

# EVENT CONTRACT

For information and scheduling, please contact

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810 432 0010



## THE BALLROOM @ CITYFLATSHOTEL

800 MILITARY STREET

### Weekday / Monday-Thursday

7:00am-5:00pm—\$300

5:00pm-12:00am—\$300

### Peak Season Weekend

April 1st-November 30th

Friday—\$1,500; \$3,000 food  
and beverage minimum.

Saturday—\$2,000; \$6,000 food  
and beverage minimum.

Sunday—\$1,000

### Off Peak Season Weekend

Excludes New Year's Eve and New Year's Day.

December 1st-March 31st

Friday—\$1,500

Saturday—\$2,000

Sunday—\$1,000

### Ceremony set-up fee—\$500

Only available when booked in conjunction with a reception in the Ballroom. Two hour flip time to reset room required.

### Event Capacity—300

### INCLUDED EQUIPMENT—

- (30) 6' Round 10-top tables
- (300) Mahogany Chiavari chairs
- (15) High top cocktail tables
- (8) 8' Rectangle banquet tables
- (8) 6' Rectangle banquet tables
- (2) 30" Round cake table
- White floor-length linens
- Custom Lighting
- Stage
- Altar Table
- Podium
- (2) Hand-held microphones

**FACILITY FEES**

**FEES FOR SPACE USAGE ARE BASED ON THESE CHARACTERISTICS—**

- The amount of rooms or space required for an event and the length of time needed.
- The organization's for-profit, non-profit, or CityFlatsHotel Internal Status.
- Fees are subject to change without notice unless confirmed with a signed contract.
- Holiday pricing available upon request.

**WEDDINGS AND SPECIAL EVENTS PAYMENT SCHEDULE**

PAYMENT	AMOUNT	PAYMENT DUE
Initial Deposit . . . . .	50% of Room Rental Fee . . . . .	Within 10 days of signed contract
Second Deposit. . . . .	Remaining 50% Room Rental . . . . .	90 days post signed contract
Ceremony Fee. . . . .	\$500 . . . . .	90 days post signed contract
Security Deposit . . . . .	\$500 Security Deposit. . . . .	90 days post signed contract
Pre-Event Payment. . . . .	100% of Total Estimate and \$2,000 minimum deposit . . . . . on all consumption based bars	3 business days prior to event
Final Payment. . . . .	Remaining Balance . . . . .	7 days from receipt of post-event invoice

*A CityFlatsHotel representative must approve, in writing, any adjustments to the above schedule. CityFlatsHotel will assess a monthly interest charge of 1.5% (18% annually) to all unpaid balances after 7 days of the original invoice date.*

*Note—CityFlatsHotel reserves the right to cancel any event if the pre-event payment is not received.*

**MEETING + CONFERENCE PAYMENT SCHEDULE**

PAYMENT	AMOUNT	PAYMENT DUE
Initial Deposit . . . . .	100% of Room Rental Fee. . . . .	Within 10 days of signed contract
Pre-Event Payment. . . . .	100% of Total Estimate . . . . .	3 business days prior to event
Final Payment. . . . .	Remaining Balance . . . . .	7 days from receipt of post-event invoice

*A CityFlatsHotel representative must approve, in writing, any adjustments to the above schedule. CityFlatsHotel will assess a monthly interest charge of 1.5% (18% annually) to all unpaid balances after 7 days of the original invoice date.*

**CANCELLATION**

PAYMENT	REFUND / PAYMENT DUE
Initial Deposit . . . . .	Nonrefundable
Second Deposit. . . . .	Nonrefundable
Pre-Event Payment / Food and Beverage 0-14 days prior to event . . . . .	100% of food and beverage based on final guest count due
Pre-Event Payment / Food and Beverage 15-30 days prior to event. . . . .	50% of food and beverage based on estimated guest count and/or applicable food and beverage minimum due
Pre-Event Payment / Food and Beverage 31-180 days prior to event . . . . .	25% of food and beverage minimum due
Pre-Event Payment / Food and Beverage 181 or more days prior to event . . . . .	Not subject to food and beverage payments
Security Deposit . . . . .	\$500 Security Deposit is refundable
Ceremony Fee. . . . .	Nonrefundable

*A CityFlatsHotel representative must approve, in writing, any adjustments to the following schedule. CityFlatsHotel shall not be liable for failure to provide facilities or services under this contract in the event such failure is a result of Acts of God, inclement weather, riots, strikes, labor difficulties, epidemics, any act or order of any public authority, or any other cause.*

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GUEST INITIAL

**DEPOSIT AND EVENT RESERVATION CONTRACT**

The initial deposit, along with a signed copy of this contract, is due in order to secure your reservation. We will hold a tentative booking for up to 10 days from the date of this reservation contract without a deposit. The date will be released if we do not receive the deposit within 10 days, unless other arrangements are made with a CityFlatsHotel representative.

