The Center reserves the right to adjust room assignment based on actual numbers.

PAYMENT POLICY

All events must be prepaid unless other arrangements have been made upon the signing of the contract. ***A valid credit card must be on file. A damage fee of $250 will be placed against the card and refunded after the event if there are no damages. Prepayment will be based on the guarantee, any balances due for additional meals over the guarantee will be billed to the credit card in addition to any other after charges. Any additional time beyond the time contracted will be billed to the credit card at the full rate.*** Prepayment, if by personal check, should be made thirty (30) days prior to the event. **If payment is made less than ten (10) days prior to the event, it must be made by credit card, certified or cashiers check. If full payment for the guarantee is not received prior to the event, it will be cancelled.**

CHILDREN RATES

Ages 4-9 - Half Price; Under 4 years of age - Free, but no plate provided.

EVENT DURATION

Space will be provided for a period of four hours, when you purchase lunch or dinner for your event,beginning at the scheduled time of arrival. If the event is extended beyond the four (4) hour limit, there will be a charge of $100 per hour. Event duration will be discussed at the time of booking and will be in the written contract. Weddings are subject to a five (5) hour duration.

BANQUET ROOM LIABILITY

The Center reserves the right to inspect and control all functions—The liability for any damages will be charged to the person making the arrangements at actual repair or replacement cost.

1. Banners may be hung with prior approval.
2. The use of scotch tape, nails, push pins, or fasteners that may cause damage is prohibited.
3. Additional labor charges will apply to any function for which more than standard clean up is required.

Please sign this form that you have read and agree to all MMC event policies and return this form with your deposit.