

# **Pine Mountain Resort**

N3332 Pine Mountain Road, Iron Mountain, MI 49801

(906) 774-2747 Fax: (906)776-1046

## **Event Policies and Procedures**

The following policies explain the basic guidelines for Pine Mountain Resort and will assist you in the planning stages of your event. Specific details pertaining to menu selections, room and table arrangements, entertainment and other matters will be discussed and established prior to the event. Every effort will be made by the Staff and Management of Pine Mountain Resort to ensure a successful event. A well planned and successful event requires a review and acceptance of the following policies:

### **1. ROOM RENTAL CHARGES**

Alpine Room:	Sun-Thur \$200	Fri-Sat \$300
Spruce Room:	Sun-Thur \$200	Fri-Sat \$300
Sitzmark and Deck:	Sun-Thur \$200	Fri-Sat \$250
Timbers on the Green:	Sun-Thur \$200	Fri-Sat \$300
Boardroom 1:	Sun-Thur \$100	Fri-Sat \$100
Boardroom 2:	Sun-Thur \$150	Fri-Sat \$150

### **2. PREVAILING LAWS**

All Federal, state and local laws with regard to food, beverage, and tobacco purchase and consumption are strictly adhered to. Pine Mountain Resort reserves the right to inspect and regulate all private meetings, banquets and receptions in accordance with established policies and laws.

### **3. FOOD AND BEVERAGE**

Pine Mountain Resort must provide all food and beverage, with the exception of special occasion cakes. A \$0.75 per slice cake cutting fee will apply to any special occasion cake cut and/or served by a member of the Pine Mountain Resort Staff. Excess food and/or beverage items are not permitted off the property of Pine Mountain Resort.

### **4. DEPOSIT POLICY**

For all events with an estimated cost of \$2,500.00 or less, a deposit in the amount of \$500.00 shall be required at the time of signing of this Contract. For all events with an estimated cost greater than \$2,500.00, a deposit in the amount of \$1,000.00 shall be required at the time of signing of this Contract. All deposits are non-refundable.

### **5. PAYMENT**

Payment in full will be due at the conclusion of the event prior arrangement has been made with the Sales Manager. In the event the final bill is not available at the conclusion of the event, payment in full will be due at the time of receipt of the final bill.

### **6. DAMAGES**

Clients will be held responsible for any damages caused to Pine Mountain Resort by either the guests or contract vendors. Additional clean up fees and/or damage fees may be assessed if excessive clean up or repairs are required after an event.

### **7. CORPORATE CREDIT APPLICATION**

All credit applications for corporate functions must be received and approved no later than thirty (30) days prior to the function date. Payment will be required upon receipt of the billing statement.

### **8. SERVICE CHARGES AND SALES TAX**

A twenty percent (20%) service charge will be applied to all food and beverage revenue. The six percent (6%) sales tax (or current tax rate) will be applied to all food charges. Groups requesting tax exemption must

submit a tax exempt certificate thirty (30) days prior to the function date, or tax will be applied to the final bill and will not be refunded. (Further information will be supplied to our tax-exempt customers.)

#### **9. FUNCTION SPACE GUARANTEE**

To confirm function space on a definite basis, the group must provide Pine Mountain Resort with written authorization on Pine Mountain Resort contract or a confirmed Banquet Event Order. Pine Mountain Resort reserves the right to release function space which has not been confirmed in writing or for which no deposit has been received.

#### **10. BANQUET SET**

Confirmation of the final number of attendees of any function must be submitted to the Sales Department no later than seven (7) days prior to the function date. Pine Mountain Resort will be prepared to serve five percent (5%) in excess of the guarantee. Should the guarantee exceed five percent (5%) of the original estimated number of attendees, Pine Mountain Resort reserves the right to make a substitution for the original entrée ordered. All charges will be based upon the final guarantee, or the actual number of guests served, whichever is larger. If the required final count guarantee is not submitted to the Sales Department, the original attendee figure on the Banquet Event Order will be considered the final count.