Deposits and payments may be made in the form of a MasterCard, Visa, American Express, Discover Card, cash, or by check made payable to: **CityFlatsHotel – Port Huron**. No payments by cash or check will be accepted without a valid credit card number retained on file with CityFlatsHotel. Expiration date of credit card must be valid through event date. Per the credit card authorization form, if a different method of payment is not received, the credit card on file will be used for any remaining balances.

**INCLUDED PLACE SETTINGS**

**FOR EACH GUEST—**

- Stainless steel charger
- White linen napkin
- Bread and butter plate
- Flatware
- Water goblet
- Other additional glassware (wine glasses, champagne glasses, cocktail glasses, martini glasses, beer glasses) that may be needed for the event.

*Note—CityFlatsHotel does not provide any other décor for the tables unless otherwise arranged. All set up and tear down of CityFlatsHotel property equipment will be done by the Events staff.*

**FACILITY GUIDELINES**

- All events at CityFlatsHotel must be staffed by CityFlatsHotel personnel.
- CityFlatsHotel is a non-smoking facility. Smoking and vaping are prohibited.
- Events may be booked until 12:00am (with the exception of New Year's Eve) at which time we ask that guests begin to depart and all entertainment come to a close. Food and beverage service is available until 11:30pm.
- CityFlatsHotel reserves the right to limit sound levels for the consideration of our other guests and neighbors.
- CityFlatsHotel must review all directional signage, decorations, posters, and flyers before they are posted or distributed.

- All equipment, signage, and/or decorations brought in by the user must be removed within one hour of the event's conclusion or 1:00am whichever comes sooner, unless specified in writing by a CityFlatsHotel representative. CityFlatsHotel assumes no liability for such equipment.
- A cleaning fee plus replacement costs will be added to the final bill if more than the standard cleanup is required at the conclusion of the event (i.e. trash, confetti, rice, etc).
- Organization/individuals using CityFlatsHotel are responsible for any damages to the hotel property caused by the patron, their guests, or the agents of the patron (i.e. bands, display companies, etc). These damages are at the discretion of the CityFlatsHotel management staff.

**PRE-EVENT AND POST-EVENT ACCESS**

Our staff would be pleased to arrange, in advance, special times when events may be set-up or taken down. Arrangements must be made at least 3-5 weeks in advance to allow for coordination with other contracted groups. 3 hours of set up time prior to the event start time will be allotted. CityFlatsHotel reserves the right to grant or deny any special access requests and to apply ½ day rates for load-in, set-up, tear-down, and removal when applicable, including

contracted vendors (e.g. florists, DJs, etc.). Half day rates may also be applied if guests and vendors have not departed the venue within 1 hour of contracted event end time.

All personal belongings must be removed at the conclusion of the event. Any abandoned items will be discarded unless prior arrangements have been made with a CityFlatsHotel representative.

**OUTSIDE VENDING**

**COORDINATION WILL NEED TO BE MADE FOR THE FOLLOWING—**

- Wedding Cake
- DJ or Band
- Florist/Centerpieces
- Photographer
- Photo booth
- Rental items
- Escort cards; required for all plated meals
- Transportation
- Ceremony/Day of coordination

- Hotel Room-Block; Ask a CityFlatsHotel representative for more information.

*Note—CityFlatsHotel reserves the right to refuse any outside vendor.*

GUEST INITIAL

## BRIDAL SUITE

The Bridal Suite is included in the room rental of the Ballroom during the contracted time of your event. If a ceremony is booked in conjunction with a reception, the Bridal Suite can be available for use starting at 9:00am. The use of the Bridal Suite must be scheduled with a CityFlatsHotel representative in advance. Use of this room outside of these conditions is available to rent for \$100/hour.

All food and beverage items must be provided by CityFlatsHotel. No outside food or beverage may be brought into the Bridal Suite or the Ballroom. A Day of Menu is available with options for breakfast and lunch. These items must be pre-ordered with a CityFlatsHotel representative 2 weeks in advance.

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## WEDDING TASTINGS

CityFlatsHotel offers a complimentary group tasting for future wedding couples who have booked a reception with us. The tasting is typically held 4-6 months before the wedding date, to leave plenty of time for invitations to be sent to guests. The tasting is held with setup similar to a reception, and each wedding couple will have a private table for them and up to 4 additional family members/friends. At the tasting expect to sample a variety of our most popular food options buffet style. Our event coordinators will visit

with each table to discuss the menu, answer questions, and provide a takeaway piece to make notes.

