



## MARINA CITY CLUB BANQUET/EVENT INFORMATION AND POLICIES

**Deposit** - All reservations are considered tentative until both a 33% deposit and a signed copy of the Reservation Agreement & Policies has been received and accepted by the Club and a Credit Card is on file.

**Guarantee** - An estimated attendance figure is to be provided at the time the function is scheduled. A final minimum total of guests must be provided seven days prior to the event date and once received may not be reduced. If a guarantee is not provided, the estimated attendance figure will automatically become the clients guarantee and charges will be made accordingly. Client will be charged for the greater of the number of guests actually attending or the minimum number guaranteed. In the event more food is served than what was finalized, a fee of 25% will be added for each added dish.

**Payment** - Payment for all estimated charges, including all food, labor, service charges and taxes, is due and payable **seven (7) days** in advance of the function. Acceptable methods of payment are cashiers check, money order, or credit card. Personal & Company checks are accepted only with permission from the banquet coordinator. Checks must have a phone number, made out to Marina City Club and a backup Credit card number provided on file. An acceptable final payment due at the conclusion of the event will be the final bar total or any overage, including taxes and service charge, applied to the card on file.

**Cancellation/Deposit** – To Reserve your date, a deposit of 33% plus a signed contract is required. Deposits (all) are non-refundable & non-transferable. There is a \$5,000.00 cancellation fee for parties scheduled then cancelled in **December**. Please see the Payment schedule including in the contract.

**Pricing** – Food, Beverage, Room Rentals/set-up prices and charges may vary & are only estimates at time of contract signing. Please consult your catering executive for applicable final rates. Prices do not include state and local taxes or service charges unless otherwise indicated. Prices listed as "market price" are subject to change up to one week prior to the event. There are reduced prices for children.

**Labor Charges** - There are labor charges on all functions, depending on the guest count. A bartender charge is applicable for all events with a cash bar unless a minimum guaranteed of \$750 in sales is met. Delayed service times or extended event times are subject to mandatory charges of \$700.00 per hour. Please consult your catering executive for details.

**Food and Beverages** - No food or beverages may be taken from the Club with the exception of wedding cake and corked wine. All food and beverage products must be prepared and served by Club staff. Food and beverage cannot be brought in by anyone other than the Club staff. Outside catering is permitted under very specific circumstances, subject to management approval. Wine may be brought to a function subject to management approval and corkage fee, and **CANNOT** be larger than 750 ml. Wedding cakes must be brought in from an outside, professional bakery. A cake-cutting fee of \$4.00 per person may be charged. Alcohol brought in by guests of an event may subject client to \$1000 fine and immediate shut down of event.

**Length of Party** - All evening parties shall be a maximum of 5 hours in length; breakfast & lunch are allotted 4 hours. Guests & Vendors have 30 minutes after event ends to vacate. There will be an overtime charge \$350 for every half hour/\$700 fee for every hour after event ends that vendors and guests remain in the Venue. Latest events end and music must be off by 11:30pm; guests/vendors exited by 12 midnight. Adding Ceremony fee of \$800 allows for an extra hour in the space in the beginning, resulting in 6 hour event time.

**Alcoholic Beverage Service** - Under no circumstances will anyone under 21 years of age be allowed to purchase or consume alcoholic beverages nor will outside alcohol be brought in. We reserve the right to close a hosted or cash bar at any time, refuse service to anyone at any time and can remove any outside beverage brought in by event host and/or guests.

**Flowers and Decorations** - The Client may provide flowers and other decorations. All table centerpieces and other decorations must meet fire and safety codes and regulations. No live candles allowed on floors at any time. In addition, the Club does not permit anything to be affixed to the walls, ceilings, furniture, fixtures, furnishings or any other property unless the Club gives approval in writing. In the event any of the foregoing is done without authorization, the cost of any repair and/or replacement of damaged property will be paid by the person and/or company responsible for the function. Removal of all decorations is the responsibility of the Client. If during the event, the draping, décor, lighting or equipment is harmed, the client is charged \$1500 to repair. **NO** Sparkler's allowed inside. No confetti, confetti poppers, colored flower petals, rice/bird seed allowed. \$500 fee applies if used.

**Client Responsibility** - The client, not MCC, is held responsible for any damages or theft of Marina City Club property. If there are special requirements needed for performers or music, etc. permits and proper insurance must be provided for each prior to event.

**A/V PACKAGES - ALL IN 1 MEETING PACKAGES: EASY PICK-A-PACKAGE DISCOUNTED PRICING FOR YOUR FUNCTION. ALL PRICES ARE PER DAY, 9.5% TAX, AND 15% GRATUITY TO ALL AV ITEMS**

- GALAXY ROOM PACKAGE | \$350.00 Projector, 96" Drop-Down Screen, (1) Easel, (2) Post-It Flipcharts, Markers, Extension Cord, HDMI Cable, (2) Microphones and (4) Power Drops.
- BOARDROOM PACKAGE | \$200.00 58" LCD TV, Wireless Connection, HDMI Connector Cord, (1) Easel, (2) Post-It Flipcharts and Markers.

