



EVENT CONTRACT

20333 Hall Road, Macomb, Michigan 48044 • (586) 226-8838 • www.aspenonhall.com • AspenEvents@outlook.com

Thank you for choosing Aspen to host your special event. We pride ourselves in providing our guests with superior service, excellent food and exciting ambiance. Our expert staff is here to help you personally plan your event and ensure that all of your details are attended to.

Event: _____ Event Date: _____ Room: _____

Guest of Honor(s) Name(s): _____

Start Time: _____ Finish Time: _____ Est. Guest Count: _____

Contact Name: _____ Contact Phone: _____

Final Guest Count: _____ Email: _____

◆ DEPOSIT

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Initial

All private room reservations require a **Non-Refundable ~ Non-Transferable** deposit due at the time of the booking (\$100 for Bayview Room/\$250 for Campfire Room).

- ~ All deposits can be made with a credit card or cash.
- ~ By putting down your deposit, you recognize that you fully understand and agree to this Aspen Event Contract.

◆ ROOM LOCATION

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Initial

Our Aspen Team will assign your room according to event size, type and availability. Aspen reserves the right to assign your function to the proper size room.

◆ DECORATING

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You may decorate in good taste, with the exceptions of open lit candles, confetti, glitter, bubbles, straw or use of smoke machines. All decorations or displays brought into Aspen must be approved by Aspen Management. You may not attach any items to the walls, floors or ceilings with nails, staples, tape, adhesive or any other substance. **NOTE:** If for some reason your decorations require extra cleaning you will be charged accordingly for this service. Colored napkins are available for 0.50¢ each.

◆ SETUP

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Initial

Table layout requirements must be communicated to Aspen one (1) week in advance of your event. If no table layout is given then Aspen will lay out one that best suits your event and our staff's needs. You will have a half hour to setup prior to your event. **If you require more time please advise Aspen when you book your event.**

- ~ Blinds in the room are set for the comfort and lighting and are not to be adjusted.

◆ HOST RESPONSIBILITIES

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Initial

- ~ When booking your event it is important that we receive an accurate guest count. If your final guest count changes dramatically we reserve the right to move your event into a more appropriate sized room.
- ~ We need a firm start and finish time for your event to prevent overlaps and ensure success of each event reservation. All guests, decorations, gifts and other event items must be removed 30 minutes after the event end time.
- ~ We must be advised of any changes before your party arrives.

EVENT CONTRACT PAGE 2

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◇ FOOD ~ BEVERAGE ~ ALCOHOL

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All food, beverage and alcohol must be provided by Aspen (cakes are excluded). Buffet menus are not allowed to take the food home due to health, safety and insurance reasons. Alcoholic beverages must be consumed inside the building only and Aspen reserves the right to refuse service to anyone. The Michigan Liquor Control Commission expressly forbids any alcoholic beverages to be brought on the premises.
Last call for alcoholic beverages will be 30 minutes prior to the ending time of event.

◇ PERSONAL PROPERTY

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Initial

Host must make arrangements for all decorations and personal items to be removed from their room by the conclusion of the event. Aspen will not be responsible for any items left behind. Also Aspen is not responsible for any items held in our office or storage area prior, during, or after your event.

◇ DAMAGE AND CLEANING

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You will be responsible for any damages or missing items to Aspen property, caused by you or your guest(s). Charges for loss and/or repair will be billed accordingly.

◇ ROOM LOCATION & MINIMUM REQUIREMENTS

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~ The Bayview Dining Room seats up to 40 guests and there is a minimum purchase of \$400 on food and drinks that must be met to use the room privately for your event. Friday and Saturday after 4pm the minimum is \$800.
~ The Campfire Dining Room seats up to 100 guests and there is a minimum purchase of \$750 on food and drinks that must be met to use the room privately for your event. Friday and Saturday after 4pm the minimum is \$1500.
~ If your total does not meet the minimum requirements you will be charged the difference.
NOTE: Minimums are before tax and gratuity.

◇ MENU OPTIONS & TIME LIMITATIONS

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Final menu options are required one (1) week before your event. Special Event Menu Prices include: Room rental for three (3) hours, food and beverage service, cutting and serving of dessert. **NOTE:** You may rent the room for longer at a fee of \$100 per hour.

◇ FINAL GUEST COUNT

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Initial

Final guest count is required one (1) week before your event and you will be charged for the final guest count unless you have more guests then expected. Therefore, you will be charged for these extra guests. Parties of 20 or more require a set special event menu.
NOTE: Funeral Luncheons will be charged for the actual guest count that attend the event as we understand how difficult it is to guarantee an accurate guest count.

◇ FINAL PAYMENT

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Initial

Michigan Sales Tax (6%) and Gratuity (20%) are not included and will be added to your bill the day of your event.
~ All payments may be made with cash or credit. Full payment is due at the end of the event.

Host Signature: _____ Date: _____

Aspen Staff Signature: _____ Date: _____