

# 2021-2022 PohlCat Wedding Reception Contract

Name: \_\_\_\_\_ Event Date: \_\_\_\_\_  
 Email: \_\_\_\_\_ Event Type: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Start Time: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Alternate Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

## Event Space/Amenities/Food Service

Items	Price	Quantity	Total
PohlCat Reception Room rental	\$3,000		
<b>Includes:</b>			
Chair rental (275 included)			
Table rental (rounds & 8ft included)			
Table and chair setup & tear down			
White or black linens			
Audiovisual			
Sounds system & mics			
Full bar setup & tear down			
Event Coordinator during pre-planning			
Day of Coordinator			
<b>Additional charges:</b>			
Unlimited pop/juice (\$3 per guest)	\$3		
Bartender(s) service charge (\$75 per)	\$75		
Drink/alcohol fee	(TBD)		
PohlCat service charge (20%)			
<b>Other:</b>			
<b>Total:</b>			

*The following policies explain the basic guidelines for PohlCat and will assist you in the planning stages of your event. Specific details pertaining to room and table arrangements will be discussed and established prior to the event. PohlCat's professional staff will make every effort to ensure a successful event. In order to help achieve this, please review the following policies and procedures.*

## **Cancellation Policy**

To secure the desired date, room rental without tax will act as the deposit. Cancellation after 14 days from the date the deposit is made will result in loss of deposit. Deposits for events booked within 30 days of the event are non-refundable. In the event of cancellation, customer will provide notice of cancellation in writing. Any event cancelled within 30 days of event date will be subject to 100% cancellation fee based on the total cost of event, including catering and service charges.

## **Catering**

Our preferred caterer is Mountain Station/Camille's on the River. Once the date is set, the customer will secure catering deposit, and finalize all tastings, menu options, and other details with caterer. All food will be purchased through PohlCat. No outside food, with the exception of wedding cakes, will be brought in or taken off the premises, unless authorized by PohlCat Management.

Erik Bliss GM 989-775-2337 [Erik@mountaintown.com](mailto:Erik@mountaintown.com)

All other caterers must be licensed and approved by the PohlCat. The PohlCat is not involved in payment to outside caterers.

## **Service Charges & Pricing**

A twenty percent (20%) service charge and six percent (6%) Michigan sales tax will be applied to all food and beverage charges. Groups requesting tax exemption must provide a tax exempt certificate thirty days prior to date of event, or tax will be applied to the final bill and will not be refunded. All prices are guaranteed 90 days prior to the date of the event.

## **Guarantee & Payments**

Minimum guaranteed attendance must be received ten (10) days prior to event. You will be charged for the actual number or the guarantee, whichever is greater. Customer will pay PohlCat directly for all event costs, unless otherwise specified. Final payment is due seven (7) days prior to event date, this includes any rental charges, total catering bill, service charge and tax.

## **Alcohol Policies**

PohlCat abides by all Federal, State, and local health and liquor control laws. PohlCat will require proof of legal drinking age before serving alcohol to any guest. Consumption of alcohol by any person under the age of twenty-one (21) will be grounds for immediate termination of your event. Excessive alcohol consumption by anyone will not be tolerated and will lead to their removal and/or closing down of the event. Any abusive or disruptive behavior, damage to facility or equipment, may be grounds for immediate termination of the event as determined by PohlCat management.

## **Outside Vendors**

PohlCat reserves the right to approve all outside vendors. This includes but is not limited to florists, DJ's, photographers, decorators, etc. Client must provide a list of all outside vendors in writing at least 10 days prior to event. Please include any special instructions, such as DJ table, chairs, linen, skirting, extension cords, etc. All vendors are solely the responsibility of the client. If your outside vendors will be eating, please include them in your final count.

I have read and agree to all of the terms stated on this page of the contract \_\_\_\_

## **Timeline & Decorations**

All rooms will be available at 8am the day of your event for decorating, unless other arrangements are made in advance. Affixing anything to the walls, floors, or ceilings is prohibited. Our banquet staff will be happy to hang banners for you in certain locations at no additional charge. Confetti, glitter, pins, stick pins, duct tape and glue are not permitted. Any damages that occur will be the responsibility of the customer and charges may apply. DJ's, bands or musicians must play their last set by 11:30pm. The banquet room must be emptied by 12:30 am. All decorations must be removed within one hour after the end of the event, unless other arrangements are made.

## **Liability & Damages**

PohlCat reserves the right to control and inspect all private functions. If PohlCat management believes additional security is needed for your function, arrangements will be made at the customer's expense. Liability for any damage to the premises will be charged to the client. The person(s) in charge of the function are responsible for conduct of all those in attendance. Smoking is not permitted in any part of the PohlCat Clubhouse. PohlCat will not assume the responsibility for the damage or loss of any merchandise or articles left on the premises prior to or following the event.

## **Collection Costs**

Client agrees that, in the event litigation or court action is commenced or the PohlCat Golf Course incurs costs or attorney fees to collect fees due from client, client will be responsible for all actual costs and attorney fees incurred regardless of the outcome of such litigation or court action.

## **Excused Non-Performance**

If, for reasons beyond our control, including but not limited to, labor strikes, accidents, government restrictions or regulation on travel, acts of war or acts of God, PohlCat is unable to perform its obligations, then such non-performance is excused with no other liability upon return of deposit. In no event shall PohlCat be liable for consequential damages for any reason whatsoever.

## **Rental Charges**

Prices subject to change based on event or holiday dates. Event center seating for approximately 275 guests. Friday, Saturday, Sunday rental \$2500, Weekday rentals \$1500.

I have read and agree to all of the terms stated in this page of the contract \_\_\_\_

Client Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Client Name Signed: \_\_\_\_\_ Date: \_\_\_\_\_

PohlCat Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PohlCat Golf Course**  
**6595 East Airport Rd**  
**Mt. Pleasant, MI 48858**  
**(989)-773-4221**