



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.**

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 Terrace Ballroom and Fountain Ballroom:

- Room set-up
- Risers for wedding party
- Music Service (includes DJ)
- Ivory linen service
- Cake cutting/plating with decorative knife
- Dance Floor
- Bridal room w/private facilities
- Use of deck or terrace garden area
- Soft drinks (Pepsi products) including lemonade and iced tea
- Coffee
- Free parking
- Invitation Map
- Standard Audio/Visual equipment – cameras, projectors, screens, audio system, and microphone
- DVD recording of event through ceiling camera (4 hour mode)

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, glitter, and rice 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. Soft mints are not allowed as favors.**

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. **Access to The Pinnacle Center for setup or delivery is three hours prior to the start 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; with the exception of wedding cakes.** 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). Please contact an event manager prior to your event to ensure compatibility. Productions that do not conform to supported formats or have not been previewed more than 24 hours prior to the event 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 the use of The Pinnacle Center and agree to adhere to all of the specified contract information.

Additions: Menu Price Sheet; Hosted Bar Sheet; Budget Estimate provided. M&M Bakery is not an approved concessionaire for Wedding cakes.

Guest Signature _____ Date _____

Event Manager Signature _____ Date _____

Deposit Received _____ Check _____ Cash _____ Money Order _____

Pinnacle Center Wedding Packages

Package A: Outdoor Ceremony

This package includes use of Terrace or Deck for ceremony with up to 200 outdoor chairs*, wireless microphones, audiotape recording of ceremony, audio technician, and rehearsal time (up to one hour). Ceremonies moved inside will be charged at full rate.

\$600

Package B: Indoor Ceremony

This package includes the use of the ballroom dance floor for ceremony, wireless microphones, videotape recording of ceremony, audio/video technician, and rehearsal time (up to one hour).

\$200

- Packages include use of bridal rooms and facility up to three (3) hours prior to scheduled start time.
- Event time begins one-half hour prior to ceremony. Additional reception hours may be purchased prior to event at \$200 per hour.
- *Additional chairs over 200 may be rented at \$2.00 each

Rehearsal Date: ____ / ____ / ____

Guest Signature _____ Date: ____ / ____ / ____

Top 200 Most Requested Songs of the Past Year

Powered by



Rank	Artist	Song
1	Ac/Dc	You Shook Me All Night Long
2	Timberlake, Justin	Sexyback
3	Def Leppard	Pour Some Sugar On Me
4	Morrison, Van	Brown Eyed Girl
5	B-52's	Love Shack
6	Lynyrd Skynyrd	Sweet Home Alabama
7	Bon Jovi	Livin' On A Prayer
8	Abba	Dancing Queen
9	Journey	Don't Stop Believin'
10	Diamond, Neil	Sweet Caroline (Good Times Never Seemed So Good)
11	Sir Mix-A-Lot	Baby Got Back
12	Sister Sledge	We Are Family
13	Outkast	Hey Ya!
14	Kool & The Gang	Celebration
15	Rihanna	Don't Stop The Music
16	Clapton, Eric	Wonderful Tonight
17	Commodores	Brick House
18	Black Eyed Peas	Let's Get It Started
19	Jackson, Michael	Billie Jean
20	Bee Gees	Stayin' Alive
21	Beatles	Twist And Shout
22	Dj Casper	Cha Cha Slide
23	Foundations	Build Me Up Buttercup
24	James, Etta	At Last
25	Brooks, Garth	Friends In Low Places
26	Village People	Y.M.C.A.
27	Temptations	My Girl
28	Big & Rich	Save A Horse (Ride A Cowboy)
29	Righteous Brothers	Unchained Melody
30	Wild Cherry	Play That Funky Music
31	Sinatra, Frank	The Way You Look Tonight
32	Vanilla Ice	Ice Ice Baby
33	Lauper, Cyndi	Girls Just Want To Have Fun
34	Loggins, Kenny	Footloose
35	Rascal Flatts	Bless The Broken Road
36	Presley, Elvis	Can't Help Falling In Love
37	Lonestar	Amazed
38	Armstrong, Louis	What A Wonderful World
39	Grandmaster Slice	Electric Slide (Shall We Dance) '92
40	50 Cent	In Da Club
41	Dexy's Midnight Runners	Come On Eileen
42	Jackson, Michael	Thriller
43	Flo Rida	Low
44	Aerosmith	I Don't Want To Miss A Thing
45	Checker, Chubby	The Twist
46	Nelly	Hot In Herre
47	Buffett, Jimmy	Margaritaville
48	Adams, Bryan	Summer Of '69
49	Kc & The Sunshine Band	Get Down Tonight
50	Usher Feat. Ludacris & Lil' Jon	Yeah
51	Isley Brothers	Shout
52	Romantics	What I Like About You
53	Beyonce Feat. Jay-Z	Crazy In Love
54	Jackson, Michael	Don't Stop 'Til You Get Enough
55	Rednex	Cotton Eye Joe
56	House Of Pain	Jump Around
57	Cupid	Cupid Shuffle
58	Cheap Trick	I Want You To Want Me
59	Rihanna Feat. Jay-Z	Umbrella
60	Prince	Kiss
61	Seeger, Bob & The Silver Bullet Band	Old Time Rock & Roll
62	Queen	Crazy Little Thing Called Love
63	Mcgraw, Tim With Faith Hill	It's Your Love
64	Franklin, Aretha	Respect
65	Timbaland Feat. Keri Hilson	The Way I Are
66	Gaye, Marvin	Let's Get It On
67	Springfield, Rick	Jessie's Girl
68	Journey	Faithfully
69	Big & Rich	Lost In This Moment
70	Jones, Norah	Come Away With Me
71	Young M.C.	Bust A Move

