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Niko's Landing Banquet Center Policies

Food & Bev. Minimums	In-Season(May-Oct)	Off-Season(Nov-Apr)
Saturday	\$5000.00	\$3500.00
Friday and Sunday	\$3000.00	\$2500.00

- Cake cutting is complimentary
- Coffee is included in the menu price
- Menu prices do not reflect Service Charge or Sales Tax
 - Additional charges for Alcohol and Soda
 - Payment in Full required 10 days prior to event
 - Hall is booked for 5 hours- additional time at \$200/hr

1. FOOD

All food items must be supplied and prepared by Niko's Landing and may not be removed from the premises, even if there is food left over from the event. It is a violation of the Health Code for leftover banquet food to be taken off site by guests. All food, beverages, and services, are subject to the customary 20% Service Charge, or 23% for table-service, and applicable State Sales Tax. Specialty cakes may be provided by a licensed source. Niko's will not be responsible for set up or maintenance of specialty cakes. Menu selections are due 10 days prior to the rental date. Menus can be customized to suit your needs. Menu prices will be confirmed 90 days to your event date, as published menu pricing is subject to change.

2. BEVERAGE

Niko's Landing Banquet Center is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the Michigan State Liquor Control Commission's regulations. It is our policy that all alcoholic beverages be supplied and served by Niko's Landing. Proper identification may be required for all guests that consume alcohol. It is not permitted to bring in alcohol of any kind that has not been purchased by Niko's Landing. All beverage items are subject to the customary 20% or 23% (table-service) Service Charge and applicable State Sales Tax.

3. GUARANTEE POLICY

For all functions, Niko's must have a specified attendance ten (10) working days prior to the event. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly. We will charge for the guarantee or the number served, whichever is greater. If no guarantee is received by our office in the time required, we will consider the number of guests initially indicated on the banquet event order as the guarantee. Niko's cannot be responsible for service of more than five percent over the guarantee.

4. ROOM AND RENTAL

Client will begin function at designated time per the banquet event contract and agrees to have guests vacate the assigned areas at the closing time indicated per this contract. Failure to comply with these times will be subject to additional labor and/or rental charges. Any extended usage is subject to availability.

5. BILLING

All charges are to be paid in advance unless previous billing arrangements have been approved. Full payment is required ten (10) business days before the event. For all non-direct bill events, Niko's Landing must have a credit card on file for use in the event of any overages. This card will be pre-authorized for a predetermined amount to ensure the funds are available. If the guest does not want the credit card charged for overages, he or she must pay the balance due, in cash, before the end of the event. Otherwise, the card will be charged. If the guest then brings in another form of payment at a later date, the charge will be reversed. A 2.5% surcharge will be applied to any credit card payments taken for goods and services provided by Niko's Landing.

6. CONTRACT CANCELLATION

In the event of cancellation the hall rental is only refundable if we re-book the date for which you had originally booked. If the banquet event contract is terminated within 60 days of the function date, a cancellation fee of 50 percent of projected revenue (including food and beverage) will be charged. The total projected revenue will be paid by the organization if contract is terminated within 30 days of the function date. The expected attendance on the contract will be used to determine the expected revenue. Cancellation of an event must be made verbally and in writing. All deposits and payments are non-refundable.

7. LIABILITY

Niko's Landing reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. You will be responsible for any damages to any part of the banquet center during the time period for your event and for any persons under your control or contractors hired for the event. Lewd or vulgar behavior is not permitted. Niko's may require the client to contract additional security at their expense. Niko's Landing reserves the right to cancel any function if management determines that there has been misrepresentation in the booking. Patrons are fully responsible for any injury to any and all guests attending a contracted function as well as vendors contracted by the patron. Niko's Landing does not assume responsibility for personal property and equipment brought on the premises as well as equipment, materials or personal property left in the banquet center prior to, during, or following any function.

8. DECORATIONS

Niko's Landing will not permit the affixing of anything to the walls, floor or ceiling with push pins, nails, staples, carpet tape or other substance. Prohibited decorations include candles with open flame, confetti, bird seed, rice, and glitter. Please consult the event coordinator for assistance in displaying of all materials. Linen color will depend upon availability.

9. OTHER CHARGES

For social events, the staff is happy to assist with certain preparations; including placing pre-assembled favors at each table setting and lighting candles. Services not provided by Niko's Landing include: installing chair covers, assembling and/or placing centerpieces provided by the guest, and arranging and/or distributing place-cards. In certain circumstances, the catering staff may agree to provide one or more of these services at an additional cost.

10. STATE TAX

Please note that the State Sales Tax is calculated on the total charges incurred and room rental, but not including the banquet service charge.

11. MEAL TIMES

If the client delays an event for more than 30 minutes past the contracted start time or meal service time, Niko's Landing will not be responsible for the quality of the food or preparing additional food replacement. Buffets service will end at the original contracted meal period end of service time. The client will be responsible for additional labor associated with the delay and overtime on banquet servers and will be charged if the function has gone over the contracted time.

12. FUNCTION SET-UP

Niko's Landing will allow 2 hours of setup time the day before your scheduled event if there are no other events taking place that day. This is subject to availability. If Niko's Landing is booked the day before, you may come in earlier on the day of your event to setup and rehearse. If you run over your allotted scheduled time to set-up, you will be charged accordingly for labor costs incurred by Niko's Landing.

The undersigned agrees to all policies and terms set forth by Niko's Landing Banquet Center. Policies are subject to change at any time.

Customer Signature: _____ Date: _____

Event Date: _____

Deposit: _____ Rental Charge: _____

Estimated Guest Count: _____

Method of Payment: _____ Check No. _____

Niko's Landing Representative Signature: _____

Organization Name: _____

Contact Numbers: _____

Email Address: _____

Contact Address: _____
