

RULES FOR THE HARPER WOODS COMMUNITY CENTER

Deposits will not be accepted without signed policy & copy of driver's license.

1. A **\$350.00 deposit** is required for **Saturday evening receptions catered by Joseph's**. A \$150.00 DEPOSIT is required for all other events. All cancellations must be made in writing. A security deposit is required for hall rentals which is refundable 7 business days after your event, in the event that your room is left as it was found (void of excessive trash, or any damage done to the property). **Upon cancellation, deposits are NON-Refundable.** Cash, check, or money orders are accepted made payable to Joseph's Catering. Cash only is accepted if payment is not received 10 days prior.

Full payment is required 10 days prior to your event. Initials _____.

2. All events require a minimum guest count of 50 guests and a maximum of 250 guests.
3. There is a 50.00 charge if glitter, confetti/sequins is used.
4. **90 minutes Set-Up time given.** Each additional 1/2 hour is \$25.00.
5. 30 MINUTES clean-up time is given for events.
6. All events requiring alcoholic beverages will need a bartender & will be charged. **Bar closes 45 minutes & Music ceases 1/2 hour before departure.** No one is permitted alcohol unless 21 years of age or older. Initials _____.
7. You will be held responsible for any public liability or property damage.
8. NO ALCOHOLIC BEVERAGES of any kind will be allowed into or out of the building. Failure to comply with this rule will result in termination of event and loss of security deposit.
9. NO ACCESS to KITCHEN; Buffet line is open for (2) hours .
10. There is a charge for ADDITIONAL TIME. Rates are \$300.00 for a 1/2 hour and \$450.00 for an hour for the large hall and \$75.00 every half hour and \$150.00 every hour for the small hall.

Lessee

Date

Harper Woods Community Center Representative

Date