



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:

<u>Executive rooms</u>	<u>Conference rooms</u>	<u>Terrace or Fountain Ballroom</u>
TV/VCR/DVD	TV/VCR/DVD	Room set-up
Overhead projector	Overhead projector	Staging
Smart Board		Podium
Wireless internet access	Wireless internet access	Concert Sound
Flip charts	Flip charts	Wireless LAV or Handheld Microphones
White boards	White boards	9' x 12' or 7-1/2' x 10' Video screens
LCD projector		LCD Projectors
Projector Screen	Projector Screen	Camera System
Flip chart holders	Flip chart holders	DVD / VHS / PowerPoint Playback
Free Parking	Free Parking	DVD recording of event through ceiling camera
		Soft drinks with lunch or dinner - 100 guest minimum
		Coffee
		Use of deck or terrace garden area
		Free Parking

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 _____