker, Chubby	The Twist
98	Rihanna	Disturbia
99	Green, Al	Let's Stay Together
100	Medley, Bill & Jennifer Warnes	(I've Had) The Time Of My Life
101	U2	Beautiful Day
102	Madonna	Like A Prayer
103	Sinatra, Frank	Fly Me To The Moon
104	Beatles	All You Need Is Love
105	Paisley, Brad	She's Everything
106	Taylor, James	How Sweet It Is (To Be Loved By You)
107	Ke\$Ha	Your Love Is My Drug
108	Mcgraw, Tim With Faith Hill	It's Your Love
109	West, Kanye Feat. Jamie Foxx	Gold Digger
110	Griffiths, Marcia	Electric Boogie (Electric Slide)
111	Black Eyed Peas	My Humps
112	Buffett, Jimmy	Margaritaville
113	Prince	Kiss
114	Salt-N-Pepa	Push It
115	Brooks & Dunn	Boot Scootin' Boogie
116	Paisley, Brad	Then
117	Rihanna	Rude Boy
118	Jackson 5	ABC
119	Perry, Katy	Hot N Cold

120	Grandmaster Slice	Electric Slide (Shall We Dance) '92
121	Los Del Rio	Macarena
122	Adams, Bryan	(Everything I Do) I Do It For You
123	Jay Sean Feat. Lil Wayne	Down
124	Travolta, John & Olivia Newton-John	Grease Megamix
125	Gaye, Marvin	Let's Get It On
126	Flo Rida Feat. David Guetta	Club Can't Handle Me
127	Franklin, Aretha	Respect
128	Houston, Whitney	I Wanna Dance With Somebody (Who Loves Me)
129	Rascal Flatts	My Wish
130	Hammer, M.C.	U Can't Touch This
131	Big & Rich	Lost In This Moment
132	Black Eyed Peas	Rock That Body
133	Coldplay	Viva La Vida
134	Kingston, Sean	Fire Burning
135	UB40	Red Red Wine
136	Rascal Flatts	Life Is A Highway
137	T.I.	Whatever You Like
138	Cash, Johnny	Ring Of Fire
139	Gaynor, Gloria	I Will Survive
140	Lmfao Feat. Lil Jon	Shots
141	Timberlake, Justin	Rock Your Body
142	Rihanna Feat. Jay-Z	Umbrella
143	Eagles	Hotel California
144	Timbaland Feat. Keri Hilson	The Way I Are
145	Idol, Billy	White Wedding
146	Mcgraw, Tim	My Best Friend
147	K-Ci & Jojo	All My Life
148	B.O.B. Feat. Bruno Mars	Nothin' On You
149	Kings Of Leon	Use Somebody
150	T.I. Feat. Rihanna	Live Your Life
151	Lifhouse	You And Me
152	Aerosmith	Walk This Way
153	Metro Station	Shake It
154	Mars, Bruno	Just The Way You Are
155	Sorta Crackers Band	Chicken Dance
156	A-Ha	Take On Me
157	Cascada	Everytime We Touch
158	Dion	Runaround Sue
159	Perry, Katy	California Gurls
160	Lady Gaga	Alejandro
161	Violent Femmes	Blister In The Sun
162	Queen	Another One Bites The Dust
163	Usher	DJ Got Us Fallin' In Love
164	Idol, Billy	Mony Mony
165	Black Eyed Peas	Meet Me Halfway
166	Iglesias, Enrique Feat. Pitbull	I Like It
167	Shakira Feat. Wyclef Jean	Hips Don't Lie
168	Foxx, Jamie Feat. T-Pain	Blame It
169	Derulo, Jason	In My Head
170	Checker, Chubby	Let's Twist Again
171	Lady Gaga	Paparazzi
172	White, Barry	Can't Get Enough Of Your Love, Babe
173	Smith, Will	Gettin' Jiggy Wit It
174	Martin, Dean	That's Amore
175	Weather Girls	It's Raining Men
176	Prince	1999
177	Fergie Feat. Ludacris	Glamorous
178	White, Barry	You're The First, The Last, My Everything
179	Sledge, Percy	When A Man Loves A Woman
180	Sinatra, Frank	Come Fly With Me
181	M.I.A.	Paper Planes
182	Krauss, Alison	When You Say Nothing At All
183	Timbaland Feat. Justin Timberlake	Carry Out
184	Temptations	Ain't Too Proud To Beg
185	Daft Punk	One More Time

186	Beatles	I Saw Her Standing There
187	Digital Underground	The Humpty Dance
188	Jet	Are You Gonna Be My Girl
189	Tone Loc	Funky Cold Medina
190	Heartland	I Loved Her First
191	Tone Loc	Wild Thing
192	Strait, George	I Cross My Heart
193	Urban, Keith	Making Memories Of Us
194	Beach Boys	Kokomo
195	Gnarls Barkley	Crazy
196	KC & The Sunshine Band	(Shake, Shake, Shake) Shake Your Booty
197	Connick, Jr., Harry	It Had To Be You
198	Orbison, Roy	Oh, Pretty Woman
199	James, Rick	Super Freak (Part 1)
200	Swift, Taylor	You Belong With Me

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