### **PRINTING SERVICES**

BLACK & WHITE ONLY: \$0.12 PER PAGE

### **SUPPLIES / INDIVIDUALLY PRICED RENTALS**

(STATIONERY NOTEPADS: \$0.50 EACH ) (BIC PENS: \$1.00 EACH )(EXECUTIVE PENS: \$3.00 EACH)  
(HIGHLIGHTERS: \$4.00 EACH)( POST-IT NOTES: \$5.00 PER PAD)( PAPER CLIPS: \$6.00 PER BOX)  
(EASEL: \$15.00)( PODIUM: \$85.00) (WHITE BOARD, DRY ERASE MARKERS: \$35.00)

### **AV RENTALS FOR QUASAR/NOVA BOARDROOMS:**

( 58" LCD TV \$100.00) (HDMI CABLE \$25.00 ) (POWER STRIP \$7.00)  
(2 Microphones available \$25 each for use)

**LAPTOP COMPUTER | \$300.00**

**PORTALABLE CONFERENCE SPEAKERPHONE + 2 CHANNEL MIXER | \$200.00**

**7 CHANNEL MIXER ( PRO MIXER DX 1000) + 4 CHANNEL AUDIO MIXER | \$275.00**

### **MISC. ITEMS**

Dockside room/Cocktail hour tables may be removed completely for a fee of \$300. 6 tables only will be removed complimentary. Additional Ceremony chairs may be rented by MCC and billed to client; Gold Chivari Chairs will be used for ceremony & dining only.

Marina City Club is not responsible for any items left including gifts, personal effects, flowers, outside rentals, cake toppers, cutters, etc. MCC is not responsible for your contracted Vendor equipment, items, etc. All items must be picked up at the end of the event. If an event's vendor(s) damages or destroys MCC property, the client will be responsible for repair.

Marina City Club's ceremony rehearsal is included in the ceremony package.

Custom buffets may require an attendant to carve and/or sauté. Buffet attendants are \$200 per hour per attendant.

Marina City Club is decorated for the holidays from November 25<sup>th</sup> - January 2<sup>nd</sup>. Décor includes poinsettias, garlands and lights, colors but is mainly white and nondenominational. This décor cannot be removed or altered during this time frame.

Marina City Club is not responsible for any portion of cake that remains at the end of the function or any structural or decorative items that may accompany a cake.

Short-term storage of cakes prior to function must be by prior arrangement and delivery coordinated through the Banquet Coordinator.

As we are part of a neighborhood, we obey noise abatement laws. Music sound levels will be monitored. If DJs or bands do not respond to management requests, they will be shut down. DJs and bands are responsible for load in & out of all equipment. The service elevator or service stairwell must be used for equipment load in and out. Party host is responsible for any damage or labor incurred, if any.

We need prior knowledge of use of the in house AV or PA equipment for seminars or events (Fees may apply please see AV packages above). We can refer an AV vendor for setup arrangements. Slideshow DVD must be in NTSC format, on DVD-R Disc. The host is responsible for all arrangements and testing prior to event. Microphones are strongly suggested for speakers & ceremonies.

MCC provides **182 Gold Chivari chairs**, additional chair rentals will be billed to the client. Menus and prices are subject to change.

Photos of events may be used to promote the Marina City Club on its website or for advertising purposes. Please inform the catering director if you prefer your event photos to be kept private.

Name \_\_\_\_\_ Date \_\_\_\_\_

Please Sign and Date below, stating you have read and understand the above Guidelines.

## **BANQUET RESERVATION AGREEMENT**

Name of Group OR Couple Names: \_\_\_\_\_

Function Day/Date \_\_\_\_\_ Time \_\_\_\_\_

Room \_\_\_\_\_ Type of Function \_\_\_\_\_

Your Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Email(s): \_\_\_\_\_

**Accept Minimum Guarantee: # Guests:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Business # \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Deposit Due Date \_\_\_\_\_ Amount \_\_\_\_\_

Catering Executive \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT!** Reservation date is NOT confirmed until the Club has received full deposit. This means checks must clear before the date is considered firm. Client is responsible for overage fees/charges/damages that may occur during or after the event.

Indemnity. The undersigned ("Client ") hereby assumes all responsibility for the property and actions of his or her guests, invitees and permittees during the function. Client further agrees to release, hold harmless and indemnify Marina City Club Condominium Association, Marina City Club, LP, and Marina City Club Health and Tennis Club (collectively, "the Club") and its general partners, Club Council members, employees and agents from any claims for damages, demands, injuries, non-payment, losses and liabilities, as well as from any attorney's fees or costs incurred in the defense of any such claims, which are directly or indirectly related to or arising out of the function, unless solely caused by the Club's gross negligence or willful misconduct. This assumption of risk shall bind Client's heirs, representatives, successors and assigns and shall be interpreted in the broadest sense possible. FINAL AND BINDING ARBITRATION BEFORE A RETIRED SUPERIOR COURT JUDGE SHALL RESOLVE ANY DISPUTE ARISING OUT OF THIS AGREEMENT.

Security. The Club cannot guarantee security and is very limited in its ability to control access to the property. Accordingly, Client acknowledges that it cannot rely on the Club's personnel for protection from loss or harm and CLIENT HEREBY ASSUMES all responsibility for the security of his or her guests and property during the

function. The Marina City Club is relieved of any responsibility for damage or loss of any personal property left in the Club.

Membership. If an Event client signs a membership contract for discounted member-only rates, the membership contract is binding for one calendar year.

I HAVE READ THE ABOVE TERMS AND CONDITIONS. I HAVE ALSO RECEIVED AND READ THE "MARINA CITY CLUB BANQUET INFORMATION AND POLICIES" FORM. I AGREE TO THE TERMS AND CONDITIONS SET FORTH IN BOTH DOCUMENTS.

Sign below and return BOTH DOCUMENTS and by the "Deposit Due Date" listed above.

**I HAVE READ AND UNDERSTAND THE ABOVE BANQUET AND SERVICE POLICY/GUIDELINES.**

**Client Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Print Name:**\_\_\_\_\_

**MCC Representative:**\_\_\_\_\_ **Date:**\_\_\_\_\_