



THE TREASURY

30 NORTH SAGINAW · PONTIAC, MICHIGAN 48342 · (248) 535-1434

EVENT POLICIES & PROCEDURES

Please review the provided information. These basic guidelines will help the you in the planning stages of your event. A customized itinerary will be developed based on your selections and specifications. Our management team will work with you in the months and weeks prior to your event to develop this itinerary.

ROOM RENTAL CHARGES

Venue Rental \$5000.00 Ceremony N/A

PREVAILING LAWS

All Federal, state and local laws with regard to food and beverage purchase and consumption are strictly adhered to. The Treasury reserves the right to inspect and regulate all private meetings, banquets and receptions in accordance with established policies and laws.

FOOD AND BEVERAGE

The Treasury must approve or provide all food and beverage services with the exception of special occasion cakes, which must come from a commercial bakery. Cutting and serving fees may apply. The Treasury is not liable for food allergies or adherence to dietary restrictions.

ADVANCE PAYMENT

Unless waived in writing, a deposit of \$2000 is required to secure your date. 50% of the estimated balance is due four (4) months prior to function date. Final payment is due no less than ten (10) days prior to function date. Customized payment arrangements/schedules are available and subject to approval. Credit card payments are subject to processing fees of 3.5%.

DEPOSIT POLICY & CANCELLATION

Deposit and advance payments are non-refundable. You will receive a general estimate prior to booking your event. Should your event cancel or significantly decrease in guest count, liquidated damages will be due to The Treasury based on the following:

180 days prior to event: 50% of original estimate
90 days prior to event: 100% of original estimate

ADMINISTRATIVE FEE & SALES TAX

A 20% administrative fee will be applied to all food and beverage charges, in-house equipment rentals, and arranged professional services. Sales tax of 6% will be applied to all food and beverage services. Administrative fee and sales tax are not applied to room charges.

FINAL GUEST COUNT

A confirmed final guest count must be received no later than fourteen (14) days prior to the event. Your guest count cannot be lowered after a final guest count has been received. Please include ALL attendees in this count. We cannot guarantee the ability to serve guests in excess of this number. We strongly recommend that you include a buffer in this number to account for unanticipated guests. Should the actual guest count exceed the guaranteed final guest count, the host is *immediately* responsible to pay for the unanticipated guests at a rate of two hundred percent 200% of the quoted rate. This will apply even if the The Treasury is unable to serve the unanticipated guests.

MENU SELECTION & EVENT DETAILS

You should plan to meet your event director approximately four (4) months prior to your function date. An event itinerary will be created for your review based on the information provided during this meeting. You will be required to return a signed copy of this itinerary at least thirty (30) days prior to your function. We may *not* be able to accommodate changes made within fourteen (14) days of your event.

MARKET FLUCTUATIONS

All prices are subject to change due to market fluctuation until confirmed. Confirmed pricing will be quoted no more than four (4) months prior to scheduled function. Potential pricing increases will be capped at 10% per year.

I acknowledge the receipt and review of the Event Policies & Procedures. I have read the above, my signature confirms that I understand and agree with all the details including the cancellation policy within this agreement.

Signature _____ Date _____



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SERVICES PROVIDED

Valet, coatroom and security services are provided with your venue rental. Should your event require enhanced services, additional fees will apply. Determination as to the necessity of these enhanced services will be discretion of The Treasury.

LIQUOR SERVICE

Hosted/Open Bar: All charges incurred in relation to bar service will be the responsibility of the group or individual hosting the event. Minimums and bar staffing costs will apply. Prepayment may be required.

Bar Package: Group or individual hosting the event has arranged that the bar will open for a duration of time at a specified cost. As a matter of general policy, shots are not served with bar packages. Time added to a bar package *during* event will be billed at 200% of the published rate.

Cash Bar: Guests will purchase their own beverages. Minimums and bar staffing costs will apply.

The Treasury reserves the right to refuse service to any minor, any person who cannot provide proof of age, or any intoxicated person, per Michigan State Law. The Treasury, at it's own discretion, may discontinue service if Michigan laws are not obeyed.

UTILITIES & AUDIO-VISUAL

The Treasury does not automatically provide audio-visual services. A third party may be contracted to provide necessary audio-visual services. Fees associated with these services are the responsibility of the individual or group hosting the event. Unusual power concerns must be discussed with the event director in advance and may incur additional fees. Wi-Fi service is provided at no charge. There is no phone line available for guest use.

CONDUCT

The host is responsible for the conduct of all persons in attendance and for any damages incurred upon The Treasury or it's guests by individuals associated with or representing the group's organization. The Treasury reserves the right to remove from the premises or deny admittance to any individual for any reason at any time.

ACTS OF GOD

If, for any reason beyond our control including but not limited to labor strikes, accidents, government restrictions or regulations on travel, acts of war or acts of God, The Treasury is unable to perform it's obligations, then such non-performance is excused with no other liability upon the return of deposit. In no event shall The Treasury be liable for consequential damages for any reason whatsoever.

DECORATION POLICY

All signs must be professionally prepared and must be approved by the event director. No pins, tacks, or adhesives of kind are permitted on The Treasury's ceiling walls or doors. All decorative items that are not provided by The Treasury are subject to approval. Taper candles, confetti, glitter, sand, fog/smoke/bubble/fake snow machines are generally not allowed without formal written consent.

GIFTS & PERSONAL ITEMS

The Treasury is not responsible for any personal items, gifts and/or gift envelopes brought into the building. It is the responsibility of the contracted party to secure any personal items or gifts and remove them after their event.

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Signature _____ Date _____