



The Knight Club, LLC

1195 Gratiot Blvd, Marysville MI 48040
810-824-4513 | GM@theknight-club.com

Hall Rental Agreement

Reservation and Deposits

The total room rental fee and the signed contract shall be made in advance in order to make a reservation and secure the date of any event. Deposits and payments can be made in the form of Visa, Mastercard, American Express or Discover with an additional 4.5% processing fee, cash, money order or check made payable to **The Knight Club**.

The initial booking deposit will be deducted from the total balance. A security deposit will be collected (60) days prior to the event and is considered refundable to the contract holder after the rental dates, subject to the precision of the paragraphs below and providing that there is no damage to the hall. However: The Knight Club, shall have the right to retain the deposit to cover damages, or additional last-minute charges. Any damages or additional charges/services beyond the deposit amount will be billed to the Lessee as determined by the hall manager. All remaining balances must be paid no later than one-week (7) days post the event.

A valid credit card number must be retained on file for every event. The expiration date of the credit must be valid through the event date. Per the credit card authorization form, if a different payment has not been received, the credit card on file will be used for any outstanding payments, with prior communication.

Venue Space

Crystal Court Hall --- 350

Garden Court Hall --- 350

Entire Hall ---700

The room rental rate for any non-wedding event is \$650 per hall for a (4) hour rental. A \$150 per hour, per hall, fee is available for additional time. Please note that the hours assigned to your event include all set-up and all clean-up, including all subcontractors that you may have.

Wedding rates are as follows:

Peak Season: June 1st – October 31st

6 Hour Room Rental
Friday - \$1,500
Saturday- \$2,000
Sunday - \$1,250

Holiday and holiday weekend pricing may apply.

Off Peak Season: November 1st – May 31st

6 Hour Room Rental
Friday - \$1,250
Saturday- \$1,500
Sunday - \$1,000

Food and Beverage Minimum

Subtotal before taxes and fees
Friday- \$4,000
Saturday- \$5,000
Sunday- \$2,000

Food and Beverage Minimum

Subtotal before taxes and fees
Friday- \$3,000
Saturday- \$4,000
Sunday- \$1,000

Equipment Included:

Ceremony on Dance Floor
\$300 fee for set up/tear down
(80) Black Banquet Chairs
Ceiling Drapery with Lights
Column Lights

Reception Space
6-foot round tables
Black Banquet Chairs
Rectangle Banquet Tables
Round cake table
Floor Length Linens

Additions
Screen 4'x6' - \$100/day
Projector - \$50/day
8' x 12' stage - \$200
A/V Package - \$200/day
Includes: Microphone, Projector and Screen



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Payment Schedule

Payment	Amount	Payment Due
Room Rental	100% of Room Rental Fee	Due at signing
Ceremony Fee	\$300 (if applicable)	Due at signing
Pre-Payments	\$200 Security Deposit \$500 Cash Bar Fee	60 days prior to the event
Final Payment	Remaining Balance	14 days prior to the event

Payments can be made in the form of Visa, Mastercard, American Express or Discover cards with a 4.5% a processing fee.

Cash, Money Orders or Checks can be made out to: **The Knight Club**. There is a \$50 fee for any returned check. The Knight Club reserves the right to cancel any event if payment is not received.

Cancellation

In the unlikely event that a change of date for the event or wedding is required, the Knight Club will make every attempt to transfer the reservation to support the new date. The new date must be within one (1) calendar year of the original to honor pricing. A date selected outside of the allotted timeframe may result in additional charges. It is also understood that in the event of a date change, any expenses included but not limited to deposits and fees that are non-refundable are the sole responsibility of the contract signee.

Payment

Room Rental
Ceremony Fee
Pre-Payments

\$200 Security Deposit
\$500 Cash Bar Fee

Refund Policy

Non-Refundable
Non-Refundable
Refundable

Food and Beverage Estimates
If cancelled 60 days or less

Non-Refundable

All changes to the timeline must be in writing and approved by the Hall Manager. The Knight Club shall not be held liable for failure to provide facilities of services under this contract in the event such failure is of Acts of God, inclement weather, riots, strikes, labor difficulties, epidemics and act or order of any public authority or any other cause.

Conditions of Use

- The Knight Club is a non-smoking facility. Smoking and Vaping is not permitted inside the building.
- Events may be booked until 11:00 PM (with the exception of New Years Eve). An additional \$200 will be applied to events that exceed the contacted timeframe.
- Any food or beverage services are available until (30) minutes prior to the end of the event.
- The Knight Club reserves the right to limit sound levels for the consideration of our other guests.
- The Knight Club reserves the right to review all directional signs, decorations, posters and flyers before they are posted or distributed.
- All equipment, signage, and/or decorations brought in by the user must be removed within the allocated time. The Knight Club assumes no liability for such equipment.



