

Centennial Country Club/West Michigan Caterer

Event Policy Statements

2010

General Information

1. When visiting the facility, please schedule appointments through the Banquet Coordinator (616) 459-8150. Unfortunately, due to the hours of the facility, the coordinator is often unable to accommodate unscheduled appointments.
2. Centennial Country Club is a smoke-free environment - guests should be informed prior to their arrival. Guests are welcome to smoke in the designated areas outside.
3. Your room rental for an evening event is from 6:00 p.m.-12:00 a.m., unless otherwise approved.
4. Deliveries and pickups by the Renter shall be conducted in a manner that does not interfere with the activities of the other users/members of Centennial Country Club. Centennial Country Club/West Michigan Caterer does not accept responsibility for receiving deliveries or removing the property of the Renter, or the Renter's guests and will not provide any services in connection with deliveries and pickups. Please note entry and exit for deliveries should be made at the delivery entrance located at the rear of the building and delivery times must be scheduled through the facility department.
5. Our building must be vacated by 12:30a.m. - All evening events should note a 12 midnight closing hour on invitations. With the exception of the New Year's Eve, time to be mutually agreed upon.
6. For wedding receptions you are allotted a four hour block of time for all decorating and vendor set up needs. This is to be the day of your reception and the block of time cannot be separated. You must schedule your block of time with the Banquet Coordinator no later than 8 days prior to your reception.
7. Centennial Country Club/West Michigan Caterer reserves the right to make policy changes within 90 days notice of scheduled events.
8. Centennial Country Club/West Michigan Caterer reserves the right to exclude any group or individuals deemed to be inimical to, or a risk to, Centennial property or interest. Groups with established behavior of damaging or littering property would constitute a risk justifying exclusion.
9. Any event involving persons 18 years of age or younger, the ratio must contain one adult, 21 years of age or older, per 20 minors of age of 18 or younger. Names and phone numbers of all chaperones must be submitted to Centennial Country Club/West Michigan Caterer's Facility Department two weeks prior to the event date. Upon arriving for an event, minors will be asked to stay within the facility and only exit at the time of final departure. If additional security is deemed necessary by the Banquet Coordinator to uphold Centennial Country Club/West Michigan Caterer's policies, the Renter will pay the added expense.
10. Centennial Country Club/West Michigan Caterer shall have no liability of any sort with respect to the property brought onto the premises by or at the direction of the Renter or the Renter's guests. All risk of loss with respect to any property shall remain with the Renter. Centennial Country Club/West Michigan Caterer is not responsible for injury sustained on the premises.

11. Centennial Country Club/West Michigan Caterer will not be liable for failure to perform this contract as a result of strikes, fires, flood, failure of light, heat or air-conditioning or any cause beyond our reasonable control.
12. Our Events Department can provide specialty arrangements for decorations, floral, tables, chairs, tents, photography services, audio-visual rental equipment, and entertainment, all at no cost to you.
13. Centennial Country Club/West Michigan Caterer reserves the right to book more than one function per day and when the size of the group is appropriate, more than one function at a time.
14. We do offer on-site ceremonies, in designated areas of the property, but are based on availability. Please contact the Banquet Coordinator for more details and pricing.
15. Any special furniture and or linens that must be ordered in (that we do not have in our stock), will result in an additional cost to you.
16. The lower parking lot is reserved for members of the club only, all event guests are required to park in the upper parking lot (unless they are a member of Centennial Country Club). If your guests are not members and park in the lower lot, they will be asked to move their vehicles. We appreciate everyone's cooperation.

SET-UP AND DECORATIONS

1. The Renter shall have access to the premises only during the day of the Rental, except as otherwise agreed by Centennial Country Club/West Michigan Caterer.
2. Please provide set -up (room arrangement diagram) and final count to the Banquet Coordinator no less than fourteen (14) days prior to your event.
3. As a part of the rental fee, Centennial Country Club/West Michigan Caterer provides the following equipment for your event: round tables for up to 300 people, all common areas, wet bars, and kitchen.
4. When renting additional items from providers other than Centennial Country Club/West Michigan Caterer, the bottom of the rented equipment must have pads on to prevent scratching of wooden floors or tearing of the carpet.
5. You may decorate the rental space in any way you wish. However, please **do not use tacks, staples, nails, tape or putty on the walls, and fixtures, nor use confetti or glitter, etc. Or you will be charged, at our cost, to fix any and all damage(s).** Any damages to the property will be deducted from the security deposit. Nothing in the lobby or the corridors may be moved or removed without prior approval or you will be charged, at our cost, to return things as they were prior to your event.
6. Rice and birdseed may not be thrown on Centennial Country Club/West Michigan Caterer property during weddings or wedding receptions. Bubbles may not be used inside as well.
7. State Fire regulations require that all candles must be enclosed in a hurricane lamp or glass shield. No open flames are allowed.
8. There is no cooler space to store flowers or cakes at Centennial Country Club, therefore please make arrangements for deliveries accordingly.
9. Please make arrangements for any remaining decorations (cake, vases, etc.) to be picked up immediately after the event. We cannot store decorations or equipment on premises.
10. If you have contracted with a musician for your event, they must bring their own equipment (sound equipment,

speakers, amplifiers, microphones, and extension cords.) All entertainment must end one half-hour prior to the scheduled completion time of the event - allowing time for dismantling of equipment and vacating the premise. Centennial Country Club/West Michigan Caterer is not responsible for equipment or other personal property that is left unattended.

