

# EVENT CONTRACT

*Grand Rapids*

CORPORATE & SOCIAL EVENTS

For information and scheduling, please contact

**NANCY MARKHAM**  
EVENT SALES MANAGER  
nancy.markham@cityflatshotel.com  
616.608.1727



## THE BALLROOM @ CITYFLATSHOTEL

77 MONROE CENTER ST NW

### Weekday

Monday-Thursday

6 HOUR ROOM RENTAL—\$500

NO FOOD AND BEVERAGE MINIMUM

### Weekend

6 HOUR ROOM RENTAL

Friday—\$1,500

Saturday—\$2,000

Sunday—\$1,000

HOSTED FOOD AND BEVERAGE MINIMUMS

Subtotal before tax and gratuity.

Friday—\$2,500

Saturday—\$4,000

Sunday—\$1,500

### ROOM CAPACITIES

Meeting with Audio/Visual—140

Meeting with Audio only—185

Social Event with Band—185

Social Event with DJ—200

### INCLUDED EQUIPMENT—

- (25) 5' Round 8-top tables
- (200) Chairs
- (12) High top cocktail tables

- (8) 8' Rectangle banquet tables
- (8) 6' Rectangle banquet tables
- (1) 30" Round cake table

- White or black floor-length linens
- Custom lighting



## EVENTS ROOM

35 IONIA AVENUE NW

### Weekday

Monday-Thursday

6 HOUR ROOM RENTAL—\$300

NO FOOD AND BEVERAGE MINIMUM

### Weekend

Friday-Sunday

6 HOUR ROOM RENTAL—\$500

HOSTED FOOD AND BEVERAGE MINIMUMS

Subtotal before tax and gratuity.

Friday—\$1,000

Saturday—\$1,500

Sunday—\$500

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### ROOM CAPACITIES

Meeting with Audio/Visual—60

Seated Social Event—150

Cocktail Style Social Event—200

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### INCLUDED EQUIPMENT—

- (18) 5' Round 8-top tables
- (150) Chairs
- (10) High top cocktail tables
- (8) 8' Rectangle banquet tables
- (8) 6' Rectangle banquet tables
- (1) 30" Round cake table
- White or black floor-length linens
- Custom lighting



## CONFERENCE ROOMS

83 MONROE CENTER ST NW

### Monday-Sunday

Each additional hour—\$50

6 HOUR ROOM RENTAL—\$250

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### ROOM CAPACITIES

Conference Room #1—Boardroom for 12

Conference Room #2—U-Shape for 12 / Classroom for 18

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### INCLUDED EQUIPMENT—

- Conference tables with power hookups
- Conference chairs
- Smart white board
- Note pads, pens, and coasters
- Projector with HDMI input

**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.

**CORPORATE & SOCIAL EVENTS PAYMENT SCHEDULE**

PAYMENT	AMOUNT	PAYMENT DUE
Initial Deposit . . . . .	100% of Room Rental Fee or Food & Beverage Minimum if Rental is Waived . . . . .	Due at signing
Pre-Event Payment. . . . .	100% of Total Estimate and \$2,000 deposit on all consumption based bars . . . . .	14 business days prior to event
Final Payment. . . . .	Remaining Balance . . . . .	3 days post invoice

*If a client elects to make a payment by credit card, please be advised there will be an additional 3% processing fee.*

*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 . . . . .	Non-refundable
Food and Beverage Estimate, and Consumption Bar Deposit, if canceled 31+ days prior to event. . . . .	Refundable
Food and Beverage Estimate, and Consumption Bar Deposit, if canceled 0-30 days prior to event . . . . .	Non-refundable

*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. Deposits and payments may be made in the form of a MasterCard, Visa, American Express, Discover Card, ACH payment, or by check made payable to: **CityFlatsHotel Grand Rapids**. Please note that processing fees will automatically be applied for all credit card transactions. A valid

credit card number must be retained on file with CityFlatsHotel for all transactions. 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 or black linen napkin
- Bread and butter plate
- Flatware
- Water goblet

- Other additional glassware (wine glasses, champagne glasses, cocktail 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 CityFlatsHotel personnel.*

**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.
- 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.
- Security is required for all high school and college formal events, but is not provided by the venue.

