

# EVENT CONTRACT

*Port Huron*

For information and scheduling, please contact  
**CITYFLATSHOTEL GATHERINGS DEPARTMENT**  
events.porthuron@cityflatshotel.com  
810.432.0010 ext 3012



## THE BALLROOM AT CITYFLATSHOTEL

800 MILITARY STREET

### Peak Season Weekend\*

May 1st-October 31st

#### 6 HOUR ROOM RENTAL

Friday—\$2,500  
Saturday—\$3,000  
Sunday—\$1,000

#### FOOD AND BEVERAGE MINIMUMS

Friday—\$6,000  
Saturday—\$8,000  
Sunday—\$4,000

### Off Peak Season Weekend\*

November 1st-April 31st

#### 6 HOUR ROOM RENTAL

Friday—\$1,250  
Saturday—\$1,500  
Sunday—\$500

#### FOOD AND BEVERAGE MINIMUMS

Friday—\$3,000  
Saturday—\$5,000  
Sunday—\$2,000

### Weekday\*

Monday-Thursday

#### 6 HOUR ROOM RENTAL

9am - 4pm—\$600  
5pm - 11pm—\$600

#### FOOD AND BEVERAGE MINIMUMS

\*Based on event

**\*ADDITIONAL FEES MAY INCUR FOR  
HOLIDAYS AND HOLIDAY WEEKENDS**

## ROOM CAPACITIES

**Cocktail Style (no dance floor) —300**

**Seated Reception (with dance floor) —260**

**We encourage a minimum of 125 guests**

### INCLUDED CEREMONY EQUIPMENT—

- (300) Mahogany Chiavari chairs
- Custom lighting

### INCLUDED RECEPTION 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
- Floor-length linens
- Wi-Fi
- Custom Lighting

### AVAILABLE EQUIPMENT—

- 10' x 6' Screen only—\$100 /day
- 8' x 12' stage—\$250
- AV package—\$300  
*includes: (2) handheld microphones,  
a 10' x 6' screen, and projector*

### Ceremony Set-up Fee—\$1,500

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

**WEDDINGS AND SPECIAL EVENTS PAYMENT SCHEDULE**

PAYMENT	AMOUNT	PAYMENT DUE
Initial Deposit . . . . .	100% of Room Rental Fee. . . . .	Due at signing
Ceremony Fee. . . . .	\$1,500 (if applicable) . . . . .	Due at signing
Pre-Event Payment. . . . .	\$500 Refundable Security Deposit . . . . .	Due 90 business days prior to event
Final Payment. . . . .	Remaining Balance . . . . .	Due 7 days prior to event

*All payments must be made with a cashier's check, made out to CITYFLATSHOTEL PORT HURON or by credit card.*

*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.*

*Note—CityFlatsHotel reserves the right to cancel any event if payment is not received at designated time. Contract holder(s) will be notified in writing via email.*

**CANCELATION**

PAYMENT	REFUND DETAILS
Initial Deposit . . . . .	Non-refundable
Ceremony Fee. . . . .	Non-refundable
Security Deposit . . . . .	Refundable
Food and Beverage Estimate if canceled 31+ days prior to event . . . . .	Refundable
Food and Beverage Estimate 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.*

**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 tentatively hold booking for up to five (5) business days from the date of this reservation contract without a deposit. Deposits and payments may be made in the form of a MasterCard, Visa, American Express, Discover Card, ACH payment, or by cashiers check made payable to: **CityFlatsHotel Port Huron**. Please note that processing fees of

3% 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.

**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 11:00pm. An additional fee of \$500 will be applied to events that exceed the contracted timeframe. Any Food and beverage service is available up until 30 minutes prior to close (10:30pm at the latest).
- CityFlatsHotel reserves the right to limit sound levels for the consideration of our other guests and neighbors.
- CityFlatsHotel reserves the right to 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 (12am at the latest). 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, bodily fluids, 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.

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GUEST INITIAL

**INCLUDED PLACE SETTINGS**

**FOR EACH GUEST—**

- Table linen
- Linen napkin
- China
- Flatware
- Glassware

**FOR AN ADDITIONAL FEE—**

- Stainless steel chargers—+\$2 /per person

*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 Gatherings 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. 2 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.

All equipment, signage, and/or decorations brought in by the user must be removed within one hour of the event's conclusion (12am at the latest) 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—**

- 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.*

**BALLROOM SUITE**

The Ballroom Suite is conveniently located in the Mezzanine above the Ballroom and can be available for an additional \$150 for a party's exclusive use during the event. All food and beverage items must be provided by CityFlatsHotel. No outside food or beverage may be brought into the Ballroom 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. Seating charts are required for every event (per menu) for wedding receptions.

Additional time in the Ballroom Suite may be available for a fee.

**TASTINGS**

CityFlatsHotel offers a complimentary tasting for couples who have reserved their date. Please make arrangements with your CityFlatsHotel coordinator.

If you are unable to attend or would prefer a private tasting, that can be provided for an additional fee.

If a couple would like to sample the menu prior to booking with us, a \$50.00 fee per person will be required. After booking, this fee will be applied to your deposit.

**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.**

**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 in a commercial grade kitchen. 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.

**All food and beverage items outside the packages will be subject to Michigan sales tax and a minimum of 20% service charge.**

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 for all guests—NO EXCEPTIONS. Shots are strictly prohibited in Gatherings at CityFlatsHotel spaces. CityFlatsHotel reserves the right to refuse alcohol service to any individual. Any outside alcohol brought in Gatherings at CityFlatsHotel spaces (including the Ballroom Lounge) will be confiscated unless previously authorized in writing by Management. Failure to comply will result in removal from CityFlatsHotel property.

**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.**

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

**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 prohibited in the Ballroom. 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.

- 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 are highly discouraged but must be non-slip.

**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.

*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.*

**PLEASE NOTE**

- CityFlatsHotel will make every reasonable attempt 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.
- Based on availability and discretion of management, please communicate if your event requires special consideration based on 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, per venue/staff availability.
- Booking client is responsible for any damages within the venue incurred by guests during their event.

GUEST INITIAL

**ATTENDANT FEES**

We will provide:

- 1 Bartender - 1-100 guests
- 2 Bartenders - 101 - 200 guests
- 3 Bartenders - 201 - 300 guests
- Any additional bartenders - \$50 /per hr (minimum 3 hours)

CityFlatsHotel permits bar service for a maximum of 5 hours. Bar service shall not exceed 5 hours for any event and/or booking.

- Chef attendant is available for \$100 /per chef for 2 hours
- Butler passed hors d'oeuvres / plated cake service is available for an additional cost
- Coat check attendant is available upon request for \$100

**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.

Full security team is required for all college and high school formal events, but not provided by the venue.

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. 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, penalty, and/or refund from 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  
Gatherings Department  
800 Military Street  
Port Huron, MI 48060**

GUEST INITIAL

