



# *Contract Guidelines*

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2022

# Event Guidelines

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It is our privilege to assist in the planning of your upcoming wedding. Our staff looks forward to providing you and your guests with outstanding food and beverage service in our unique and elegant surrounding. You can assist us by reviewing the following policies to assure that we have discussed all items necessary to produce a successful and memorable event.

**To Book a Date** – A signed contract and initial Installment is required to book your desired date.

- A 25% non-refundable Installment is due at the time of booking.
- A scheduled 25% non-refundable Installment is due six (6) months prior to event day.
- All Installments: are non-refundable, will be applied to Final Invoice, are equal to 50% of the function total.
- Final Guarantee and Final Payment is due two (2) weeks prior to event date.

A date is not confirmed without a signed contract. Signed contracts can be provided to the IABC offices by the procedures listed below:

- In-person appointment
- Fax: Signed contracts may be faxed to our office at 734-953-5736
- E-mail: Signed contracts may be scanned and sent to the Sales Office at the following:  
[sales@iabc-livonia.com](mailto:sales@iabc-livonia.com) -or- [info@iabc-livonia.com](mailto:info@iabc-livonia.com)
- Mail: Signed contracts may be mailed to the following address:  
**Italian American Banquet & Conference Center**  
**39200 Five Mile Road**  
**Livonia, Michigan, 48154**  
**Attention: Sales Department**

**To Make a Payment** – Installments can be provided to the IABC offices by the procedures listed below:

- Mail: Personal, or Cashier's Checks may be mailed to the address as listed in the above signed contract procedure.
- Credit Card: If paying via Credit Card, complete and remit the attached Credit Card Authorization Form.
  - All Credit Card Payments will be charged a 3.5% surcharge other than initial investment. A fee of \$50 will be charged to clients for all return checks.
  - A Credit Card and signed Authorization Form must be kept on file- regardless of payment method.
  - Credit Card Authorization Forms may be mailed, faxed, or e-mailed using the same procedures as listed in the above signed contract procedure. Although every effort will be made to keep this information secure, the IABC will not be liable for credit card information sent electronically.

Your initial installment can be in the form of a personal Check, Cashier's Check, Money Order, or credit card.

**It is your responsibility to schedule your final appointments with the IABC.** The final payment of the full remaining balance **must be** received no later than two weeks prior to the date of the event. You can NOT reduce your count after your final meeting. All payments are non-refundable.

**Cancellation Policy** – If the event is canceled by the contracted party or an agent of the contracted party, there will be no refunds of any monies paid. There are no transfers. Any monies paid do not go towards another event. Except as otherwise provided below, if the Client cancels the event, the IABC shall be entitled to a fee in the amount equal to all costs and fees, including, but not limited to rentals, use fees, and non-refundable Installments, incurred by IABC in planning and coordinating the event, plus a portion of the event and catering agreement to compensate the IABC for its time and effort rendered, as well as lost revenues, as follows:

- Less than 10 days prior to event date: 100% of Event and Catering Agreement
- Between 10 and 44 days before event date: 75% of Event and Catering Agreement
- More than 45 days before event date: 50% of Event and Catering Agreement

**Provisions** – The Italian American Banquet Center of Livonia (IABC) will be the sole provider of food and beverage service, with wedding cakes (which may be provided by an outside vendor) and a limited number of Vegetarian, Vegan, or extreme allergy-conscious meals being the only exceptions. The Italian American Banquet Center of Livonia reserves the right to monitor all events to assure compliance with its policies and established beverage laws.

**Favors** – Any type of **alcohol favors** or **cream-filled dessert** favors are strictly prohibited.

**Menus** – The menu is limited to three entrée selections plus a vegetarian option per event.

**Chargers** – We do not have chargers. However, if a client brings in chargers, we charge a labor fee of \$1 per person for set up and removal of chargers.

**Tasting (Weddings Only)** – The Italian American Banquet Center of Livonia hosts an annual Evening of Taste. This will be an excellent opportunity to help make your menu selections. In event that you are unable to attend this event, a private tasting for up to 4 guests may be booked with 2 weeks notice. This service is a tasting and not a full meal service, with guests invited to taste up to four meat menu options. Private tastings are held on a Thursday at 6:15 PM. Tastings are available only to Brides and Grooms that have currently booked with us. Restrictions to meat selections and available dates may apply.