**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. Additional set up time/access to the venue is available for \$150/hr. 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.

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.

Large items such as rental furniture, AV equipment, or decorations, must be coordinated with the CityFlatsHotel representative within two weeks of the event date for approval.

**OUTSIDE VENDING**

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

- DJ or Band
- Florist/Centerpieces
- Photographer
- Photo booth
- Rental items
- Escort cards; required for all plated meals
- Parking and/or Valet; may be subject to additional fees
- Hotel Room-Block; Ask a CityFlatsHotel representative for more information.

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

GUEST INITIAL

## FOOD AND BEVERAGE

All food and beverage items must be provided by CityFlatsHotel, with the exception of wedding cakes prepared by a licensed food vendor. All food and beverages must be consumed on the CityFlatsHotel premises, CityFlatsHotel management must authorize in writing any exceptions to the above.

All perishable foods will be removed after a maximum of 2 hours, per food safety standards.

- Cake cutting service available for \$2 /per guest.
- CityFlatsHotel permits bar service for a maximum of 5 hours. Bar service shall not exceed 5 hours for any event and/or booking. There will be a guaranteed minimum of \$500 for cash bars.
- 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. Shots are strictly prohibited in Gatherings at

CityFlatsHotel spaces. Any outside alcohol brought in Gatherings at CityFlatsHotel spaces (including the Ballroom Lounge) will be confiscated unless previously authorized in writing by Management. CityFlatsHotel reserves the right to refuse alcohol service to any individual. Failure to comply will result in removal from CityFlatsHotel property.

**Menu prices are guaranteed 60 days prior to event.**

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

## 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.
- Fog and smoke machines of any kind are prohibited.
- The use of fireworks or sparklers in Gatherings @ CityFlatsHotel spaces are prohibited.
- Decorations or items outside Gatherings @ CityFlatsHotel spaces are prohibited.
- 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 event 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

- (2) 70" Televisions—\$100ea/day
- (1) Rolling whiteboard (72" x 40")—\$20/day
- (4) Easels with Flipchart note pads—\$25ea/day
- (1) 8' x 12' stage—\$250/day
- (1) Podium—Complimentary
- (2) Handheld wireless microphones with stands—\$50
- (1) Clip-on lavalier microphone—\$75/day; *can only be combined with one handheld microphone*
- In-house sound for background music—Complimentary
- Wi-fi—Complimentary

#### Events Room

- Built-in projector and screen—\$100/day
- (1) 70" Television—\$100/day; *in addition to projector, upon availability*
- (1) Rolling whiteboard (72" x 40")—\$20/day
- (4) Easels with Flipchart note pads—\$25ea/day
- (1) Podium—Complimentary
- (2) Handheld wireless microphones with stands—\$50
- 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  
Gatherings Department  
ATTN: *Contact Name,*  
*Event Name,*  
*Date(s) of Function*  
83 Monroe Center St NW  
Grand Rapids, MI 49503

**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 thereafter 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.

CityFlatsHotel cannot be held responsible for food quality due to delays of 30 minutes or more than the scheduled start times.

CityFlatsHotel will make every attempt reasonable to provide the appropriate amount of food estimated for the quoted event but is not to be held responsible for excessive consumption of prepared food/beverage during buffet service.

*Note—Any details or requests falling outside of the terms stated within the contract will be fulfilled or denied at the discretion of CityFlatsHotel / Gatherings Management.*

**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 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 Grand Rapids. 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 **(616) 608-1727**. 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 fax at (616) 451-1982, email, or regular mail at:

**CityFlatsHotel**  
**Gatherings Department**  
**83 Monroe Center St NW**  
**Grand Rapids, MI 49503**

GUEST INITIAL



TO BE COMPLETED BY CLIENT

EVENT DATE(S) EVENT NAME ESTIMATED ATTENDEES

ORGANIZATION

CONTACT NAME PHONE EMAIL

BILLING STREET ADDRESS CITY STATE ZIP

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

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

Type your name for digital signature

SIGNATURE/DIGITAL SIGNATURE OF CITYFLATSHOTEL REPRESENTATIVE PRINT NAME DATE

Type your name for digital signature