If you are unable to attend the complimentary tasting, a private tasting can be provided for purchase. The cost is equal to the plates you would like to try, with a limit of 3 meal choices. Scheduling of a private tasting will be based around booked events. Please contact a CityFlatsHotel representative for more information.

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## WEDDING REHEARSALS

A 1 hour wedding rehearsal is included with the booking of a ceremony. Scheduled date and time is tentative and based on our event schedule. Rehearsals scheduled during holiday hours may incur additional fees. The date and time of the rehearsal is guaranteed 30 days prior to the wedding date.

*Note—Coordination of rehearsal and ceremony is not directed by the CityFlatsHotel representative.*

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## FOOD AND BEVERAGE

All food and beverage items must be provided by a CityFlatsHotel and must be consumed on the CityFlatsHotel premises. No food or beverage items may leave or be brought into the CityFlatsHotel Event Spaces, with the exception of wedding cakes prepared by a licensed food service provider.

Food service is required with all bar packages. CityFlatsHotel does not allow the practice of under ordering for events that are hosting only hors d'oeuvres. A CityFlatsHotel representative will give recommendations to determine the appropriate amounts to order for your size group and timing of the event.

**All food and beverage items will be subject to Michigan sales tax and 20% service charge.**

**The final menu and final guest count is due 14 days prior to the event. Invoices will be based on final count given. Any changes made within 5 business days of your event may be subject to additional fees.**

All perishable foods on a breakfast, lunch, or dinner buffet will be removed after a maximum of 2 hours. Hors D'oeuvres stations, continental breakfasts, and meeting break stations will be removed after a maximum of 3 hours.

All Federal, State, and local laws regarding the purchase and consumption of food and beverage items are adhered to strictly. CityFlatsHotel cannot serve alcohol to anyone under the age of 21. If there is a question of age, a picture ID will be required—NO EXCEPTIONS. We ask for your cooperation in helping to control underage drinking. Shots are strictly prohibited in CityFlatsHotel Events Spaces. Any outside alcohol brought in CityFlatsHotel Events Spaces (including the Bridal Suite) will be confiscated and disposed of without warning. CityFlatsHotel also reserves the right to refuse alcohol service to any individual who is deemed intoxicated or under the influence of other controlled substances. Failure to comply will result in removal from CityFlatsHotel property.

*Note—Due to market conditions, menu prices may change without notice.*

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GUEST INITIAL

**DECORATION GUIDELINES**

- No use of rice, confetti, glitter, feathers, or similar material may be used as table decoration or thrown during special events.
- Use of nails, pins, tacks, staples, glue, or tape on walls, floors, doors, ceilings, or windows is prohibited.
- Helium balloons are allowed in the Events Room if they are securely anchored to a stationary object. The charges incurred for the removal of any balloons that float to the ceiling will be the responsibility of the person who signed the contract. Helium balloons are prohibited in the Ballroom.
- State fire regulations require that all candles must be enclosed in a hurricane lamp or glass shield. No open flames are allowed.
- Decor or related items on or in front of the railing and radiators in the Ballroom is prohibited.
- Floating candles used as decoration down the aisle during wedding ceremonies is prohibited.
- Aisle runners must be non-slip; use of tape is prohibited.

**AUDIO AND VISUAL NEEDS**

CityFlatsHotel carries a vast array of audiovisual equipment in each of our events spaces. Professional A/V support, and special equipment can be contracted in-house, for a single-day or multi-day event. A/V requests must be made with a CityFlatsHotel representative 30 days prior to the event. CityFlatsHotel requires the use of available in-house media equipment with applicable fees.

*Note—All presentations, PowerPoints, etc. must be tested prior to the event date. Please schedule a time with our event coordinators within 2 weeks of your event.*

**ADDITIONAL ITEMS MAY BE RENTED FOR USE—**

**the Ballroom**

- (1) Rolling whiteboard (72" x 40")—\$20/day
- (4) Easels with Flipchart note pads—\$25ea/day
- (1) 8' x 12' stage—Complimentary
- (1) Podium—Complimentary
- (2) Handheld wireless microphones—Complimentary
- (2) Clip-on lavalier microphone—\$75/day
- In-house sound for background music—Complimentary
- Wi-fi—Complimentary

**SHIPPING AND RECEIVING**

Items for any event must be approved by a CityFlatsHotel representative 7 days prior to shipping to CityFlatsHotel. Please contact the CityFlatsHotel office to let us know of a shipment, so we may be prepared to receive and store the material properly. Due to storage limitations, CityFlatsHotel should receive items no more than 24 hours in advance of the event. Additional fees may apply to storage that requires special areas, large amounts of space or special in-house handling by CityFlatsHotel personnel.

