

SEASONS

BANQUET CENTER

MUSKEGON COUNTRY CLUB

ROOM CAPACITIES

	rounds of 8	rounds of 10	crescent style	theater	hollow square	reception
entire ballroom	240	300	156	300	n/a	400
west section	72	90	54	160	32	100
center section	80	100	60	160	32	100
east section	64	80	48	100	32	75
ontario room	32	40	24	50	20	40

board room seats 10 in a permanent conference-style setting

NON-MEMBER ROOM RENTAL RATES

	weekday	weeknight	friday evening	saturday	sunday
entire ballroom	AM-4PM 300	1,000	1,000	1,800	800
west section	100	250	300	600	250
center section	100	250	300	600	250
east section	100	250	300	600	250
ontario room	50	100	100	100	50
board room	50	100	100	100	50

room rental fees are waived for members of Muskegon Country Club

WEEKEND FOOD & BEVERAGE MINIMUMS (prior to service charge of 20% and 6% tax)

friday \$4,000 minimum food and beverage spending prior to 20% service charge and 6% tax. Room rental fee of \$1,000 waived with \$6,000 in food and beverage spending prior to 20% service and 6% tax.

saturday \$6,000 minimum food and beverage spending prior to service and tax.

sunday \$3,000 minimum food and beverage spending prior to service and tax.

SE4SONS

BANQUET CENTER

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REBECCA@MUSKEGONCC.COM

BOOKING AGREEMENT

event: _____ estimated number of guests: _____

date of event: _____

HOST/HOSTESS

name: _____

phone: _____ email: _____

address: _____

bride's full name, address & contact information: _____

_____ email: _____

groom's full name, address and contact information: _____

_____ email: _____

ceremony on-site: yes no ceremony-site fee: \$500

Use of the ballroom deck for the ceremony for additional \$500. Includes ceremony set-up, tear down and reset. Access for ceremony is permitted at 12:00pm the day of the event and rehearsal on Thursday or Friday prior to reception based on availability. The deck seats a maximum of 160 guests.

non-refundable deposit amount: \$ _____ deposit received: \$ _____

room rental fee: \$ _____ minimum spending: \$ _____

Evening room rentals are based on a period of 6 hours. The latest the room is available is 12:00am.

Room rental fees do not apply to members of Muskegon Country Club.

CANCELLATION: Cancellations received within 14 days of the planned event will be billed at 100% of the estimated charges. Cancellations within 60 days of the event will be billed at 75% of the estimated food charges. All other cancellations will result in the loss of deposit.

Host/Hostess is the responsible party for the event. I, _____ have read and agree to SE4SONS Banquet Facility's attached terms and conditions, policies and general information. I understand that if market pricing dictates, pricing is subject to change prior to 90 days of the event.

In the unlikely event that any damages to the club should occur as a result of your event, the booking/contact person or organization shall assume responsibility and costs associated with the damages.

CONTACT PERSON

DATE

SE4SONS BANQUET CENTER

TERMS & CONDITIONS

SATURDAY EVENING

The rental fee for non-members to use the facility in 2015/16 is \$1,800.00 for the Ballroom on a Saturday evening. Minimum food and beverage spending is \$6,000.00 prior to service charge and tax. If minimum spending is not met, the food and beverage difference will be billed, which is subject to service charge and tax.

FRIDAY EVENING

The rental fee for non-members to use the facility in 2015/16 is \$1,000.00 on a Friday evening. Minimum food and beverage spending is \$4,000.00 prior to service charge and tax. If minimum spending is not met, the food and beverage difference will be billed, which is subject to service charge and tax.

SUNDAY EVENING

The rental fee for non-members to use the facility in 2015/16 is \$800.00. Events utilizing the entire Ballroom require a \$3,000.00 minimum food and beverage spending. If minimum spending is not met the difference will be charged with applicable service charge and tax.

ADVANCE DEPOSITS

Required to reserve banquet space on a definite basis. A non-refundable deposit of \$1,800.00 is required to reserve the Great Lakes Ballroom on a Saturday evening, \$1,000.00 for a Friday, \$800.00 for a Sunday evening. The date cannot be confirmed until the deposit is received. Deposits should be received within 2 weeks of reserving your date and are non-refundable.