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- A cleaning fee plus replacement costs will be added to the final bill or deducted from the security deposit if more than the standard cleanup is required at the conclusion of the event. *Any cleaning required of bodily fluids forfeits the security deposit in its entirety.*
- Organization/individuals using The Knight Club are responsible for any damage to the property caused by any guests or subcontractors. These damages are at the discretion of The Knight Club Management staff.

Event Set Up and Limitations

All property belonging to the contract holder, invitees, guests, and sub-contractors, including equipment shall be delivered, set-up and removed on the day of the event within the contracted times. Should there be a need for earlier access for set-up purposes, this can be arranged for an additional \$150 per hour or a half day room rental if more than (3) hours is required, a full room rental in addition if (4) hours are required.

Weddings are given (2) hours prior to their contracted time for room set up, half day room rates apply for additional time. The Knight Club reserves the right to grant or deny any special access requests. All personal belongings must be removed at the end of the event. Any abandoned items will be discarded unless prior arrangements have been made with the management staff. The contract holder is ultimately responsible for property belonging to the invitees, guests, and sub-contractors.

Food and Beverage

All food and beverage items must be provided by The Knight Club except for dessert or Wedding cake, which must be prepared by a licensed food vendor / in a food licensed facility. All food and beverages must be consumed on the premises, and The Knight Club management must authorize in writing any exceptions to the above.

All food and beverage items will be subject to Michigan sales tax and a minimum of 20% service charge. This is not gratuity.

The final menu selections and final guest count is due (14) days prior to the event. Invoices will be based on the final count given. Counts are not permitted to be lowered after this time; additional guests may be added. Any changes made within (5) business days of the event will be subject to additional fees. Menu prices are guaranteed (60) days prior, this is in emergency situations only. All perishable food will be removed and discarded after a maximum of (2) hours, according to safety standards.

Please note, The Knight Club will make every reasonable attempt to provide the appropriate amount of food estimate for the quoted event but is not to be held responsible for excessive consumption of prepared food/beverage during a buffet service.

All Federal, State and local laws regarding the purchase and consumption of food and beverage items are adhered to strictly. The Knight Club cannot serve alcohol to anyone under the age of 21. If there is a question of age, a picture ID will be required – NO EXCEPTIONS. We do not permit the serving of shots, doubles, drinks on the rocks or neat within the banquet halls. Any outside alcohol brought inside the building will be confiscated unless previously authorized in writing by management. The Knight Club reserves the right to refuse alcohol service to any individual. Failure to comply with these statements will result in guests removal from the property.



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Tastings

The Knight Club offers complimentary tastings for couples that have reserved their date.

If a couple would like to sample the food prior to booking, a \$50 per person fee will be required. If the couple books, this fee will be deducted from the event final balance.

Decoration Guidelines

- No use of rice, confetti, feathers, or similar materials may be thrown or used as table decorations special events.
- Use of nails, pins, tack, staples, glue or tape on walls, floors, doors, ceilings or windows is prohibited.
- State fire regulations require that all candles must be enclosed in a hurricane lamp or glass shield. No open flames are allowed.
- Ceremony restrictions – aisle runners must be non-slip. The use of flower petals is a slipping hazard and not allowed on the dance floor. If the ceremony is on the carpet, artificial petals are permitted.

Staffing

The Knight Club permits bar services for a maximum of (5) hours. Bar services shall not exceed (5) hours for any event and/or booking.

We will provide (1) bartender per 100 guests in attendance. Any additional bartender above and beyond this standard will be an additional \$50 per hour, minimum of (3) hours.

Chef Attendant is available for \$100/ per chef for (2) hours.

Coat Check Attendant is available for \$125 per event.

Security

The Knight Club cannot be held responsible for loss, theft, or damage to property belonging to event participants, including items shipped prior to the date of the event. If any items need to be secured prior, arrangements must be made with The Knight Club representative prior to the event. All school functions are required to provide security and/or chaperones during the entirety of the event contract.

Photo Release

The Knight Club has the right to use photographs and/or video recordings of the events hosted on property for promotional materials. These photographs and/or videos may be placed on the website or social media pages and are the property of The Knight Club. The Knight Club will not be held accountable to any claims of invasion of privacy or defamation.

Insurance

All contract holders must secure Special Event Liability Insurance in the amount of not less than \$1 million per occurrence, and \$2 million aggregate. The Knight Club must be named as an additional insured on that policy and must be provided with to the venue management no less than (30) days prior to the event. The policy must cover all days on which the event will be on property, including set up and tear-down dates, rehearsal timeframes or any other additional time allotments.



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Contract Holder:

Event Date	Event Name	Event Type
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Organization/ First and Last Name of Bride(s) and Groom(s)

Contact Name	Phone	Email Address
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Billing Address	City	State	Zip
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The Knight Club Representative:

Rental Fee	Food and Beverage Minimum	Additional Rentals
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Event Location	Event Type	Time Reserved
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Deposit Amount	Date Received	Security Deposit
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Remaining Amount Due	Due Date
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Signature/ Digital Signature	Printed Name(s)	Date
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The Knight Club Representative	Printed Name	Date
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Initial _____