

# MICHELLE'S BALLROOM, INC.

2800 WEST BELMONT AVENUE - CHICAGO ILLINOIS 60618  
 PHONE: (773) 478-1828 - FAX (773) 478-3242

See us at: [www.michellesballroom.com](http://www.michellesballroom.com)

## BANQUET HALL PROSPECTUS/AGREEMENT

Event Date \_\_\_\_\_ Week day \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ = \_\_\_\_\_ Hrs.

An additional charge will be applied if the invitation indicates a start time, or guests were advised to arrive earlier than the above stated hours.

POSTING NAME: \_\_\_\_\_

CLIENT: \_\_\_\_\_ Ph.: H/Cell. \_\_\_\_\_ W. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CLIENT: \_\_\_\_\_ Ph.: H/Cell. \_\_\_\_\_ W. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

RENTAL OF THE HALL \$ \_\_\_\_\_ This price does not include any extra charges.

EXTRA CHARGES+DEPOSIT \$ \_\_\_\_\_ (See other extra charges & deposit listed below)

TOTAL \$ \_\_\_\_\_

RESERVATION DEPOSIT \$ \_\_\_\_\_

2ND. RESERV. DEPOSIT.. \$ \_\_\_\_\_

BALANCE DUE..... \$ \_\_\_\_\_

**RESERVATION DEPOSITS ARE NOT REFUNDABLE IF CANCELLED OR RE-BOOKED AT ANY TIME AFTER THE GRACE PERIOD**

Due By: \_\_\_\_\_

Due By: \_\_\_\_\_ (Three (3) months before date reserved for event)

You have \_\_\_\_\_ Days Grace period ONLY to change the date, or cancel, for a full refund. Agreed \_\_\_\_\_

**THE TOTAL AMOUNT IS NOT REFUNDABLE IF CANCELLED OR RE-BOOKED WITHIN 90 DAYS OF EVENT, UNLESS, HALL CAN BE RE-BOOKED ON THE CONTRACTED DATE.**

This Agreement entered into between "MICHELLE'S BALLROOM, INC.", and the organization and/or persons (hereinafter referred to as "CLIENT") for the rental of said hall for the function to be held on the date first above specified, and the function of: \_\_\_\_\_

### TERMS and CONDITIONS

**PAYMENT AGREEMENT.-** Full payment by the Client will be required, payable by cash, cashier's check or money order 90 days prior to the event.

**CANCELLATION.-** Reservation Fee as agreed to, is acknowledged by the parties hereto, with the understanding between them, that said 1st. deposit and reservation fee is not refundable at any time, and all expenses incurred by the Banquet Hall in the preparation for the function will be charged to the Client. The manager of Michelle's Ballroom Inc. reserves the right to cancel this contract within 90 days prior to event.

**FOOD AND BEVERAGE.-** Food and beverages will be brought into Banquet Hall by the rear door provided for this purpose, by the Client and/or Client's caterer, unless specified otherwise. The Banquet Hall waives any liability whatsoever resulting from the transport, refrigeration, or preparation of said food or beverages.

The Catering service in charge of the event will provide a Certificate of Insurance for Dram Shop and Liability to the Manager of Michelle's Ballroom to insure and cover this event.

Michelle's Ballroom Inc. is held harmless of any liability for food and or liquor which after the event is shared and or donated to family and friends.

**BAR & LIQUOR SERVICE.-** The bartender and/or security guards reserve the right to ask for a picture identification. **Without ID, no liquor will be served to anyone who appears to be under 21 yrs. old.** If any person under 21 is found with liquor he/she will be escorted out and will not be allowed in again.

**NO EXCEPTIONS.** This is fully understood by the client/s hereby agreed:

\_\_\_\_\_ ? \_\_\_\_\_  
 Referred by: \_\_\_\_\_

### HALL'S RENTAL INCLUDES

Sound Equip.	_____	Included
Ice/Coolers	_____	Included
Coat Room	_____	Included
2 Parking Lots	_____	Included
Tables/Chairs	_____	Included

### EXTRA CHARGES

Security Guards	_____	\$ _____
Bartender	_____	\$ _____
Waitress	_____	\$ _____
Table covers	____ ea _____	\$ _____
Extra Kids	_____	\$ _____
Babysitte	_____	\$ _____
Extra Hours	_____	\$ _____
Other Charges	_____	\$ _____
Deposit for Hall cleaning, etc. Refundable 5 days after the event	_____	\$ _____
Grand Total	_____	\$ _____

**\*FUNCTION TIME EXTENSION.-** If Client desires to extend the event, the charge for each extra hour will be \$ \_\_\_\_\_ and the payment has to be done by CASH ONLY. Band and/or DJ will NOT be allowed to play beyond 1:00 a.m. and **THE BAR WILL CLOSE NO LATER THAN ONE HOUR BEFORE ENDING THE FUNCTION**, here agreed: \_\_\_\_\_  
(Please advise this to the person/s in charge or Coordinator of this event).

**\*CATERING SERVICES.-** We do not have in house catering, however client is welcome to bring any caterer of their choice.

