

• 6% is applied if check is not issued by school.



HOLD CONTRACT

As a courtesy to you we will not collect a deposit to hold your date. With that in mind, please inform us if you will not be using our facility on that date. If the banquet needs to be moved due to a play-off situation we will accommodate your request. If you are completely canceling the date without reasonable cause, and it is within 30 days of the banquet you will be obligated to pay a cancellation fee of \$100.00 charged to the contact person making the initial arrangements.

The hall is available the night of the function for four (4) hours. Any decoration/set up can be done after 2:00 pm. that day.

No tape, tacks, nails, staples or the like to be used on the walls or ceiling. No confetti.

We can accommodate your requests for head tables, microphone, video screen etc. as long as it is within our capability.

Round tables will be used, seating 10 at a table. The hall will determine the number of tables based on your final count.

The final count (number of guests attending) will be provided no later than 5 days prior to the event.

***All Banquets will be paid in full on the day of the event.

I accept the above terms and conditions.

DATE OF FUNCTION:

School:	
Contact Name:	
Address:	

Phone:____

Signature:

Please sign and return to St. Mary's within 7 days of receipt, to permanently secure your date. 18100 Merriman Rd. Livonia, MI 48152 Phone: 734-421-9220 Fax: 734-421-9228