

Thank you for choosing Aspen to host your special event. We pride ourselves in providing our guests 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 deposit you recognize that you fully understand and acknowledge this Aspen Event Contract. _____ Initial
- ◆ **Your final menu options are required ~ 2 weeks ~ Before your event.**
- ◆ **Your final guest count is required ~ 2 days ~ Before your event and you will be charged for the final guest count that you give us.**
Note: Funeral Luncheons will be charged for the actual guest count that attend the event.
- ◆ Special Event Menu Prices include: Room rental for 3 hours, food and beverage service, cutting and serving of dessert.
- ◆ Michigan Sales Tax (6%) and an suggested Gratuity (20 %) are not included and will be added to your bill the day of your event.
- ◆ The Bayview Dining Room seats up to 40 guests and there is a \$300.00 minimum purchase on food and drinks that must be met to use the room privately for your event.
Friday and Saturday after 4 pm the minimum is \$600.
- ◆ The Campfire Dining Room seats up to 100 guests and there is a \$600.00 minimum purchase on food and drinks that must be met to use the room privately for your event.
Friday and Saturday after 4 pm the minimum is \$1200.
- ◆ When booking your event it is important that we receive an accurate guest count estimate. If your final guest count changes dramatically we reserve the right to move your event into a more appropriate sized room.
- ◆ You may decorate in good taste, with the exceptions of open lit candles, confetti, glitter, bubbles or use of smoke machines.
- ◆ We need a firm start and finish time for your event to prevent overlaps and ensure success of each event reservation. All guests, decorations, gifts and other event items must be removed within 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.
- ◆ You will be responsible for any damages to Aspen property, caused by you or your guests.

Host Signature _____ Date: _____

Aspen Staff Signature _____ Date: _____