

## The Boardroom at Fricano Place Policies & Guidelines

The Boardroom at Fricano Place offers an exceptional atmosphere for private and small gatherings. The Boardroom is perfectly-suited to meet the needs of business or pleasure. The sophisticated suite offers all the business benefits of a corporate boardroom. For reservations and scheduling, please contact the Event Coordinator at (231) 722-2600 ext. 3.

### Amenities:

- Accommodations for up to 16 guests
- License for complete bar and dining service
- High-back Leather chairs & Oversized Table
- Wireless Internet & Phone Connections
- Media Screen
- Roller Shades for privacy

### Reservations:

- Reservations may be arranged through the Event Coordinator, please call 231-722-2600 ext. 3 to schedule an appointment or to request additional information.
- To reserve The Boardroom and your desired event date the \$50 room use fee and a signed contract is due upon booking.
- Food and Beverage are available for an additional cost.

### Cancellations:

- If you choose to cancel your event for any reason, the room use fee is not refundable within 30 days of the scheduled event date; however, if you have to cancel for any reason and we are notified more than 30 days before your scheduled event, we will gladly refund your room use fee.

### Food & Beverage Service:

- Food service is available through Fricano's Muskegon Lake or Harris Hospitality. The Event Coordinator can provide you the preferred caterers contact information.
- Fricano's Muskegon Lake pizza is available any time after 4:00 p.m.
- All alcoholic and non-alcoholic must be purchased through and provided by Fricano's Muskegon Lake.
- The Boardroom adheres to all State laws and regulations regarding the purchase, consumption and service of all alcoholic beverages.



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

### **Liability & Damage:**

- Fricano's Muskegon Lake reserves the right to inspect and control all private functions. Liability for damage to the premises will be the responsibility of and charged to the sponsoring individual, group or organization.
- Fricano's Muskegon Lake will not assume responsibility for the damage or loss of any merchandise or articles left in the building prior to or following the scheduled event.

### **Payment:**

- The Boardroom room use fee is \$100 for a 6 hour time period, and \$20 per additional hour.
- Fricano's Muskegon Lake reserves the right to charge 20% service fee and a 6% state sales tax on the food and beverage bill.
- Final payment is due at the conclusion of the event.
- Payment may be made with cash, check, or one of the following credit cards: Visa or MasterCard. Please make checks payable to Fricano's Muskegon Lake.