72	Green, Al	Let's Stay Together
73	Black Eyed Peas	My Humps
74	Guns N' Roses	Sweet Child O' Mine
75	Pink	Get The Party Started
76	Sinatra, Frank	Fly Me To The Moon
77	Earth, Wind & Fire	September
78	Sorta Crackers Band	Chicken Dance
79	Gaynor, Gloria	I Will Survive
80	Brooks & Dunn	Boot Scootin' Boogie
81	West, Kanye Feat. Jamie Foxx	Gold Digger
82	Cash, Johnny	Ring Of Fire
83	Johnson, Jack	Better Together
84	Taylor, James	How Sweet It Is (To Be Loved By You)
85	Baby Bash Feat. T-Pain	Cyclone
86	Ub40	Red Red Wine
87	Fergie Feat. Ludacris	Glamorous
88	Adams, Bryan	(Everything I Do) I Do It For You
89	Four Tops	I Can't Help Myself (Sugar Pie, Honey Bunch)
90	Paisley, Brad	She's Everything
91	U2	Beautiful Day
92	Timberlake, Justin	Rock Your Body
93	West, Kanye	Stronger
94	Violent Femmes	Blister In The Sun
95	Buble, Michael	Everything
96	Brown, Chris	Forever
97	Los Del Rio	Macarena
98	Madonna & Justin Timberlake	4 Minutes
99	Furtado, Nelly Feat. Timbaland	Promiscuous
100	Beatles	All You Need Is Love
101	Rascal Flatts	Life Is A Highway
102	Medley, Bill & Jennifer Warnes	(I've Had) The Time Of My Life
103	Rascal Flatts	My Wish
104	Aerosmith	Walk This Way
105	Gnarls Barkley	Crazy
106	Jackson 5	Abc
107	Idol, Billy	White Wedding
108	Mr. C The Slide Man	Cha-Cha Slide
109	Eagles	Hotel California
110	White, Barry	Can't Get Enough Of Your Love, Babe
111	Dion	Runaround Sue
112	Tone Loc	Wild Thing
113	Heartland	I Loved Her First
114	Buble, Michael	Save The Last Dance For Me
115	Krauss, Alison	When You Say Nothing At All
116	Lifehouse	You And Me
117	Madonna	Like A Prayer
118	Rihanna	Disturbia
119	Shakira Feat. Wyclef Jean	Hips Don't Lie
120	Salt-N-Pepa	Push It
121	Keys, Alicia	No One
122	Kc & The Sunshine Band	(Shake, Shake, Shake) Shake Your Booty
123	Prince	1999
124	Beach Boys	Kokomo
125	Hot Chocolate	You Sexy Thing
126	White, Barry	You're The First, The Last, My Everything
127	Tone Loc	Funky Cold Medina
128	Sean Paul	Temperature
129	Pussycat Dolls	Don't Cha
130	Cascada	Everytime We Touch
131	A-Ha	Take On Me
132	Kid Rock	All Summer Long
133	Martin, Dean	That's Amore
134	Mcgraw, Tim	My Best Friend
135	Simon & Garfunkel	Cecilia
136	Spears, Britney	Gimme More
137	Smith, Will	Gettin' Jiggy Wit It
138	Queen	Another One Bites The Dust
139	K-Ci & Jojo	All My Life
140	Stefani, Gwen	Hollaback Girl
141	Brown, Chris Feat. T-Pain	Kiss Kiss
142	Beatles	I Saw Her Standing There
143	Weather Girls	It's Raining Men
144	Madonna	Holiday
145	Akon Feat. Eminem	Smack That
146	Aguilera, Christina	Ain't No Other Man
147	Digital Underground	The Humpty Dance
148	Jet	Are You Gonna Be My Girl
149	Connick, Jr., Harry	It Had To Be You
150	Idol, Billy	Mony Mony
151	Gap Band	You Dropped A Bomb On Me
152	Spears, Britney	Toxic
153	Strait, George	I Cross My Heart