**Guarantees** – Wedding package and menu selections must be determined one month prior to the wedding date. Guaranteed guest count should be provided two weeks prior to the date of the event. Meals for any guests over and above the final guaranteed count will result in additional billing. If your guest count decreases after your Two Week Final Count guarantee, there will not be any refunds for the decrease in count, nor can that money be transferred to any other item.

**Floorplan Setup** – Floorplans are finalized at your two-week final appointment. There will be no changes made on the day of your event.

**Timeline, Room and Labor Policies** – As stated in the contract all reserved rooms are booked for the specified contracted time. There will be additional charges for extensions beyond contracted departure time.

**Access to Facility on Day of Event** – Access will be available to host and vendors. Guests may begin arrival 15 minutes prior to the start time listed in the contract, and will be able to wait in the lobby. Event doors will remain locked until contracted start time. Food & Beverage service does not start until contracted time.

**Ceremony** – Ceremony fees apply for ALL ceremonies. All ceremonies are immediately followed by the reception. Ceremonies more than one hour, will be subject to additional labor fees. Ceremony rehearsals may be scheduled at the discretion of the facility up to a week prior to the wedding date and are subject to change.

**Bridal Suite** – Bridal Suite rental period will not exceed three (3) hours. The Bridal Suite is not to be used for the storage of any personal and/ or decorate items during receptions. No outside beverages or food are allowed. The IABC is not responsible for any items left in the Bridal Suite after the rental period ends. Items left after the ceremony will be disposed of by IABC staff.

**Taxes and Service Fees** – All food & beverage are subject to 6% sales tax and a 21% Service Fee. **Service Fee does not pertain to staff gratuities.**

**Conduct of Event** – The Italian American Banquet Center of Livonia reserves the right to terminate an event or refuse to book events, which, at its sole discretion, are considered inappropriate. The client agrees to financial responsibility for any damages to the premises. The IABC is not responsible for loss or damage to any personal property brought onto the premises by clients or guests. The client agrees that the IABC reserves the right to refuse service to any person under the influence of alcohol or unlawful substances and/or to request that such persons vacate the premises. In addition, it is the IABC's policy to require proper identification from younger adults prior to serving alcohol. IABC reserves the right to refuse service to guests without proper identification. **For safety reasons, drinking glasses and plates are not allowed on the dance floor.**

**Performance** – Performance of this agreement on the part of the IABC shall be excused if such performance is prevented or impaired due to any disputes, strikes, accidents, government requisitions, restrictions upon travel, transportation, food, beverage or supplies or any other cause beyond the control of the Italian American Banquet Center of Livonia. **In no event, shall the IABC be responsible for the client's loss or to the collateral or consequential damages.**

**Building Access** – All events are limited to the use of the ballroom booked. Access to other areas of the building is strictly prohibited. The Italian American Banquet Center of Livonia is **not** exclusive to any one group or party, and may host multiple events simultaneously, unless otherwise discussed and arranged. The main lobby, hallways, elevators, stairwells and restrooms are common spaces and are not exclusive.

- Guarantee exclusive use of our Banquet Center, is to have it in your contract. Please contact the Sales Office regarding exclusive rental rates to ensure you are the only party on site.
- All guests are to use the main entrance for admittance into the building, regardless of which ballroom is booked.

#### **Decorations –**

- The IABC Event staff can set up the following items for an additional fee:
  - Place cards (must be delivered in alphabetical order and assembled) *\$100.00*
  - Gift Table (envelope box and guest book) *\$100.00*
  - Favors on the tables (one per setting) *\$200.00*
  - Specialty Overlay Linen (that you bring in to us) *\$250.00*
- The IABC staff will not set up the following items and are the responsibility of the contracted party.
  - Memorial Tables
  - Family Photos
  - Candy Stations
  - Signage
  - Ceremony Décor
  - Centerpieces
  - Photo Booths
  - Candles, votives and hurricanes
  - Full Linen/Chair Cover Install (including any bustling or ties, chairs sashes or specialized napkin folds)
  - Any Specialty Items

#### **Candles –**

- You are welcome to bring in up to (3) candles per table.
- We recommend MINIMAL candles in the summer months.
- All candles must be contained in glass containers or hurricanes.
- We do not allow tapers (unless they are battery operated.)

