

Weber's Banquet Policies

Food, Beverage and Guarantee

- All food and beverage must be purchased through Weber's Inn and is subject to 6% state sales tax and 18% gratuity.
- Entrée selection on all banquet menus will be limited to two choices, including a vegetarian choice; exceptions will be made for medical or religious needs. If two entrees are selected a \$1.00 surcharge will apply.
- It is the guest's responsibility to phone the Sales Office with the guaranteed number of attendees by 12:00PM, three business days prior to the function. The guaranteed number is the minimum number of meals that will be charged, even if fewer guests attend. This number must be at least 70% of the original number of persons indicated on the letter of agreement. If no guarantee is provided we will use your original number of expected guests as the guarantee. Any additional entrees requested, after the guaranteed count is received, will be at the Chef's discretion and based on availability. Upon request, we will set for 5% above your guaranteed number.
- All banquet pricing is subject to change. Pricing will be confirmed no more than six months prior to an event.
- All federal, state and local laws with regard to food and beverage purchases and consumption are strictly adhered to. Consuming raw or undercooked meats, poultry, produce, seafood, shellfish or eggs may increase your risk of food borne illness.

Deposits/Payment

- A deposit determined by the Sales Office is required to confirm space. If billing privileges have been established, a cancellation fee determined by the Sales Office may apply in lieu of deposit.
- For social events a 2/3 prepayment is required six weeks prior to the event date in addition to the deposit.
- All functions must be paid in full five business days prior to function date unless billing privileges have been made at least 30 days in advance with the Sales Office. Payment must be in the form of cash, cashier's check, or a major credit card. If the function requires an open bar, a bar estimate must be paid in advance. Group must provide a major credit card for the balance of the function.
- Debit cards will not be accepted for final payment.
- Direct bills not paid within 30 days, net 30 terms, will be charge an additional 1.5% per month on all unpaid balances.
- Client agrees to pay reasonable attorney and all collection agency and other fees and expenses which may be incurred by the hotel in the collection of unpaid invoices or any part thereof.
- Groups claiming Michigan sales tax exemption status must make arrangements through the Sales Office 30 days prior to the scheduled function.

Cancellation Policy

- If a confirmed event is cancelled your deposit will be the minimum cancellation charge and will increase according to the schedule below. All deposits are non-refundable.
- If billing privileges have been established, a cancellation fee determined by the Sales Office will apply and will increase according to the schedule below.
- Hotel shall not be liable for failure to perform this Agreement due to any "Act of God" or cause beyond the hotel's control nor for any consequential or special damages.

If the group cancels any food and beverage function as outlined in your contract, the following fees will apply:

180 days to 91 days	25% of the total estimated revenue
90 days to 31 days	50% of the total estimated revenue
30 days or less	100% of the total estimated revenue

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Facilities

- *Weber's Inn management reserves the right to inspect and control all functions being held on the premises.*
- *All food and beverages must be purchased through Weber's Inn. Meal selection, approximate number of guests expected, equipment requests, room arrangements and all details must be made three weeks prior to the function by contacting Sales Office.*
- *Function rooms are assigned according to the anticipated number of guests. The hotel reserves the right to reassign banquet function rooms at its discretion. It is policy of the hotel that all scheduled event times in the contract are strictly adhered to and the banquet rooms are vacated on schedule. If your time schedule changes, please contact the Sales Office who will make every effort to accommodate your request.*
- *Weber's Inn Management reserves the right to limit the noise volume in our banquet rooms. All banquets, music, and dancing scheduled for the Atrium Ballroom must end by 12:00 midnight and 1:00 AM for the Grand Ballroom.*
- *Alcoholic beverages prepared in hospitality suites or in an individual's hotel room are not permitted by state law to be carried into corridors, the pool area and/or other public spaces; including banquet facilities. The hotel requires photo ID for proof of age.*

Banquet Room Liability

- *The guest agrees to be responsible for any damages done to the premises during the period of time the premises are under guest control or for any independent contractor hired by the guest. Liability for damages to the premises will be charged accordingly.*
- *Scotch tape, nails, pushpins or potentially damaging fasteners may not be used on walls or ceilings. No open flame candles are allowed.*
- *The hotel will not assume any responsibility for the damage or loss of merchandise or articles left in the hotel prior to, during or following your function.*

Shipping and Receiving

- *Materials shipped must bear the group name and be addressed to the attention of the Sales department.*
- *Materials will be accepted no earlier than three business days prior to the event date. No C.O.D.s will be accepted.*
- *Storage for fewer than ten boxes of reasonable size and weight are available at no charge. Additional requirements must be prearranged through the Sales Office and will be subject to storage and handling fees. Please be advised no loading docks or forklifts are available.*
- *For social events Weber's Inn allows access to your banquet room no more than 90 minutes before guest arrival.*
- *Delivery of wedding cake, flowers, and any other items related to your event must be made within the 90 minute time period unless prior notice is given, and agreed to by Weber's Inn.*