**Packages must be labeled as follows—**

CityFlatsHotel  
Events Department  
ATTN: *Contact Name,*  
*Event Name,*  
*Date(s) of Function*  
800 Military Street  
Port Huron, MI 48060

**SERVICE GUARANTEE**

Arrangements for CityFlatsHotel events, especially larger, multi-day events, should be finalized 4-6 weeks prior to the scheduled date. The final guaranteed attendance is required 14 days prior to your event. Any changes made within 5 business days of your event may be subject to additional fees. If a guarantee is not received as required, we will consider the most recent communication regarding

the number of people booked as the final guarantee and prepare final invoicing on that basis.

Our culinary staff uses only the freshest ingredients in preparing your meals. CityFlatsHotel cannot be held responsible for food quality due to delays of 30 minutes or more than the scheduled start time.

**ATTENDANT FEES**

Attendant Fees are a standard flat rate of \$75 for the entire duration of your event. Certain food stations may require Chef Attendant. Bar Attendant fee is \$75 total, providing 2-4 bartenders (to be

determined by CityFlatsHotel based on event guest count). Coat Check Attendant is available upon request. Full security team is \$500 and required for all college and high school formals.

GUEST INITIAL

**SECURITY**

CityFlatsHotel cannot be held responsible for loss, theft or damage to property belonging to event participants, including items shipped prior to the date of the event. If any items need to be secured in meeting rooms, arrangements must be made with the CityFlatsHotel representative prior to the event.

CityFlatsHotel reserves the right to inspect and control all events held on the premises. Liability for damages to the premises and

conduct of the guests in attendance will be the responsibility of the organization/individual.

*Note—Please familiarize yourself with emergency exit locations in each room in case of an emergency.*

**FEDERAL AND LOCAL GUIDELINES**

- CityFlatsHotel facilities may not be used by an individual, group or organization that advocates or subscribes to any theory or doctrine subversive to the Constitution or laws of the United States or the State of Michigan. This restriction does not prohibit the discussion of controversial subjects in a public forum.
- Inaccurate or untruthful statements made in applications, or violations of the CityFlatsHotel policies and procedures, including non-payment, may place the responsible persons or organizations on an ineligible list for future use of facilities.
- All users of CityFlatsHotel facilities are subject to the policies and procedures of CityFlatsHotel. In addition, all federal, state, county, and local municipality laws and ordinances are applicable to

the CityFlatsHotel and the user, including Fire Codes and room capacities.

- All events requiring display spaces, booths, or other additional set-up must adhere to all local, state, and federal fire and building codes. Doors, hallways, staircases, elevators, fire exits, or emergency equipment must not be blocked or interfered with. Fire doors must not be propped open at any time.
- In the event an organization/individual breaches any terms of this contract, CityFlatsHotel may immediately terminate this contract and organization/individual's right to use CityFlatsHotel facilities without liability and penalty to CityFlatsHotel.

**THANK YOU!**

Thank you for choosing CityFlatsHotel - Port Huron. We hope that the preceding information will be helpful in planning your event. Should you have any questions or concerns about the material, please contact a CityFlatsHotel representative at **810 432 0010**. Appointments are also welcome to tour the CityFlatsHotel facility and meet with event coordinators. If the arrangements, as outlined in the above Event Contract, are consistent with your expectations, please sign, retain a copy for your records, and return a copy to a CityFlatsHotel representative via, email, or regular mail at:

**CityFlatsHotel**  
**Events Department**  
**800 Military Street**  
**Port Huron, MI 48060**

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GUEST INITIAL

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the Ballroom @ CityFlatsHotel

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TO BE COMPLETED BY CLIENT

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EVENT DATE(S)

EVENT NAME

ESTIMATED ATTENDEES

.....

ORGANIZATION / FIRST AND LAST NAMES OF BRIDE(S) AND GROOM(S)

.....

CONTACT NAME

PHONE

EMAIL

.....

BILLING STREET ADDRESS

CITY

STATE

ZIP

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TO BE COMPLETED BY CITYFLATSHOTEL REPRESENTATIVE

.....

FACILITY RENTAL FEE

FOOD AND BEVERAGE MINIMUM

ADDITIONAL RENTALS

.....

EVENT LOCATION

EVENT TYPE

TIME RESERVED

.....

DEPOSIT AMOUNT

DATE RECEIVED

.....

REMAINING DEPOSIT AMOUNT DUE

DATE DUE

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BY COMPLETING THIS FORM, YOU AGREE TO THE TERMS AND CONDITIONS IN THIS CONTRACT,  
INCLUDING PAYMENT, DEPOSIT, AND CANCELLATION POLICIES.

.....

SIGNATURE/DIGITAL SIGNATURE OF CLIENT

PRINT NAME

DATE

.....

SIGNATURE/DIGITAL SIGNATURE OF  
CITYFLATSHOTEL REPRESENTATIVE

PRINT NAME

DATE