

1129 Ripley Rd, Linden MI 48451

Thank you for your interest in the newly renovated Spring Meadows Country Club! We are pleased that you chose us to share your special day with you. Our professional staff has been trained to provide personalized service to ensure that your day is perfectly unique. Certain policies have been established to ensure that we provide you with the best possible experience. We look forward to working with you!

**Your event will not be officially booked on our calendar until a deposit is given and the contract is returned with a signature.**

Event Space

Spring Meadows banquet venue can seat up to 200 people without a dance floor and 180 with a dance floor. We also have space for smaller events. The room rental rate for the venue includes the space for up to five hours, dance floor, white or black table linens, white or black linen napkins, china and flatware, tables, black Chiavari chairs or our regular dining chairs, as well as set up and tear down of the event. We also provide necessary bar and waitstaff. For weddings the five hours starts at the beginning of cocktail hour, even if cocktail hour takes place outside. The layout of the event will be determined by the number of guests attending. Different colored napkins or linen / floor length linen can be provided upon availability at an additional cost with at least 14 days’ notice. **All events must end by 12pm.**

Payment Plan

**Deposit:** A non-refundable deposit is required to reserve your event space and date. This deposit will be applied as a credit to the final total of the event. A 20% service charge will be applied to the food and beverage portion of your event and 6% sales tax will be applied to the event total. There is a 3% service charge if paying by credit card, from the credit card company. All payments must be paid by cash, check, or approved credit and debit cards.

Groups requesting tax exemption must provide tax exempt number and signed form prior to the scheduled functions.

Cancellation and Rescheduling

Spring Meadows allows rescheduling of events, and the deposit can be transferred from the old date to the new. Rescheduling will be looked at on a case-by-case basis.

If you must cancel your event, we do require a written confirmation for our records to verify the cancellation of the event. **Your deposit is non-refundable.** If we are able to rebook your event date at the same price of your event, we can give you a refund for the amount that was paid by the time of cancellation, minus the deposit cost. If we are unable to rebook your date, the amount already paid will be kept as liquidated damages. Some rare exceptions may apply.

Covid Cancellation

If a State mandate is issued by the Governor which prevents an event from taking place, a full refund will be given. In that case, the deposit will also be refunded.

If you choose to cancel your event due to Covid you will not be responsible for the cost of the event as long as the event was cancelled at least 14 days prior to the event. In this case, your deposit WILL NOT be refunded but other payments will be. You are able to reschedule your event to a new date with no extra charge.

Spring Meadows will be following all Covid guidelines put in place by the Genesee County Health Department at the time of your event.

Security and Damages

The event host is responsible for any damages, theft, breakage, and/or loss to the premises and is responsible for repair/replacement cost(s). Spring Meadows is family friendly, however, we ask that children be supervised at all times, and remain in your assigned room area. Spring Meadows will not be responsible for any injuries that may result. Spring Meadows is not responsible for the loss or damage of any personal property on the premises, prior to, during, or following any event.

Decorations

You may bring outside decorations for your event, however, our event staff is NOT responsible for decorating for the event. All decorations must be approved by your event coordinator to ensure they follow our guidelines. All decorations must be removed after the conclusion of the event. Our banquet staff will be there to assist you at the end of the event to ensure an easy cleanup. **All decorations must be picked up within 48 hours of the conclusion of your event, some rare exceptions may apply but they MUST be approved by the event coordinator.** Spring Meadows will not be held responsible for any damages to decorations or for any items left in the banquet area by the guests once the event has concluded. If you envision elaborate decor, please speak with our professional staff to discuss your ideas and the options.

For safety reasons we prohibit open candle flames, the use of pyrotechnics, which includes, fog machines, sparklers, fireworks, etc. All flames must be fully enclosed in a votive, vase, etc. In addition, we prohibit anything from being attached to the wall, floor, window, ceiling, or fixture within our facility, unless approved by event staff. There is absolutely no glitter, confetti, or rice allowed to be scattered on the premises.

For weddings; you and your vendors will have access to the room for decorations and set up starting at 10am, any earlier must be approved by event staff. Set up may take place the day before if another event is not booked.

Vendors

You are responsible for the booking and logistics of all vendors, if you choose to book any. Vendors include florists, photographers, design companies, bakeries, DJ’s, etc. We do require that you provide us with your vendor information at least 7 days prior to the event. Spring Meadows can provide a table and white linen for a DJ but that must be expressed prior to the event. All vendors must provide their own equipment and will be required to clean up anything at the conclusion of the event. Vendors are NOT allowed to leave anything overnight unless approved by event staff. Spring Meadows is not responsible for the loss or damages of any of their equipment. Spring Meadows does have a relationship with local vendors and are able to make recommendations, please speak with our staff for more information.

Meal & Beverage Service

**All food and beverage must be supplied through Spring Meadows in order to comply with the Genesee County Health Department and the State of Michigan Liquor Control Commission, NO EXCEPTIONS.** Prices are subject to change due to any increases in food cost. Outside wedding cakes and other desserts approved by Spring Meadows are an exception to this rule. Any desserts coming from an outside company must be supplied by a licensed bakery.

In accordance with Genesee County Health Department and Spring Meadows liability, it is prohibited to box up any leftover food. Leftover wedding cake is allowed to be brought home, but a proper container must be provided by the client to put the cake into.

State Law prohibits serving alcohol to minors so proper identification will need to be shown, this includes all members of the bridal party as well. There is absolutely no outside alcohol to be brought onto the premises, any outside alcohol will be confiscated. **Spring Meadows also follows a NO shot policy** in order to prevent over serving of alcohol to any guest. Shots will not be served at any event, no exceptions. Spring Meadows has the right to refuse service to anybody based on being overly intoxicated, underage, or anybody who is harmful or disrespectful to guests, staff, or the facility. The maximum time an open bar can be open is 5 hours, no drinks will be served until the start of cocktail hour for weddings. The bar may not stay open later than 11:30pm, with last call at 11:00, and will close 30 minutes prior to the conclusion of the event.

Performance Liability

Spring Meadows will be excused from the liability of this contract in the case that we cannot hold your event due to any causes beyond reasonable control. This includes, pandemics, floods, fires, sabotage, accidents, failure of power, and anything of the like. Spring Meadows is also not liable for the claims of outside vendors you hire for your event.

Prior to an outdoor event, a rain / inclement weather location will be set up as a backup plan for the ceremony. Spring Meadows has the right to move an outdoor event indoors if we feel as if it will be unsafe for guests and or our staff to be outdoors.

Final Numbers

A final guest count, as well as meal choices, must be given to the event coordinator no later than 7 days prior the event. Spring Meadows will cook and prepare enough food for the number confirmed by the host, and you are locked in with that amount. Your final balance will also be due 7 days prior to the event. If a last-minute change needs to happen within 7 days of the event, that must be communicated with the event coordinator and if within reason, those changes may be made. If your guest count changes after the final payment, you are responsible for any additional guests added. A refund for a decrease in numbers will NOT be given.



Name of Client:

Phone Number:

Email Address:

Date and Time of the Event:

Type of Event:

Estimated Guest Count:

Signature of Client:

Extra Notes:

Your signature on this document indicates you have read the terms and conditions of Spring Meadows Country Club and that you also agree to these terms and conditions. Your signature also indicates the responsibility and agreement of the cost of this event.

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