

PIERCE CEDAR CREEK INSTITUTE – EVENT POLICY STATEMENT

January 1, 2017

Chef and Hospitality Coordinator Paul Vugteveen and the staff of Pierce Cedar Creek Institute will work closely to coordinate all the details of your event. To allow our staff to accommodate your needs, and to give you an estimate of the minimum charge for your event, you will need to provide us with your menu choices and estimated guest count. And remember, **our facilities are barrier free.**

Menus

Let us custom design a menu which will ensure the success of your event. Our culinary staff uses only the freshest ingredients in preparing your meals and is happy to assist you with special dietary needs. Due to market conditions, menu prices may change without notice; our Facility Rental Agreement details your menu and event costs, and when signed, confirms pricing. The Facility Rental Agreement is completed and provided to you by the Hospitality Coordinator.

Applicable MI sales tax and a service charge to cover staffing expenses for your event will be part of your bill. Sales tax is waived if we are provided with proof of your tax exemption thirty (30) days prior to your event.

Reserving Your Event/Deposit

We are happy to reserve your event date based on your verbal commitment for up to seven (7) days. This Event Policy Statement must be signed by you and received by us within seven (7) days after you make your verbal commitment to hold your event here at the Institute.

You must pay a deposit fee, based on the minimum charge detailed on the Facility Rental Agreement. This deposit must be received by us no later than **seven (7) days** after our receipt of your signed Event Policy Statement. Your event becomes a confirmed event upon receipt of your deposit, the signed Event Policy Statement and a signed Rental Agreement. An event date can only be held for a total of **fourteen (14) days**, and will be released for other bookings after the 14th day, unless your signed Event Policy Statement and Rental Agreement have been received along with your deposit. Your deposit will be deducted from the final amount due.

If cash is used for the deposit, 100% of the minimum charge is due at signing, unless you also provide us valid credit card information. The deposit is non-refundable if your event is cancelled at any time prior to your event date.

Guarantee Guest Count

In order to best serve your guests, a final confirmation of attendance or “guarantee” is required no later than **seven (7) business days** prior to your event. If no guarantee is given, the higher of the estimated guest count or actual guest count will be used for production, service, and charges. If the actual number of guests served is greater, you will be required to pay for your additional guests at the conclusion of your event.

Liability and Damages

A \$1,000,000 certificate of liability insurance must be provided to the Institute, showing Pierce Cedar Creek Institute as the certificate holder, **thirty (30) days prior to your event.**

Up to a \$500 clean up fee plus actual replacement costs for damages to Institute property will be charged to you, if the Institute determines that more than standard clean-up was required by our staff at the conclusion of your event.

You assume full responsibility for any damage, loss, injury, or liability of any nature whatsoever to people, property or Institute property caused by you, your guests, or your agents (i.e. bands, photographers, display companies, etc.)

Security/Clean Up

The Institute shall have no liability of any sort for the damage or loss of any merchandise sent to or property brought onto Institute premises prior to, during, or after your event by you or your guests. It is your responsibility to arrange for security services you feel may be needed in coordination with the Hospitality Coordinator. The Institute reserves the right to exclude any group or individuals deemed to be injurious, harmful to, or a risk to Institute property or interests.

A \$400 clean-up fee plus possible replacement costs will be added to the Event Sponsor’s final bill if more than the standard clean-up is required at the conclusion of the event.

Payment/Cancellation

Remaining payment and any additional charges are due **seven (7) business days** prior to your event.

Should you find it necessary to cancel your confirmed event, a cancellation fee will be assessed (the deposit). Please note that the full penalty (the remaining amount due) is payable to the Institute if your function is cancelled five (5) days prior to your event.

Full payment is due when you cancel due to bad weather prohibiting travel.

Outside Food

The Institute does not allow food not prepared in our kitchen to be served in our public venues. We will however allow cakes (weddings, birthdays, etc.) to be served, if prepared by a licensed professional. An extra cake cutting and serving fee may apply.

The Institute in compliance with health department ordinances does not allow any food items “leftover” from your event to leave our premises.

Hours of Operation

Our buildings open at 7 am and are locked at 9 pm. Any events starting or ending outside of these hours are subject to additional charges, and must be coordinated through the Hospitality Coordinator in advance of your event.

Smoking/Alcohol

The Institute’s buildings and grounds are tobacco-free. Guests are allowed to smoke in their cars or if staying overnight, in designated areas at our housing units. No one is permitted to bring or consume alcoholic beverages on Institute premises without written approval by the Institute’s Executive Director.