CANCELLATIONS

Received within 14 days of the planned event will be billed at 100% of the estimated food charges. Cancellations within 60 days of the event will be billed at 75% of the estimated food charges. All other cancellations will result in the loss of deposit.

WEDDING CEREMONIES

The fee to utilize the ballroom's lakeside deck for your ceremony is \$500.00. Maximum seating capacity is 160 guests. It is required that you contract your DJ or entertainment to provide sound for the ceremony.

MENU SELECTION

Due no later than 2 weeks prior to the date of the function. Substitute plates may be ordered in advance (such as vegetarian meal, etc.) If a choice of two entrees is offered, a charge of \$1.50 per plate is added to each meal.

PLACE CARDS are required to be provided by the host, indicating your guests entrée selection. Indicators must be approved 2 weeks prior to the event.

All food and beverage consumed on the premises must be provided by SE4SONS Banquet Center. The only exception is a wedding cake, provided by a licensed bakery.

THE TENTATIVE GUEST COUNT is due 10 days prior to the date of the function. **THE GUARANTEED FINAL COUNT** is due by 12:00 pm 2 business days prior to the event. The guarantee is the minimum number for which you will be billed.

ALL FOOD AND BEVERAGE charges are subject to 20% service charge and current Michigan sales tax. Please note that the State of Michigan does not consider the service charge as a gratuity, and this subjects the service charge to sales tax. Current prices are listed on the menus. Please note, however, prices are subject to change without notice due to market pricing.

ENTRÉES are priced per person. Selecting more than one entrée will require the following:

1. Each additional entrée will be priced at \$1.50 per person.
2. A breakdown of entrée selection is due two business days prior/**48 hours prior**.
3. Entrée place cards listing the guest name and entrée selection are required and provided by the group.

PAYMENT for non-member events is due prior to the event.

- A headcount is due 10 days prior to event along with estimated payment.
- Final meal counts, along with any remaining payment are due 2 business days prior to the event.
- Muskegon Country Club will process your credit card payment with a 3% fee added to the total.

WEDDING CAKES

MCC will cut and serve your wedding cake for a fee of \$80.00. If your group wishes to cut and serve the cake, the same fee of \$80.00 will be charged for china and flatware. All cakes must be provided by a licensed bakery.

Muskegon Country Club is a smoke-free facility.

Health department guidelines and Club policy prohibit us from allowing guests to take extra food and beverage off premise.

Muskegon Country Club is not responsible for any lost or stolen items or any items left following a function.

The use of glitter or confetti of any kind and the adhering of items to walls using nails, pins, staples or removable hooks to doors, ceilings, moldings, etc. is not permitted. Clean up fees and/or maintenance fees will apply if necessary. Decorations are limited to table arrangements.

Suggestions for entertainment, florists and wedding cakes are available upon request. Please note all entertainment and bands must be pre-approved by the club before booking.

We ask that all items are removed immediately following your event. The Club will not assume any responsibility for the damage or loss of any merchandise or articles left at the club before or after your event.

BAR POLICIES

No alcohol service will be provided to minors under the age of 21, as stated by law in the State of Michigan. Any person of questionable age must provide a valid I.D. to obtain alcoholic beverages. In the event that minors are observed drinking alcoholic beverages, the bar will close for the evening.

All beverages must be provided by SE4SONS Banquet facility.

Bar service is available for six hours. Bar closes at 12:00am.

The practice of accumulating drinks before the bar closes, or the ordering of shots, is not allowed.

The club reserves the right to refuse alcohol service to anyone whose sobriety is questionable. Also, anyone who tries to obtain alcoholic beverages for a minor, or a person who has been refused bar service, will also lose their right to be served and will be asked to leave the property.

MCC reserves the right to close the bar at any time.

BAR OPTIONS

HOSTED BAR

All beverages are billed to the host or hostess. A minimum of 100 people is required to set up a hosted bar. There will be a \$100.00 set-up fee for parties less than 100 people

PARTIALLY HOSTED BAR

Host/hostess pays for all beer and wine provided to guests. Guests pay cash for liquor.

FULL CASH BAR

Guest pays cash for all beverages.

CASH BAR

Fees apply for cash bar set up and vary depending on the size of your group.

- 50-100 guests: \$50
- 100-150 guests: \$100
- 150-200 guests: \$150
- 200-300 guests: \$250