



Banquet Facilities Contract

1018 Haslett Road, Haslett, MI 48840

Phone: (517) 339-8281

Banquet Event Name: _____ Banquet Host: _____

Address: _____ Home Phone: _____

City, State, Zip: _____ Business Phone: _____

Available Fax: _____ Cell Phone: _____

Email: _____

Day and Date: _____ / _____ Requested Start Time: _____

Estimated Number of Attendees: _____ Food Needed: YES _____ NO _____

Beverage Service: Cash Bar _____ Host Bar _____ Beer/Wine Host Bar _____ Limited Host Bar _____

Banquet Host Signature: _____ Date: _____

Meridian Sun Authorized Signature: _____ Date: _____

Thank you for choosing Meridian Sun Golf Course for your banquet. Please read the following policies carefully:

- With a minimum food purchase, the room service fee is \$200 for up to 3 hours and \$50 per hour after 3 hours. Without a food purchase, the room service fee is \$700 for up to 3 hours and \$50 per hour after 3 hours. This fee covers banquet room set-up and cleanup, standard Meridian Sun table covers, buffet tables, guest tables and chairs for up to 100, use of banquet room television screens and use of stereo system. Guests are welcome to supply their own linens. Other linen options are available at an additional expense and quotes will be provided upon request. For larger groups, the room service fee may be reduced or even waived based on size of group and menu chosen.
- Meridian Sun requires a \$200 deposit which will be applied to the final invoice. If the party is cancelled, the deposit will be refunded as follows: 60 days prior to the event - 100%, 30-60 days prior to the event - 50%, within 30 days - deposit is forfeited.
- All food and beverage purchases are subject to 6% Michigan sales tax and 18% service gratuity.
- The host may bring in a cake for the celebration.
- If the host caters the party, Meridian Sun's kitchen and equipment may not be used for food prep, cooking or holding per the Ingham County Health Department. The host must prepare the food before

delivering to Meridian Sun and provide his or her own equipment for heating, cooling and serving all food items. Chaffers and crock pots may be used. Large electric roasters are not permitted.

- All soft drinks and alcoholic beverages MUST be purchased from Meridian Sun Golf Club.
- Food prices are subject change up to 60 days prior to the date of the event. Meridian Sun will provide notice of any pricing changes immediately.
- Meridian Sun provides seating for up to 100 guests indoors and up to 150 on the outdoor deck and patio. Meridian Sun reserves the right to reserve both areas separately.
- Parties under 100 may reserve one area for their group. If the patio area is chosen and inclement in weather arrives, the clubhouse may be used as a backup if it is not already reserved for another function. Outdoor tents can be provided at an extra fee; quotes available upon request.
- **Final menu selection is due two weeks in advance of the event. The final guarantee is required by 5:00 pm, 7 business days in advance of the event. This will be the number of guests for which you will be billed.** If a guarantee is not received by the agreed upon date, Meridian Sun will consider your last estimated number of attendees as the guarantee.
- Payment is due in full on or before the day of the function.
- Wall decorations, balloons and signs may be posted with prior permission from Meridian Sun. Tape may not be used to affix any items to the walls.
- Fireworks, confetti, and glitter are not permitted. The customer and their guests are responsible and shall reimburse Meridian Sun for any additional clean up or damage to any part of the facility.
- Meridian Sun takes every care and precaution, however, it does not assume the responsibility of any personal property, or of any equipment brought into the facility or left behind by entertainers or guests.
- Michigan state law prohibits smoking in public buildings and in all food and beverage service areas. Smoking is permitted, however, outside in non-food service areas.
- **Meridian Sun's banquet room is located on the upper level of the clubhouse and does not have wheelchair access and is therefore not handicap accessible.**
- For their own personal safety, banquet guests are asked not to go on the golf course without approval of Meridian Sun Golf Club personnel.
- All Michigan laws regarding the sale of alcohol will be strictly enforced. Guests may be asked to provide proper identification. Meridian Sun reserves the right to refuse any sale or service of alcohol to any guest who may be in violation of Michigan state law. All alcohol will be served by a Meridian Sun employee. Bar service will stop at 12:00 a.m. with room vacated by 1:00 a.m.
- Guests may hire entertainment, however all entertainment must be approved by Meridian Sun in advance of the event. Music or any other form of entertainment must end by 12:00 a.m.

ALL PRICING SUBJECT TO CHANGE

Your signature indicates your acceptance to the terms, conditions, rules, regulations and pricing set forth in this contract. You are responsible to communicate this and all pertinent information to your banquet participants. Meridian Sun Golf Course will deliver services and/or goods as specified to your organization at the prices set forth in this contract.

Signature: _____ Date: _____

Deposit Type: Check Cash Visa/MasterCard/AMEX/Discover *

*Credit card payments may no longer be taken over the phone. If you would like to pay with a credit card and cannot visit the course, you may make a payment at www.meridiansungc.com. Click the Club and Restaurant Tab and click Online Store. Go to Events and Banquet Deposit.