154	Fergie Feat. Will.I.Am	Fergalicious
155	Cash, Johnny	I Walk The Line
156	Right Said Fred	I'm Too Sexy
157	Travolta, John & Olivia Newton-John	Grease Megamix
158	Jackson, Michael	Beat It
159	James, Rick	Super Freak (Part 1)
160	Orbison, Roy	Oh, Pretty Woman
161	Cherry Poppin' Daddies	Zoot Suit Riot
162	Sledge, Percy	When A Man Loves A Woman
163	Beastie Boys	Brass Monkey
164	Journey	Open Arms
165	Soft Cell	Tainted Love
166	Soulja Boy Tell'em	Crank Dat (Soulja Boy)
167	Rihanna	Pon De Replay
168	Metro Station	Shake It
169	Sade	By Your Side
170	Temptations	Ain't Too Proud To Beg
171	Setzer Orchestra, Brian	Jump Jive An' Wail
172	Deee-Lite	Groove Is In The Heart
173	Prince	Let's Go Crazy
174	Checker, Chubby	Let's Twist Again
175	Black Eyed Peas	Pump It
176	Morrison, Van	Moondance
177	Wang Chung	Everybody Have Fun Tonight
178	Sinatra, Frank	New York, New York
179	Abba	Take A Chance On Me
180	Summer, Donna	Last Dance
181	Madonna	Vogue
182	Jackson, Alan & Jimmy Buffett	It's Five O'clock Somewhere
183	Urban, Keith	Making Memories Of Us
184	Savage Garden	Truly Madly Deeply
185	Bangles	Walk Like An Egyptian
186	Bee Gees	You Should Be Dancing
187	Sinatra, Frank	Come Fly With Me
188	Gabriel, Peter	In Your Eyes
189	Presley, Elvis	All Shook Up
190	Meat Loaf	Paradise By The Dashboard Light
191	Fergie	Clumsy
192	Kelis	Milkshake
193	Caillat, Colbie	Bubbly
194	Beatles	In My Life
195	Rascal Flatts	I Melt
196	U2	With Or Without You
197	Gaye, Marvin	Sexual Healing
198	Jackson, Alan	Remember When
199	Chicago	You're The Inspiration
200	Manilow, Barry	Copacabana (At The Copa)

Mobile Beat Magazine in conjunction with DJ Intelligence is pleased to publish the Top 200 Most Requested Songs. This unique list is systematically calculated by analyzing actual client requests made through the DJ Intelligence music request system over the course of the past 12 months. Nearly two hundred thousand requests are made each month. These requests are compiled and tallied in real time to create this dynamic list. Because of the quantity of requests, we believe it is precisely accurate. This is a generalized list for all events ranging from weddings to parties. It changes regularly as requests are analyzed in real time, so please stop back and re-print often!

