

Montague Inn

Historic Bed & Breakfast Inn, Saginaw MI
1581 South Washington Ave. Saginaw, MI 48601

1581 S Washington Ave, Saginaw, MI 48601

eventplanner@montagueinn.com

www.montagueinn.com

Special Event Contract

PERSONAL INFORMATION

First Name	<input type="text"/>	Last Name	<input type="text"/>
Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
		Zipcode	<input type="text"/>
Home Tel	<input type="text"/>	Cell Phone	<input type="text"/>
		Work	<input type="text"/>
Email	<input type="text"/>		

EVENT INFORMATION

Date of Event	<input type="text"/>	Type of Event	<input type="text"/>
Event Room(s)	<input type="text"/>	Number of Guests	<input type="text"/>
Time of Event: In:	<input type="text"/>	Out:	<input type="text"/>
		Facility Charge	<input type="text"/>
Over Night Rooms	<input type="text"/>		
I have read & agree to the attached policies: <input type="checkbox"/>			

PAYMENT INFORMATION

Deposit Paid \$	<input type="text"/>	Date Paid	<input type="text"/>
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CONTRACT FINALIZATION

Client signature	Date	<input type="text"/>
Coordinator signature	Date	<input type="text"/>

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Banquet Policies

The following policies have been established to help guide you when making decisions in regard to your upcoming event. We have found that adherence to these policies makes it possible to offer you the utmost in service.

1. Special events may be scheduled **seven days a week, daytime or evening.**
2. Events are placed according to the size and needs of your event, as other groups may be utilizing the same areas prior to or following your event, we ask that you please adhere to the times agreed upon.
3. For any schedule changes, please contact our special event coordinator as soon as possible.
4. Every effort will be made to accommodate the change in your schedule.
5. When changes are requested on the day of your event, there will be a **\$50.00** fee for each change that require a room set up change, other than the approved set up.
6. The sponsor will assume all liability for damage to the property.

General Information

1. The Montague inn is a smoke, vape, and drug free environment. For those guests who care to smoke, they may do so in delegated areas.
2. When children are in attendance, we strongly suggest that a responsible adult supervise them. This is both for the comfort and safety of the children and respect for the premises and your guests.
3. No alcohol may be brought on the premises. When expending the entire inn for your wedding or event you will be required to rent all overnight rooms.
4. Montague inn will not be held responsible if the business changes owners

Entertainers/Photographers/Florists

1. Musicians, photographers, etc. will be booked by the person in charge of the event and will be solely their responsibility.
2. We will be happy to assist in making contact arrangements. All outsourced providers must be pre-approved by the management of the Montague inn and adhere to house rules and regulations including set up locations. Additional fees will apply for outsourced tents, photo booths or entertainment services, with the exception of the DJ.
3. Florists and decorators must provide their own equipment including ladders, scissors, and vases.
4. Montague inn assumes no responsible for loss or damage to any decorations.

Food and Beverage

1. All menu planning must be completed two weeks prior to your upcoming event.
2. Your guaranteed number of entrées must be submitted to the special event coordinator no less than two weeks prior to your scheduled event, to ensure quality service.
3. Your confirmed guest count cannot be decreased during two weeks prior to your event.
4. To allow us to provide the best service to accommodate your needs you may increase the number of attendees by contacting your event planner as soon as possible.
5. Served dinners are available for up to 30 guests, menu selection is limited to one entrée of your choice, an additional fee of **\$2.00** per person applies.
6. For groups of more than 30 guests you must choose from the buffet selections.
7. We prefer you purchase all food and beverages from the Montague inn
8. Facility rental fees will apply when you choose an outsourced food service
9. Wedding cakes may be outsourced. Cutting and plating of your wedding cake can be provided by the Montague staff at an additional cost.
10. No food may be removed from the facility due to state health regulations.
11. We cannot guarantee food pricing for more than 30 days prior to your event date.
12. Special situations may apply that could cause considerable cost increases due to circumstances beyond our control. In example of state or world disasters, animal virus or fruit and vegetable calamities and pandemics.
13. In such an emergency you will be notified, and all efforts will be made to offer alternate substitutions.

Damage

1. Function sponsors are responsible for the protection of the walls, furnishings, and carpeting in the meeting rooms and overnight rooms both during the preparation and continuation of activities.
2. When decorating for events at the Inn, please keep in mind that we do not allow the use of glitter, confetti, marbles, silly string, or smoke machines.
3. Tape, pins and crepe paper are also prohibited in the mansion and /or tent when decorating.
4. Birdseeds and flower petals may be used on the outside grounds but please not on any solid surface such as the terrace or drive way or Guitar Arena.
5. Any damage or loss is subject to be billed to the function sponsor. The on-site contact of the function is responsible for the conduct of all attendees.
6. Montague Inn assumes no responsibility for decorations and they must be removed immediately following your event, unless approved prior by the event coordinator

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Security

1. The Montague inn is does not require or provide security guards; they may be hired at our or your discretion.
2. The Montague inn is not liable for loss, theft, or damage to property or belonging of function participants

Billing

1. Payment will be based on the confirmed menu and beverage service, overnight rooms and tent enclosure and any additional rentals.
2. We cannot guarantee overnight room rates for more than 60 days in advance of your upcoming event.
3. Charges must be paid in full two weeks prior to your event.
4. Any remaining balance for overage is due the day before your event.
5. For your convenience we suggest you make installment payments.
6. We accept cash, credit cards, money orders, and checks for payment. (Checks will not be accepted less than 2 weeks prior and credit cards are subject to a **3% service fee**)
7. 50% of the balance is due one month prior to the event.
8. The remaining balance is due two weeks prior to the event.
9. If your guests pay for their own overnight rooms, your deposit will be used toward your final bill.
10. All food and beverages are subject to **21% service charge, a 3% credit card charge and a 6% Michigan sales tax.**

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Deposit & Cancellation

1. Montague Inn requires an initial deposit of **\$1,000** upon confirmation of the event date. This deposit is refundable 48 hours from the date or time the deposit is placed. After that date the deposit is nonrefundable. Three months after the initial deposit was made an additional deposit of **\$2,000** is required.
2. Should you decide to cancel your event for any reason at the Montague inn the client shall provide notice of any cancellation in writing and **following charges will apply:**
 1. Cancellation 6 months or less prior to your event- entire deposit forfeited plus, any additional deposits Montague Inn has made for the tent or other services.
 2. Cancellation any time after 6 months to one month prior to your event your entire deposit plus -½ of the anticipated income will be in addition to any deposits Montague Inn has made for the tent or other services.
 3. Upon cancellation one month or less prior to your event you will owe the full calculated anticipated final amount for all food, beverage, facility and overnight room charges. Plus, any additional deposits Montague Inn has made for the tent or other services.
 4. If a tent enclosure was rented from us, there will be a non-refundable deposit required at the time the tent is rented.
 5. Additional information can be provided by our event coordinator.
 6. Montague inn will not be held responsible in the event of the property changing owners.

Thank you for your interest in the prestigious Montague inn. Our professional and courteous staff will help assure a truly special event.

Montague Inn management