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HALL RENTAL WITH OUTSIDE CATERING TERMS AND CONDITIONS

Thank you for your inquiry about our facility. APCC has rooms available from 50 to 500 people. Hall rental includes tables, chairs, china, silverware, glasses, tablecloths, napkins and skirting (there is no extra charge for colored napkins). Set-up of the hall is provided within the rental fee, which is \$11 per person, for up to 6 hours. There is a \$150 waiter charge for tending the tables (that covers labor and gratuity). One waiter serves up to 3 tables (maximum of 3 tables, approximately 30 guests). If soft drinks and coffee or tea are desired, they must be provided by us. Soft drinks are \$3 per person plus 6% tax and 18% gratuity. Coffee or tea is \$1.50 per person plus 6% tax and 18% gratuity. Both, soft drinks and tea or coffee, are \$4.00 per person plus 6% tax and 18% gratuity. No alcohol from the outside is allowed, APCC provides bar service. Please inquire. **Copy of the food license and liability insurance certificate required.**

To secure the date of your function, \$1000.00 deposit is required for functions over 100 guests, \$500.00 deposit for fewer than 100 guests. **ALL DEPOSITS ARE NON REFUNDABLE.** Security deposit of \$500.00 is due two weeks prior to the function. It will be returned no earlier than a day after the function, if everything is in order.

Chair Covers - \$2.50 per chair, form fitting with sashes
Chair covers - \$3.50 per chair, pillow case style

Your caterer is responsible for tending the buffet table during the function. Please provide the name and address of your licensed caterer. You or your caterer is also responsible for the leftover food. We do not provide free boxes for leftover food. In case, you need boxes, a charge of \$1.00 per box will apply. There is an extra charge for cutting the cake by our staff; the charge is \$50 for up to 100 guests, then in increments of \$25.00 for each 50 guests.

Our chaffing dishes and serving utensils may be available for an extra charge. However, we do not provide kitchen space for the purpose of preparing food (no cooking, cutting, washing the food etc.) Warming up the food is possible, if oven space is available. It has to be arranged with the management.

Decorations are responsibility of the customer. All decorations must be approved by the club manager prior to the function. Decorations that are not approved will not be allowed. No taping, gluing, nailing or attaching to walls or mirrors. No confetti or glitter will be allowed in the club. All candles must be enclosed in glass containers, no open flame candles allowed. All decorations must be removed at the conclusion of the event.

If you have any questions, please do not hesitate to contact us at 248-689-3636, seven days a week.

Tenant agrees with the terms and conditions set forth for Hall Rental with Outside Catering, by signature below.

Signature of Tenant Date: _____

Date: _____

Signature of Authorized APCC Representative