



P 231.722.2600  
F 231.722.2601  
1050 W Western, Suite 210  
Muskegon, MI 49441  
[FricanoPlace.com](http://FricanoPlace.com)

## Event Center at Fricano Place Policies & Guidelines

We appreciate your interest in the Event Center at Fricano Place, where we dedicate ourselves to surpass your expectations in detail, service & professionalism.

Reservations can be arranged through the Event Coordinator. Please call (231) 722-2600 ext. 3 to schedule an appointment or to request additional information.

### Amenities:

- The Event Center offers an elegant setting with spectacular views of Muskegon Lake for any private function with comfortable seating capacities ranging from 100-500 guests.
- The Event Center has an outdoor terrace for guests to enjoy.

### Reservations:

- The Event Center rental fee is \$2,500 on Friday and Saturday and \$2,000 on Sunday through Thursday. The rental use fee includes the use of the contracted room, tables, chairs, tablecloths, bartender services, as well as the room setup and cleanup. The room use fee also includes the help of an on premise Event Manager during your event and the assistance of the Event Coordinator prior to your scheduled event.
- We allow each event a 6 hour time slot. We ask that all events conclude no later than midnight.

### Deposit:

- A \$500 non-refundable deposit with a signed contract is required to secure the room reservation and event date. This deposit will be credited to your account the night of your event.

### Catering Services:

- The Event Center offers in-house catering exclusively through Harris Hospitality, or Fricano's Muskegon Lake.
- Please contact Kristi Jeske at 231-780-7636 for Harris Hospitality menu selections and pricing options.
- Please contact The Event Center Coordinator at 231-722-2600 ext. 3 for Fricano's Muskegon Lake menu selections and pricing options.



P 231.722.2600  
F 231.722.2601  
1050 W Western, Suite 210  
Muskegon, MI 49441  
[FricanoPlace.com](http://FricanoPlace.com)

- All food selection and payment need to be arranged directly with your caterer.
- Wedding cakes or desserts may be arranged with the pastry chef of your choice or provided by Harris Hospitality and/or the Fricano's Sweet Shoppe.

#### **Beverage Service:**

- All alcoholic and non-alcoholic beverages will be provided by the Event Center.
- The Event Center offers the option of a full cash bar, a full host bar or any combination of the two.
- The Event Center will provide bartending services.
- The Event Center will apply an 20% service gratuity and a 6% MI State Tax to the consumed product on the hosted beverage bill.
- The Event Center adheres to all State laws and regulations regarding the purchase, consumption and service of all alcoholic beverages.
- Last Call for bar service is 45 minutes prior to your concluded event time and the bar will close 15 minutes after the last call notification is made.

#### **Decorations:**

- Please reserve from decorating with staples, tacks, nails, tape and/or other adhesives, glitter, confetti, nuts, hard candy, bird seed or rice in the facility. Please enclose all real flame candles.

#### **Tax Exemption:**

- At the time of booking an event, a tax-exempt certificate for the State of Michigan must be submitted in order for tax exemption to occur.

#### **Payment:**

- The room rental payment is due six months prior to your scheduled event date.
- The beverage bill is due at the conclusion of your event.
- Payments may be made with cash, check, or one of the following credit cards: VISA or MasterCard.
- The Event Center reserves the right to include a 3% fee on any payments made by credit card.
- Please make checks payable to Fricano's Muskegon Lake and they can be delivered or mailed to: Fricano's Muskegon Lake Attn: Event Coordinator, 1050 W. Western Ave. Suite 200 Muskegon, MI 49441.