#### **11. MENU SELECTIONS**

All menu selections shall be considered definite and not subject to change seven (7) days prior to the function date. Items listed on our menus are by no means the only items available. Pine Mountain Resort's Executive Chef and/or Sales Manager will be willing to discuss alternate menu selections specially requested for your event.

#### **12. MARKET FLUCTUATIONS**

All prices are subject to change due to market fluctuations, unless such prices are confirmed in writing. Confirmed prices will be quoted no more than one hundred eighty (180) days prior to the scheduled function.

#### **13. LIQUOR SERVICE**

Open Bar: All charges incurred in relation to bar sales will be the responsibility of the group or individual hosting the event. Pine Mountain Resort reserves the right to refuse service to any minor, or person who cannot provide proof of age, per Michigan State law. Pine Mountain Resort, at its own discretion, may discontinue beverage service if Michigan laws are not obeyed.

#### **14. PACKAGES AND SHIPPING**

Due to limited storage space, materials cannot be received at Pine Mountain Resort more than seven (7) days prior to any event. Pine Mountain Resort does not, at any time, guarantee the security of any items left in the function rooms or stored on site. Loss or damage to group displays, decorations, or other property brought into Pine Mountain Resort will be the sole responsibility of the group, with Pine Mountain Resort assuming no liability.

#### **15. ELECTRICAL**

Electrical requirements for meetings and exhibits must be discussed in advance to ensure that the proper number of outlets and power is provided. Additional power must be reserved through our Sales Department. For display setups, arrangements must be made in advance for rental of electrical equipment.

#### **16. AUDIO-VISUAL**

Pine Mountain Resort can provide audio-visual requirements, at an additional cost. Pine Mountain Resort must be notified in advance of any outside company or producer coming onto the property, and reserves the right to advance approval, and to restrict or deny.

#### **17. TELEPHONE**

Should your group require a house phone, DID phone, speakerphone or conference call, these needs must be coordinated in advance.

#### **18. CONDUCT**

The host is responsible for the conduct of all persons in attendance and for any damages incurred upon Pine Mountain Resort or its guests by individuals associated with or representing the group's organization.

**19. ACT OF GOD**

If, for reasons beyond our control, including but not limited to, labor strikes, accidents, government restrictions or regulation on travel, acts of war or acts of God, Pine Mountain Resort is unable to perform its obligations, then such non-performance is excused with no other liability upon return of deposit. In no event shall Pine Mountain Resort be liable for consequential damages for any reason whatsoever.

**20. SECURITY**

The Resort requires security personnel for all groups whose size, program or nature indicates such need, at the sole discretion of Pine Mountain Resort Management. The Security Company hired is at the discretion of the group, and must be a reputable and licensed guard or security agency approved by Pine Mountain Resort Management. If the Security Company contracted by the group does not meet Pine Mountain Resort requirements, Pine Mountain Resort, at the group's expense, shall contract additional security services.

**21. DECORATING AND SIGNAGE POLICY**

All decorations and signs must be approved through the Sales Department.

There will be no use of nails, screws, glue, staples or any other substance that may cause damage to paint or woodwork on Pine Mountain Resort's walls or doors. Burning candles must be kept in an enclosed holder and the use of glitter or confetti is prohibited.

There will be no removal of any lighting fixtures or pictures.

All items, signs and decorations must be removed from the event facility no later than 12:00 Noon the following day. Pine Mountain Resort reserves the right to adjust the deadline for removal based on scheduling of events. Pine Mountain Resort does not assume responsibility for damage or loss of any merchandise or articles left prior to, during or following an event.

**22. ENTERTAINMENT**

Bands and DJs must discontinue music no later than 11:30 pm. Pine Mountain Resort reserves the right to determine if the music is too loud.

***I acknowledge the receipt and review of The Event Policies and Procedures and agree to all policies of Pine Mountain Resort.***

Date: \_\_\_\_\_

Signature: \_\_\_\_\_