FOOD AND BEVERAGES

1. Food and beverages cannot be brought onto Centennial Country Club property. (With the exception of wedding cake). Outside caterers are not allowed.
2. Food and beverages must remain in the rented space during the event. Food or beverages left over after the event, with the exception of cakes, may not be taken home.
3. Centennial Country Club reserves the right to terminate the beverage service at any time if Centennial Country Club's policies are being abused, or the State or Federal liquor laws are being broken. Liquor products or glasses will not be handled by anyone under the age of 21 years of age. Any persons who appear younger than 30 will be asked for identification by the servers and bartenders, and only those persons who are 21 years or older will be served in our facility. No one is permitted to bring or consume alcoholic beverages on the premises other than the rented space. Beverage service will cease one half-hour prior to the booked end of the event unless requested to end sooner.
4. Menus must be finalized with West Michigan Caterer at least two weeks prior to your event. Entrée selections must also be confirmed two weeks prior to your event. Final guest count is due 8 days prior to your event. You may still increase your number of guests until 2 days prior to your event date, but may not decrease from your final count.
5. When choosing two separate plated options for your guests, you must prepare visual markers for the servers to easily identify what each guest should receive.
6. All bar service arrangements must be finalized with Centennial Country Club, no later than, 2 weeks prior to your event to provide sufficient time for ordering, and special orders. Arrangements may not be changed the night of the event.
7. We offer a one-time tasting for wedding receptions only. For up to (6) people (the bride, groom and both sets of parents). We typically recommend that you schedule them 4-6 months prior to your reception. Please contact the Banquet Coordinator for further information.

FEEES AND PAYMENT SCHEDULE

1. A deposit of \$500.00 is required to confirm a reservation. If payment is not received on time, Centennial Country Club/West Michigan Caterer reserves the right to cancel the event, forfeit the deposit and reserve the facility for another event. Reinstatement will be treated as a separate reservation if the date is still available. All late payments will also be subject to a late fee equaling 10% of the total charges due.
2. A security deposit equal to \$250.00 is due 30 days prior to the event. The security deposit will be refunded in full if there are no damages to Centennial Country Club and grounds. A partial security deposit will be refunded equal to the original deposit minus the cost to replace or repair any damaged item(s).
3. Centennial Country Club/West Michigan Caterer will accept the following for payment: personal check, cashier's check or money order. Due to processing costs, a 3% charge will be added to invoices paid by credit card. The check is to be made payable to West Michigan Caterer for all food, rental items and non-alcoholic beverages. The check is to be made payable to Centennial Country Club for all bar service.

4. One half of your estimated balance for your event is due (15) days prior to your event date. The rest is due the week of your event. Any additional charges (for example: additional guests) will be due the day of your event.
5. There is a room rental fee of \$2.50 per person for events held at Centennial Country Club.
6. There are fees associated with the rental of A/V Equipment, please contact the Banquet Coordinator for these prices.
7. Risers for the head table can fit up to 16 people and are \$300.00 to rent. The lighted backdrop for the head table is \$200.00 to rent, and cannot be rented without the rental of the risers.
8. Friday night spending minimum for food and beverage is \$4,000 (Peak Season)*, & \$2,000 on food and beverage (Non-Peak Season). * Saturday night spending minimum for food and beverage is \$5,000 (Peak Season)*, & \$3,000 on food and beverage (Non-Peak Season)*. Sunday evening minimum spending on **food only** is \$3,000*. Peak Season is defined as April 1-October 31, including the month of December. Non-Peak Season is defined as November 1-March 31. Spending minimums are subject to change.
***Food and beverage spending minimums do not include tax, gratuity or rental items.**
9. A \$1.25 per person cake cutting charge is applied to all service on cakes to be cut and served by West Michigan Caterer.
10. Additional service fees may be assessed for events requiring early set up and staff arrival or for events starting 45 minutes later than contracted. West Michigan Caterer cannot be held responsible for food quality due to delays of 45 or more minutes later than your scheduled start time.
11. When giving your final count you must be sure to provide us with a breakdown of adults and children. Please be sure you are including the wedding party, d.j., photographer, videographer and/or any other vendors you have contracted for your reception.
12. Michigan sales tax is 6% and the gratuity charge is 20%, for all food and beverage items.

Cancellations, Change of Date and Refunds

1. Should you cancel your event prior to 120 days of the scheduled event date, the deposit will be forfeited.
2. Should you cancel your event within 120 days of the scheduled event date; the full amount will be forfeited.
3. Should a change of date be necessary, 50% of the total charges paid will be transferred to your new date if notification is received at least 120 days prior to the scheduled date regardless, if the space is re-rented or not. If Centennial Country Club/West Michigan Caterer facility rental department is able to re-rent the contracted space, than 90% of the rental fee is transferred to the new date and 10% of the total charges will be kept for management fees, NO CASH refunds will be given.
4. Centennial Country Club/West Michigan Caterer will not refund money for cancellations as a result of bad weather prohibiting travel but rather, reschedule the event on a future date. Although Centennial Country Club/West Michigan Caterer has established a policy allowing the rooms to be rescheduled, West Michigan Caterer reserves the right to make decisions referencing food cost. All events must be rescheduled within six (6) months of the original date although; the Facility Department may make exceptions.

Please call us at (616) 459-8150 with any questions.