

20333 Hall Road
Macomb , MI 48044
586-226-8838
www.aspenonhall.com



Event Contract

Thank you for choosing Aspen to host your special event. We pride ourselves in providing our guest with superior service, excellent food and exciting ambiance. Our expert staff is here to help you personally plan your event and ensure that all of your details are attended to.

- ^ All private room reservations require a non-refundable \$100.00 deposit due at the time of booking ~ by putting down your \$100.00 deposit we recognize this as your full understanding and acknowledgement of the Aspen Event Contract.
- ^ **Your Final Menu Options are required ~ 2 Weeks ~ before your event.**
- ^ **Your Final Guest Count is required ~ 2 Days ~ before your event.**
- ^ **Its important to get an accurate guest count ~ On the day of the event you will be charged \$5.00 a person for all guest that fall short of your final guest count to cover operational cost. Ask us for more details.**
(Note: Funeral Luncheons will be charged for the actual guest count that are here)
- ^ If your final guest count changes dramatically from your initial guestimate ~ we may move your event into a more appropriate sized room. We will call you before a potential move is made.
- ^ Special Event Menu prices include: Room rental for 3 hours, Plated or buffet food service, White linen napkins and table cloths (appetizer or pizza parties do not include linens), Cutting and serving of dessert, Pop, Coffee, Lemonade, and Iced Tea (appetizer or pizza parties do not include beverages)
- ^ Michigan Sales Tax (6%) and an suggested Gratuity (18%) are not included and will be added to your bill the day of your event.
- ^ You may decorate, in good taste, with the exceptions of **no open lit candles, no confetti, no glitter, no bubbles, no use of smoke machines, etc .. - Ask Us !!**
- ^ We need a firm start and finish time for your event to prevent overlaps and ensure success of each event reservation. **All guest, decorations, gifts and other event items must be removed with in 15 minutes of the event end time.**
- ^ All payments may be made with cash or credit. Full payment is due at the end of the event.
- ^ \$200.00 must be spent on food for use of Front Dining Room. \$400.00 must be spent on food for use of the Back Dining Room. If you do not meet the minimum you will be charged accordingly.
- ^ We look forward to making your event a great success and we invite you to contact us with any questions, comments or concerns.