**\*SMOKING.-** By City of Chicago law, smoking is prohibited inside the premises. A NO SMOKING POLICY will be enforced by the Management and/or the Security Guards. Smoking is permitted ONLY outside the building.

**\*SECURITY.-** The Banquet Hall shall not assume responsibility for damages, lost merchandise, and/or equipment brought into the Banquet Hall. Security arrangements are to be made through Banquet Hall management.

**\*DISPLAYS, DECORATIONS, FOOD & LIQUOR, BAND/DJ'S.-** The hall will be open for the client's caterers, decorating, band set up, food, cake and liquor delivery, **Three (3) hours before the beginning of the event**, **The Manager of Michelle's Ballroom will not be responsible for the receiving of cakes, food, liquor, etc. into the hall.** \_\_\_\_\_  
Client agrees to be responsible for any damages to, or any other part of the Banquet Hall, by the Client, client's guests, invitees, employees, coordinators, independent contractors, or other agents under Client's control. **The Banquet Hall will not permit the affixing of anything on the walls, floors, ceiling of rooms or items of furniture, with nails, staples, tape or any other article, unless approval in writing is given by the Banquet Hall management.** In the event this is done without authorization, and damage is suffered, the cost of repairs shall be billed to the Client.

**\*CAPACITY.-** The maximum amount of people, **(including children)** at any given event should be no more than \_\_\_\_\_.

**\*CHILDREN.-** **There will be no more than "TEN" ( 10 ) children allowed in the hall during this event (ages walking to 12 yrs old). There will be a charge of \$ 500.00 if more than \_\_\_\_\_ children attend this event, it is agreed and understood that the refundable deposit will not be refunded \_\_\_\_\_**  
Additional payment is required to Michelle's Ballroom Inc. to provide a person for the Kids Room. If there's no payment for the Kid's Room caretaker services, the Kid's Room will not be opened.

Also, it is agreed and understood that on all invitations for this event, **"NO CHILDREN WILL BE ALLOWED"** will be printed on them: \_\_\_\_\_

**\*PRACTICE/REHEARSAL.-** We allow only ONE practice/rehearsal for any event, call ahead of time to schedule a date and time. If client request a 2nd. or 3rd. practice/rehearsal, the charge will be \$ 20.00 per hour paid in advance.  
**NOTE:** The practice/rehearsal will be cancelled without notice if the hall is rented for the same date or time.

**\*CLEANING.-** Cleaning and removal of any leftover food, and/or liquor from the premises is to be done by client. All tables, hall and kitchen area are to be cleared by client and/or caterer in charge of event. Trash cans and bags are provided by Michelle's Ballroom for the disposal of trash, **chairs should be placed on top of tables**, here agreed: \_\_\_\_\_

- \* NO COOKING OF ANY KIND IS PERMITTED IN THE KITCHEN ROOM OR IN MAIN RECEPTION AREA, FOOD SHOULD BE BROUGHT HOT AND KEPT IN OUR WARMERS UNTIL SERVED.
- \* THE ROUND TABLES MUST BE DRESSED WITH ROUND TABLE COVERS ONLY
- \* NO BEER KEGS ARE PERMITTED, OUR BAR IS NOT EQUIPPED TO ACCOMMODATE KEGS.
- \* NO GLASS BEER BOTTLES ARE ALLOWED ON TABLES, UNLESS THERE ARE TABLE SERVERS OR LICENSED CATERING.
- \* NO ALCOHOLIC DRINKS OF ANY KIND OR FOOD OF ANY KIND ARE ALLOWED IN BRIDAL ROOM OR OUTSIDE OF BUILDING.
- \* NO ALCOHOLIC DRINKS ARE PERMITTED TO BE STORED IN THE KITCHEN FRIDGE.
- \* NO PEOPLE OTHER THAN THE BARTENDER IN CHARGE ARE ALLOWED TO BE IN THE REAR OF THE BAR AREA.
- \* NO CONFETTI, SNOW FLAKES, RICE (PICADILLO) OR ANY OTHER GRANULATED ITEMS ARE ALLOWED ON THE FLOOR OR TABLES, THERE WILL BE AN ADDITIONAL CHARGE FOR CLEANING.
- \* CANDLES CAN BE USED FOR DECORATION ONLY. THEY ARE NOT TO BE REMOVED OFF THE TABLES DURING THE EVENT.
- \* KIDS ROOM WILL BE OPEN ONLY IF A BABYSITTER IS HIRED.
- \* SMOKING IS NOT ALLOWED IN ANY AREA INSIDE THE PREMISES.
- \* ALL POTS, PANS, TRAYS, DISHES AND SILVERWEAR ARE NOT ALLOWED TO BE WASHED ON PREMISES.

**PLEASE ADVISE GUESTS OF THESE RULES, MANAGEMENT AND/OR SECURITY GUARDS WILL ENFORCE THESE RULES DURING THE EVENT.**

This agreement contains all the representations of the parties contained hereof and made a part hereto. There are no other agreements either written or verbal to countermand that which is hereof and which is herein above stated.

**OTHER NOTES** \_\_\_\_\_

CLIENT APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_