

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 10%

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.

CANCELATIONS: 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.

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 & house linens. Additional room charges may apply for extensive setup and special order linens.

HOURS: Functions are allowed up to 5 hours, additional hours may be added for \$50 each. All functions must conclude no later than 1:00 a.m.

OFF PREMISE FOOD & BEVERAGE: You are permitted to bring bottled wine at \$12 per bottle plus sales tax & gratuity. Food and desserts brought in will be subject to a charge of \$1.25 to \$3.00 per person plus sales tax & gratuity.

FOOD MENU: Sindbads 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.

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 & 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 \$15.00 per hour, minimum of 3 hours. Functions that require a "cash bar" will have gratuity added to the price of all beverages.

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

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 any way 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. The Host of the function may pay for valet for their guest's or choose to have the guests pay Valet at \$3.00 per vehicle.

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:** _____