



CONFERENCE AND EVENT SERVICES POLICIES AND GUIDELINES

Welcome to Dominican Center at Marywood, thank you for scheduling your event with us. Our professional event staff is committed to providing you with expert assistance in planning your event. Your satisfaction is extremely important to us, and we are dedicated to meeting all of your event needs. To ensure all details are addressed and understood, please read the policies below.

A. Guarantee Policy

- An estimated number of guests and menu selection must be received 10 business days prior to the event.
- A guaranteed number of guests must be received 5 business days prior to the event. This is the minimum number for which you will be charged.
- An increase in attendance will be accepted up to 3 business days prior to the event. Notification less than 3 days prior to the event, will be accommodated based on product availability.
- If a guarantee count is not provided, we will use the estimated number of guests provided at the time of initial reservation as the final count for food preparation and billing.

B. Security Deposits

- A deposit is required to confirm and hold the room and space reservation. Deposits are required for all groups and are calculated at 20% of the estimated reservation. This includes the estimated food, room, and other anticipated costs.
- Deposits are credited on the final bill of the concluded event cost.
- The reservation is confirmed with the receipt of the deposit and a signed Event Estimate form.

C. Cancellation Policy

- Confirmed events cancelled by the group are subject to the following costs:
 - If cancelled 10 business days or fewer prior to the event, the group will forfeit 100% of the deposit plus all food, supplies, rentals, and other expenses already incurred for the event.
 - If cancelled 15 to 30 days prior to the event, the group will forfeit 50% of the appropriate deposit and expenses incurred for the event.
 - 30 days prior to the event the user will receive a full refund of the appropriate deposit.

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D. Billing

- Invoices are generated at the completion of the event, and are payable within 30 days of event completion.
- A late charge of 1.5% per month is assessed on all unpaid invoices.
- Published food and beverage rates are subject to change without notice.

E. Food and Beverage Service

- All food and beverage for events and programs must be supplied by Dominican Center with the exception of bakery cakes. Due to licensing requirements, food prepared by Dominican Center is not be permitted to leave the premises.

F. Bakery Cakes

- Cakes purchased from a licensed bakery business are permitted at Dominican Center. Dominican Center's executive director may also require a preapproval of the licensed bakery company.
- A service charge of .50 per person is applied to cover the costs of plates, silverware, and napkins.
- Complimentary cake cutting services are provided on request. Please request and arrange this service with the event coordinator.

G. Room Decorations

- Decorations brought in should tastefully reflect the mission of Dominican Center at Marywood. Glitter and confetti are not permitted.

H. Liability

- Dominican Center cannot assume responsibility for the damage to, or loss of, any merchandise or articles left prior to, during, or following any event.
- In the unlikely event that damages to Dominican Center should occur as a result of your event, liability for damages to the premises will be charged to the group.

I. Smoking

- Dominican Center is a non-smoking environment. Smoking is prohibited on campus grounds.

J. Tax-Exempt Groups

- All food and beverage costs are subject of the customary 6% percent Michigan State sales tax.
- Any group wishing to claim tax-exempt status must provide a hard copy of a Michigan Sales and Use Tax Certificate of Exemption form (Form 3372) upon confirming space.