

GENERAL INFORMATION

DEPOSIT PROCEDURE

A date may be held for 10 days without a deposit. A deposit of \$1000 for the Poolside room or \$250 for Poolside Grill/Bullwinkle's, Courtside or Dining Room must be received within the allotted 10 day period to retain this reservation. This deposit will be applied to your final bill.

Saturday Room Availability

Poolside room rental 10am – 4pm & 6pm – 12:30am
Courtside room rental 10am – 4pm & 6pm – 12:30am
Poolside Grill/Bullwinkle's 10am – 4pm & 6pm – 12:30am

Sunday through Friday Room Availability

Poolside rental 10am – 4pm & 6pm – 12:30am
Courtside rental 10am – 4pm & 6pm – 12:30am
Poolside Grill/Bullwinkle's 10am – 4pm & 6pm – 12:30am
Room Only Rental (Poolside) 10am – 4pm & 6pm – 12:30am
Room Only Rental (Courtside) 10am – 4pm & 6pm – 12:30am

ANSWERS TO FREQUENTLY ASKED QUESTIONS

Please note that if you split your entree choice there will be a \$1.00 per person charge.

All food and beverage prices are subject to 6% Michigan Sales tax and 20% service charge that includes all linens, room set-up and clean-up, available equipment, table skirting and cake cutting.

Outside food or beverages may not be brought onto the premises with the exception of bakery cakes for special events.

Groups requesting tax exemption must provide the tax exempt number prior to the scheduled function.

Acceptance of this reservation does not guarantee a current price quotation as prices are subject to change until a contract is signed.

This is a Smoke-Free Environment.

Final count of guests is due 10 days before function.

You must contact us with your menu choice 14 working days prior to your function.

Deer Lake will prepare 5% above your guaranteed number of guests.

Contracted services are subject to management approval.

Deer Lake Banquet Center is not responsible for any personal or rented items left at the closing of your function.

PAYMENT INFORMATION

Payment is based on your guaranteed number of guests given to Deer Lake Banquet Center **ten days prior to scheduled event, and is due five days prior to this function. We accept Cashiers Checks, Cash or Money Orders for payment. Credit cards for final payment are subject to a 4% processing fee.**

Payment is based on your guaranteed number of guests given to the Deer Lake Banquet Director ten working days prior to the scheduled event. **Payment is due five working days prior to the function.** We will charge for the guaranteed number or the number served, whichever is greater. **We accept cashiers or certified checks, cash, or money orders. No personal or out of state checks will be accepted.**

CANCELLATION POLICY & REFUND PROCEDURE

The guest agrees to notify Deer Lake Banquet Facility IN WRITING to cancel this contract. The client assumes responsibility for, and will make payment for 50% of the total revenue estimated if contract is canceled within 90 days prior to the scheduled event. If written notice of cancellation is received outside of 90 days prior to function, one half of the deposit will be refunded. If the reserved date is not re-booked, the deposit will be forfeited.

DEER LAKE
BANQUET CENTER