To include your clients' requests in the real time Top 200 tally, please add the DJ Intelligence music request system to your website by visiting www.djintelligence.com.

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Intro Songs

1. U2 Beautiful Day
2. Verve Bittersweet Symphony
3. Pink Get the Party Started
4. Jagged Edge Let's Get Married
5. Jock Jams Let's Get Ready To Rumble
6. Queen Another One Bites the Dust
7. Black Eyed Peas Let's Get it Started
8. Quincy Jones Soul Bossa Nova (Austin Powers)
9. Alan Parsons Project Sirius (Chicago Bulls)
10. Europe Final Countdown (Detroit Pistons)
11. Bill Conti Rocky Theme
12. Wise Guys Start the Commotion
13. Black Box Strike it Up

Cake Cutting Songs

1. James Taylor How Sweet it Is
2. Dixie Cups Chapel of Love
3. Pat Benetar Hit Me With Your Best Shot
4. Sonny & Cher I Got You Babe
5. Harry Connick Jr. It Had to be You
6. The Archies Sugar, Sugar
7. Sarah McLachlan Ice Cream
8. U2 Sweetest Thing
9. Dean Martin That's Amore
10. Tim McGraw & Faith Hill It's your Love
11. Frank Sinatra Love & Marriage
12. Bare Naked Ladies If I Had \$1 Million Dollars
13. Def Leppard Pour Some Sugar on Me
14. Turtles Happy Together
15. Average White Band Cut The Cake

Bridal Dance Songs

1. Etta James At Last
2. Lone Star Amazed
3. Shania Twain From This Moment
4. Edwin McCain Could Not Ask For More
5. Tim McGraw & Faith Hill It's Your Love
6. Tim McGraw My Best Friend
7. Aerosmith Don't Want to Miss a Thing
8. Frank Sinatra The Way You Look Tonight
9. Kenny Chesney Me and You
10. Bon Jovi Thank You for Loving Me
11. K-Ci & Jo-Jo All My Life
12. Allison Krause & Keith Whitley When You Say Nothing at All
13. Eric Clapton Wonderful Tonight
14. Harry Connick Jr. It Had to be You
15. Firehouse Love of a Lifetime
16. Clint Black & Lisa Hartman Black When I Said I Do
17. Van Morrison Someone Like You
18. Savage Garden Truly, Madly, Deeply
19. Joshua Kadison Beautiful in my Eyes
20. Celine Dion Because you Loved Me
21. Bryan Adams Everything I Do
22. Shania Twain Still the One
23. Luther Vandross Here & Now
24. Rod Stewart Have I Told You Lately
25. Dido Thank You
26. 98 degrees I Do Cherish You
27. N'Sync This I Promise You
28. Rascal Flatts Bless the Broken Road
29. Big & Rich Lost in This Moment
30. Louis Armstrong Wonderful World
31. John Michael Montgomery I Swear
32. Nat King & Natalie Cole Unforgettable
33. Keith Urban Your Everything
34. Backstreet Boys No One Else Comes Close

Father/Daughter Dance

1. Heartland I Loved Her First
2. Bob Carlisle Butterfly Kisses
3. Nat & Natalie Cole Unforgettable
4. Stevie Wonder Isn't She Lovely
5. Temptations My Girl
6. Mariah Carey Hero
7. Celine Dion Because You Loved Me
8. Frank Sinatra/Tony Bennet The Way You Look Tonight
9. Rod Stewart Have I Told You Lately
10. Gigi Thank Heaven for Little Girls
11. Mikki Viereck A Song for My Daughter
12. Elton John Can You Feel the Love Tonight
13. Martina McBride In My Daughters Eyes
14. Louis Armstrong Wonderful World
15. Steve Kirwin My Little Girl
16. Van Morrison Have I Told You Lately
17. Chicago You're the Inspiration
18. Faith Hill There You'll Be
19. Natalie Merchant Kind & Generous
20. Rascal Flatts My Wish