Set-Up, Signage, & Displays

You will have access to the premises on the day of your event only, unless other arrangements are made with the Hospitality Coordinator. All signage, displays, decorations and their set-up shall be subject to the approval of the Hospitality Coordinator.



Overnight Retreat Information (May not apply)

- The Hospitality Coordinator must be notified if the Event Sponsor will not be on site during this facility rental. A "Person in Charge" must be designated by the Event Sponsor with the "Person in Charge" also signing the Facility Rental Agreement and Event Policy Statement prior to their arrival at the Institute. Their signature acknowledges they understand the rules and regulations governing this facility rental and he/she takes responsibility for guest's adherence to these rules and regulations.
- The Hospitality Coordinator is the main contact for your event, but during evenings and weekends the Institute's on-call staff person's name and phone number is posted in each of the housing units in the event someone needs assistance or there is an emergency. There are telephones in all housing units. Guests may use these phones or their personal phones to contact the on-call staff person. The Event Sponsor and/or "Person in Charge" will be contacted personally by the on-call staff person to help them understand who to call for assistance.
- The Hospitality Coordinator must be notified if guests staying in the Institute's housing constitute a student group. Students are any person currently enrolled as a student in a public or private elementary, high school, college or university. A "Person in Charge" must stay in each housing unit with students, taking responsibility that the Institute's rules and regulations are adhered to. The "Person in Charge" must also sign the Facility Rental Agreement and Event Policy Statement prior to their arrival at the Institute. Their signature acknowledges they understand the rules and regulations governing this facility rental and he/she takes responsibility for guests' adherence to these rules and regulations.
- Staffing at the Institute front desk is not guaranteed for any event or rental. It is the responsibility of the Event Sponsor to have a designated person to meet and greet their attendees as they arrive. If guests will be staying overnight, this person is also responsible for handing out room keys and collecting room keys from guests at the conclusion of your event.
- Meals are served in the dining room. Meal times are 8:00 am for breakfast, 12:00 pm for lunch, and 5:00 pm for dinner, unless other arrangements are made with the Hospitality Coordinator.
- Some housing units have full cooking amenities available. Cooking utensils, pots/pans, and dishes are provided for guest use. Guests are responsible for supplying their own food and drinks in the housing units. Guests must clean these areas upon departure, leaving these areas in the same condition as when they arrived. An additional cost will be charged if these areas are not cleaned upon departure.
- Due to the Institute's rural location and minimal number of staff on sight during evenings and weekends, Event Sponsor is responsible for having some form of transportation available. Please inform the Hospitality Coordinator if guests will be arriving by bus and will therefore not have access to transportation.

By signing below you agree to the terms and conditions detailed in the Event Policy Statement, including all deposit, cancellation and payment policies. You also understand to confirm your event you must in addition to this document sign Pierce Cedar Creek's Rental Agreement detailing pricing, guest counts, meal choices, and your housing choices and pay the deposit.

You understand that you are solely responsible for any and all accidents or injuries to persons or property resulting from use of Institute facilities. You are responsible for the control and supervision of all people in attendance. You will see that no damage is done to Institute facilities and that all attendees conduct themselves in an orderly manner in and around Institute facilities, including the surrounding grounds, trails and parking lot. If damages or behavior of your guests are deemed inappropriate or unsafe for any reason by Institute staff, your event may be stopped in progress and you and your guests will be denied further use of the facilities.

You assume responsibility for and will reimburse Pierce Cedar Creek Institute for any damages, loss, injury or other liability to people or property incurred by you, or any of your guests, or any other persons or organizations contracted by you to provide any service, food, entertainment, or goods before, during, or following the event. You agree to defend, indemnify, and hold harmless Pierce Cedar Creek Institute, its officers, trustees, employees, agents, and contractors from and against such claims, demands, suits, damages, liability, costs, and expenses (including reasonable attorney fees) incurred in connection with such damage, loss, injury, death or other liability, or by reason of the breach of the Event Policy Statement and Rental Agreement, or by reason of any breach by you of your contract with an agent providing services at your event.

Pierce Cedar Creek Institute shall not be liable for failure to perform this contract as a result of strikes, fires, floods, failure of light, heat or air-conditioning or any cause beyond our reasonable control. Pierce Cedar Creek Institute reserves the right to make policy changes with 60 days' notice to a confirmed event.

Event Sponsor Signature: _____ Date: _____
"Person in Charge" Printed Name: _____ Phone Number: _____
"Person in Charge" Signature: _____ Date: _____

