



Forest Edge Banquet Center

WWW.BESTBANQUET.COM

(989)-533-3055

Welcome and thank you for considering the Forest Edge Banquet Center for your wedding or event! The information provided here will help give you an idea of the services that we provide. If you have any questions regarding this information or if you would like to design a custom menu, please don't hesitate to contact us. We're here to help make your wedding or event as successful and stress free as possible.

Room & Deposit Information

- Our facility can accommodate guest counts from 50 to 350
- The venue charge is \$1,500 and a \$750.00 deposit is required to reserve the date of your event. **(your deposit is non-refundable)**
- We require a final guest count on Friday one week prior to your event.
- Advance payments for: **Food, Bar, Ceremony Site, Photobooth, Decorating and DJ Service is all non-refundable.**
- You will have the venue from 10am to 11pm the day of your event.

Pricing & Payment Information

- Approximately 2 months prior to your event we will formally plan your event and menu, at that time a down payment of \$5,000 is required.
- A final payment for the remaining balance will be **due 72 hours prior to your event and must be made in the form of cash or cashiers check.**
- **Credit card payments are subject to a service charge of 5%**
- A 6% State of Michigan sales tax and a 20% service charge will be added to all food and beverage charges.
- Pricing is not guaranteed until you have received a signed quote from a member of our banquet sales staff and paid a deposit for your event.
- Saturday's have a minimum guest count of 150 guests for bar and food packages.
- Friday's minimum of 100 guests for bar and food, and any other days of the week, guest counts can be negotiated.



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Services Provided

- Our venue is fully air-conditioned and has adjustable lighting controls, with a large dance floor and comes equipped with a house microphone system.
- A full, professional banquet staff is on hand to run your event including certified bartenders.
- Full service menu packages include table linens in white or black, colored linen napkins in 25 colors, table skirting, china, silverware, coffee bar, and water delivered to each guest table.

Discounts

- Events on Sunday receive a 10% discount on food only, Sunday's discount requires 100 guest minimum.
- Proof of Military Service, Veteran or Active Duty receives a 5% discount when guest counts meet the minimum requirement.
- Incentives apply to a minimum of 100 guests on Friday's and 150 guests on Saturday's.
- All holiday weekends are **exempt** from above discounts and will be subjected to a 10% increase in price.
- Only one discount applies per event. **(on food only)**
- No discounts can be applied to the bar.

Important Information

- Per health department guidelines no food or beverage can leave the building at the end of the event. unless it was brought in by an outside vendor.
- All market price food items are calculated the week of the wedding.
- All decoration items brought in must be removed the night of the event.
(unless prior authorization is made by manager on duty)
- If additional time is needed on days before your event for decorating there will be an extra charge.
- Without incentives chair covers and sashes are \$4.00 per chair.