Please keep in mind, all décor items that come into the venue must be removed at the end of the evening. **You have one hour for strike. If you exceed the one-hour time frame for departure, \$350.00 will be deducted from your deposit. Please ensure to disclose this information to your vendors.** We are not responsible for anything left overnight. Any items left after an event, will be disposed of.

**Assigned Seating – Assigned seating is required for any Wedding or Event with Individual Plate Dining.** We strongly suggest having assigned seating for any event hosted here, whether it's a table assignment or specific seat assignment.

**Audio Visual Equipment** – AV Equipment is available for an additional cost. A screen with a LCD projector and sound box connector are available. You are responsible for bringing in a laptop with an HDMI cord and a disc/USB Drive or any other items needed to play your presentation.

**Smoking Policy** – Smoking is prohibited anywhere inside of the IABC facility. Smoking is only permitted to the right of the main entrance. Decorative ashtrays are provided.

**Gifts & Personal Items** – The IABC is not responsible for any personal items, gifts and/or gift envelopes brought into the building. It is the responsibility of the contracted party to secure any personal items or gifts and remove them after their event.

**Parking** – Parking is conveniently located in our ample parking lot.

**Door Host** – A door host will be provided to greet your guests in front of the Ballrooms, at no additional charge.

**Alcohol Service** – Shots of alcohol are not available for consumption. In accordance with the State of Michigan liquor laws, alcohol cannot be brought into the facility. No Coolers are allowed in with the Bridal party. No wine favors allowed. Any alcohol brought into the facility will be confiscated and discarded by the Italian American Banquet Center of Livonia staff. In addition, it is the IABC's policy to require proper identification prior to serving alcohol. The IABC reserves the right to refuse service to guests without proper identification or to guests that appear intoxicated.

**End of Evening Procedures** – Once your bar closes per your contracted time, the reception is over. The room is available for an additional 60 minutes to load-out. All host and vendor items brought into the building must be removed the night of the event within an hour of the contracted end time. The IABC is not responsible for any items left overnight. All Vendors have one hour to complete the breakdown and vacate the premises. An additional \$350 per hour labor charge will be deducted from your deposit, should additional load-out time be required.

**Special Meals – Dietary Concerns:**

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- Nuts: Our kitchen does not cook with any nut oils. Some of our appetizers and desserts do contain nuts.
- Dietary Restrictions: Gluten Free, Dairy Free, Vegan, Vegetarian and other Specialty Meals are available.
- Halal: Halal Chicken or Beef are available for an additional cost. We require a minimum of one month's notice.

**Discounts** – Current and Active Members may use their discounts, which is applied towards food only. May not be combined with any other promotions and are not cumulative.

### **Italian American Banquet Center Room Capacities**

**Grand Ballroom –**

Room Capacity: 450 Seated with Dance Floor Clear

Minimum Count Required: 300 Adults (Saturday), 280 (Friday), 270 (Sunday)

**Michelangelo Room –**

Room Capacity: 270 Seated with Dance Floor Clear

Minimum Count Required: 200 Adults (Saturday), 180 (Friday), 170 (Sunday)

**Da Vinci Room –**

Room Capacity: 170 Seated with Dance Floor Clear

Minimum Count Required: 100 Adults (Saturday), 80 (Friday), 70 (Sunday)

**Clubhouse –**

Room Capacity: 170 Seated with Dance Floor Clear

Minimum Count Required: 50 Adults (Saturday or Sunday)

**Total Venue Buyout** – See Sales Office for Details & Pricing.

*If your guest count does not reach the Minimum Count Required for your book room, you are responsible to pay for the Minimum Count Required. Capacity notes should be used as a guideline. Actual capacity may vary according to specific room setup requests.*

## **IABC Wedding & Event Contacts –**

Sales Coordinator- