

THE SOHAR ROOM

100 St. Clair Street • Detroit MI 48214 • OFFICE (313) 822-8000 • FAX (313) 822-0037 • www.sindbads.com

SINDBAD'S BANQUET POLICIES, TERMS & CONDITIONS

DEPOSIT: A \$10 per person deposit is required at the signing of this contract to guarantee the date of your function. Deposits are non-refundable 60 day's prior to the function. Refunds requested before the 60 days will be issued less 50%.

GUARANTEE NUMBER OF PEOPLE: Sunday thru Thursday minimum 50 people. Friday and Saturday minimum 75 people. Details of your functions must be finalized two weeks before function date.

CANCELLATIONS: Should you cancel the function 7 days or less prior to the event you will be charged 20% of the estimated total of your function, plus loss of deposit.

PRICE QUOTE: Food and beverage prices are subject to change at anytime. Firm costs cannot be quoted more than 30 days prior to the function. All food and Beverage served in the Sohar Room is subject to 6% Sales Tax and 20% Gratuity.

PAYMENT: Payment for the function is due 4 business days prior to the function. We will be prepared to serve 10% above your guaranteed number of people, but cannot promise the same plate to be served. You will be charged for the "guaranteed number" or the "actual number" of people served, which ever is greater. No personal checks.

ROOM RENTAL: There is a \$200 room charge. This includes setup, clean-up and house linens. Additional room charges may apply for extensive setup and special order linens.

HOURS: Functions are allowed up to 5 hours. Function must conclude by **11:00 p.m.** One additional hour may be added at a cost of \$100.00. Sunday functions must conclude by **9:00 p.m.** All decorations, DJ, photo booth and live entertainment must also be removed.

OFF PREMISE DESSERT: A table will be set for desserts brought in with a charge of \$2.00 per person plus 20% Gratuity. Additional charges for extensive desserts.

OFF PREMISE WINE: You are permitted to bring in bottled wine for a charge of \$15.00 per 750ml Bottle plus 20% gratuity. All other beverages are provided by Sindbad's.

FOOD MENU: Sindbad's offers both buffet style and plated meals. Plated meals consist of one or two items. Should you select two items, quantities needed of each item must be submitted to the banquet manager 7 business days in advance. Meals served after 4:00 p.m. are dinner menus only. All food served in the Sohar Room is provided by Sindbad's. **Minimum of \$25.00 per person must be spent on food, not including beverages.**

FOOD SERVICE: The time of food service for your function is established in advance. If the food service is delayed more than 20 minutes (at your request, because of the late arrival of your guests, or for any other reason) an additional charge of \$1.00 per person will be added to the food bill plus sales tax and gratuity.

BAR SERVICES: If liquor is allowed to be served at your function (cash bar or host bar) a bartender must be scheduled. Bar service is \$75.00. Functions that require a "cash bar" will have gratuity added to the price of all beverages.

DECORATIONS: No tape, no nails, no confetti or sparkle sprinkles allowed. Candles must be in a glass container with the glass higher than the flame. All decorations must be removed by the client at the contracted time of departure. Decorating may take place two hours prior to your event.

TAX EXEMPTIONS: Groups that are tax exempt must submit their tax exempt documentation (501C or IRS Letter) with their contract and deposit. *PLEASE NOTE: The Michigan Department of Treasury states that if the guests must purchase a ticket for the function then it is not a tax exempt function.*

DAMAGES & LOST PROPERTY: Damages to or removal of Sindbad's property by function guests, clients, or contractors will be added to the function bill. Sindbad's is not responsible in anyway for any business or personal items brought on to the premises by the function guests, clients, or contractors that are damaged, lost or stolen.

ADVERTISING: Any advertising using Sindbad's name or logo must be approved by Sindbad's banquet manager.

VALET PARKING: All Sindbad's banquet functions must use valet parking or valet guided parking at \$3.00 per vehicle. The Host of the function may pay the valet or can choose to have their guests pay.

Function Name: _____ Client Name _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Phone: _____ Email: _____

Attendance Number: _____ Deposit @ \$10 Per Person: _____

Function Date: _____ Hours: _____ To: _____

Client Signature: _____ Date: _____

Sindbad's Manager Signature: _____ Date: _____