Mother/Son Dance

1. Boys II Men A Song for Mama
2. LeeAnn Womack I Hope You Dance
3. Celine Dion Because You Loved Me
4. Backstreet Boys Perfect Fan
5. Mariah Carey Hero
6. Nat King Cole L-O-V-E
7. Mikki Viereck A Song for My Son
8. Anne Murray Can I Have This Dance
9. Louis Armstrong Wonderful World
10. Nat & Natalie Cole Unforgettable
11. Joshua Kadison Beautiful in my Eyes
12. Phil Collins You'll Be in My Heart
13. Bryan Adams When You Love Someone
14. Ben E. King Stand By Me
15. Rascal Flatts My Wish

Garter Removal & Toss Songs

- | | |
|-------------------------|----------------------------|
| 1. Inner Circle | Bad Boys |
| 2. Nelly | Hot in Here |
| 3. Queen | Another One Bites the Dust |
| 4. Right Said Fred | I'm Too Sexy |
| 5. Village People | Macho Man |
| 6. ZZ Top | Legs |
| 7. Lilo Schrifrin | Mission Impossible |
| 8. Yello | Oh Yeah |
| 9. David Rose Orchestra | The Stripper |
| 10. MC Hammer | You Can't Touch This |
| 11. Hot Chocolate | You Sexy Thing |
| 12. Tone Loc | Wild Thing |
| 13. Marvin Gaye | Let's Get It On |
| 14. ZZ Top | Gimme All You Lovin' |
| 15. Silk | Freak Me |

Bouquet Toss Songs

- | | |
|------------------------|---------------------------|
| 1. Cyndi Lauper | Girls Just Wanna Have Fun |
| 2. Abba | Dancing Queen |
| 3. Moulin Rouge | Lady Marmalade |
| 4. Weather Girls | It's Raining Men |
| 5. Kelly Clarkston | Miss Independent |
| 6. Roy Orbison | Pretty Woman |
| 7. TLC | No Scrubs |
| 8. Motley Crue | Girls, Girls, Girls |
| 9. Ani DeFranco | Wishin' & Hopin |
| 10. Christina Aguilera | What a Girl Wants |
| 11. Cheryl Crow | All I Wanna Do |
| 12. Lenny Kravitz | American Woman |
| 13. The Tubes | She's a Beauty |
| 14. Brook Valentine | Girl Fight |
| 15. Loverboy | Hot Girls in Love |

The Pinnacle Center
Last Minute Checklist for Brides

- ♥ Assemble emergency kit for bridal room including safety pins, aspirin, tampons, scotch tape, scissors, sewing kit, Shout wipes and other sundries
- ♥ **Fold and alphabetize name cards**
- ♥ **Picture Frames need to be unwrapped & alphabetized**
- ♥ **Meal Selections must be marked on the front of the name cards (and a key to the designations must be provided)**
- ♥ **Table numbers listed on the outside of the name cards**

- ♥ Separate name cards and seating chart for head table

- ♥ Confirm delivery times with florist - typically **after 2pm**
- ♥ Confirm details with bakery – delivery **after 2pm**, list of items needing to be returned, and they must provide a cake box to take home anniversary layer and additional boxes for leftover cake

- ♥ **Remind bridal party to have their identification with them in the bridal room for service staff to confirm drinking age**
- ♥ **No identification-no alcoholic beverages.**
No alcohol can be brought on Pinnacle Property (bridal room, parking lot, ballroom, etc)

- ♥ Make arrangements for all centerpieces, gifts, decorations, etc. to leave the facility **the evening of your reception**

- ♥ Provide extension cords for any lighting you do on head, gift or cake table

- ♥ The Pinnacle Center will put out name cards that are alphabetized & folded , toasting glasses, cake knife, picture and/or guestbook & favors. Any cameras to be placed on the tables by The Pinnacle Center must be unwrapped.

- ♥ **Individual candy favors not meeting our guidelines will not be put out.** (no soft mints)



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.

HEAD TABLE SEATING CHART

Standing in front of head table looking at it

Name _____ Reception Date _____

Circle One Fountain Ballroom Terrace Ballroom

1	2	3	4	5	B	G	8	9	10	11	12
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TOP TIER

1	2	3	4	5	6	7	8	9	10	11	12
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LOWER TIER