

2017 EVENT ETIQUETTE AND POLICIES

Gallery Divani

CAPACITIES

80 seated with dinner rounds or a cozy 100 with mixed seating
160 for walk around receptions
Capacities will vary depending on menu selections and setup needs

ROOM FEE and MINIMUMS

*All food and beverage sales will be applied to the minimum.
Minimums include sales from a cash bar and do not include sales tax and service fees*

DAYS

8 AM to 4 PM
Monday – Saturday
\$250 for up to 3 hours; each additional hour \$75
\$500 food and beverage minimum
Sundays
\$400 for up to 4 hours; each additional hour \$125
\$1800 minimum/\$2800 December and holidays

EVENINGS

5 PM to 2 AM
\$400 for up to 4 hours; each additional hour \$125
\$200 for non-profit organizations; each additional hour \$75
NO room fee on Mondays
Food and Beverage Minimum
Monday – Thursday \$1000
Friday and Saturday \$1500
December and Holiday Minimums
Monday – Thursday \$1500
Friday and Saturday \$2500
Sundays
\$1800 minimum/\$2800 December and holidays

MEETINGS & CREATIVE WORK SPACES

\$300 for 2 hours; each additional hour \$75
NO food and beverage required

WEDDINGS

CEREMONY

Prior to 3 PM	After 3 PM
\$375 for up to three hours	\$750 for up to four hours
Each additional hour \$75	Each additional hour \$125

CEREMONY & RECEPTION

\$650 for up to 6 hours; each additional hour \$125
Evening food and beverage minimums apply

EVENT AGREEMENT and DEPOSIT

An approved proposal or signed Event Agreement and \$400 deposit is required to book your event.
Your non-refundable deposit is applied to the final bill.
A 50% non-refundable deposit is required to secure any rentals and additional services.

PAYMENT TERMS, SALES TAX and SERVICE FEES

One half of the estimated balance is due thirty (30) days prior to your event or the previous business day when that day falls on a weekend. The remaining balance is due at the conclusion of your event.
Add 6% Michigan State Sales Tax where applicable and 22% Service Fee to all food and beverage sales.
A 2% Administrative Fee will be added to all rentals and additional services.
Groups requesting a tax exemption must notify Divani at the time of booking and provide proper documentation.

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CANCELLATIONS

Should a cancellation be required, your deposit is non-refundable.

You will also be charged a \$100 administrative fee; special circumstances can be accommodated with re-booking within sixty (60) days of cancellation date.

Cancellations within thirty (30) days of your event will incur an additional fee equal to 50% of the estimated food charges.

Cancellations less than five (5) business days prior to your event will be additionally charged the entire amount of the gross food and beverage sales based on the guaranteed final count.

Cancellations too late to prevent delivery of any item will be charged the cost of said item(s). All costs associated with the cancellation of other contracted services will be your responsibility.

MENU SELECTIONS and GUEST COUNTS

Please provide us with your final menu at least one month prior to your event.

Your final guest count must be communicated at least five (5) business days prior to your event.

Guest counts may increase up until three (3) business days prior but may not decrease.

DIETARY REQUESTS and FOOD TASTINGS

We will make every effort to accommodate special dietary requirements. Please make arrangements for this while selecting your menu.

Tastings are available for up to four guests and include up to three entrées. Tastings are by appointment only with a minimum of two weeks' notice and are held in Divani. Tastings for contracted clients are complimentary. Clients not yet contracted will be charged a \$20 per person fee to be applied to your final bill should you decide to book with us.

FOOD and BEVERAGES

All food and beverage must be supplied and served by our staff with the exception of specialty cakes from a licensed bakery. Additional charges may apply.

Alcoholic beverages cannot be served to anyone under the age of 21. Proper identification is required for all guests at all times.

We reserve the right to refuse to serve alcoholic beverages at any time.

Where charges are made on a per person basis, a guaranteed number of attendants must be communicated to us five (5) business days prior to the event. When no guarantee is provided, charges are calculated on your estimated guest attendance. We will prepare food for the guaranteed number of guests and will bill accordingly regardless if fewer guests attend.

When choosing two separate plated options for your guests or with groups of 25 or more, you must prepare visual markers for the servers to easily identify what each guest should receive.

Due to market conditions, all food and beverage prices are subject to change.

ROOM USAGE and DAMAGES

We cannot assume responsibility for the damage or loss of any merchandise or articles left in the event space prior to or following a scheduled event.

The contact is responsible for damage or loss of property or excessive cleaning that occurs as a result of their event. Open flames, confetti, glitter, etc. are not permitted.

PARKING

Valet parking is available after 5:00 PM Tuesday through Saturday on a first come, first serve basis and may be added to your final bill when pre-purchased at \$12 per vehicle.

Validated parking arrangements can be accommodated with advance notice.