

Golden Glow Ballroom

Phone: (989) 781-2120

2950 S. Graham Rd.
Saginaw, MI 48609

Services Agreement

This Agreement dated _____, between The Golden Glow Ballroom hereinafter referred to as "The Glow", and _____ hereinafter referred to as "the customer". WITNESSETH:

The Glow hereby agrees to "use" by the customer for the date of _____, and the customer in consideration for said Service Agreements agrees as follows:

- Services/Hall Fee:** Total payment for said premises shall be _____ or finalized three (3) weeks prior to the event. This includes payment for the facility use, set up, clean up and supervision of the entire Glow facility.
- Hall/ Facility Deposit:** The Glow acknowledges the receipt of _____ as partial payment of Hall fee. This sum is NOT REFUNDABLE and may be mingled with Glow's other funds. The hall/facility use deposit is the sum meant to secure the customer's performance in observance of the terms and conditions of this agreement and shall be credit against total service. The final bill shall include a 15% service charge on the overall services/invoice.
- Second Deposit:** A fifty percent balance of the total bill is to be paid three (3) weeks prior to the event. At this time the customer will give a figure as to the number of people expected at their function. This number is used to calculate the total bill at this time and is the minimum amount the customer will be charged for, as the final number count may exceed this estimate. The second deposit will not be refunded and will be retained, as liquidated damages should customer cancel after the Glow has received the deposit.
- Final Bill:** The final bill is to be paid in full seven (7) days prior to the event. The bill must be paid by money order, certified check, or cash unless otherwise agreed upon.
- Damages to Premises:** The customer hereby acknowledges that if loss is sustained by the Glow by damage to furniture, furnishings, fixtures, equipment, dishes or utensils located in, on or around said building during the customers function, (until 12:00a.m.), the Glow may access a damage amount to the customer's final bill. The customer agrees that he/she will leave the premises and contents in as good as condition as when taken, necessary wear and tear expected. The customer agrees that said premises will not be used for any other purpose than a _____.
- Contract Conditions:** This agreement shall be void if assigned without consent from the Glow and all deposits shall be retained as liquidated damages.
- The customer agrees to abide by all the laws of the State of Michigan. The customer acknowledges that they have been informed of Michigan Liquor Control Commission rules that apply to them. Being that the customer is most likely to know their guests, the customer agrees to be co-responsible for monitoring the function to insure that no minors (under the age of 21 years old) are drinking alcoholic beverages on or in the premises. The customer also agrees to notify the management upon discovering a minor in possession of an alcoholic beverage. The customer acknowledges that they have been informed that if a minor is discovered drinking alcoholic beverages in or on the premises and the minor continues to drink or attempts to drink again, that the Glow is entitled to remove the person from the premises.
- The customer, its agents and employees, shall not mark, paint or deface, or drive nails or tacks in the walls, floors or ceiling of said building. These are considered damage under item number 5.
- All functions are to cease by no later than 12:00a.m. The hall is to be vacated by 12:45a.m. following contracted occupancy.
- The customer agrees that no food or alcohol will be brought onto the premises.

Services	Food Service _____	Cost _____	Per Person _____	+ Sales Tax*
	Bar Service _____	Cost _____	Per Person _____	+ Sales Tax*
	Linen Service _____	Cost _____	Per Person _____	
	Facility Rental* _____	Cost _____		
	Other _____	Cost _____		

*A 15% service charge applies to the food & beverage cost.

*Facility discount; if < 125 people hall rent/facility charge is \$895, if > 125 < 175 its \$660, if >175 < 275 its \$440, if > 275 < 375 its \$222 if > 375 its "0". All prices subject to no more than a five (5) percent increase.

Signed: Customer or Agent

Name _____
By: _____
Address: _____
Phone: W _____ H _____
Email Address: _____

The Golden Glow Ballroom

Manager: _____
Dated: _____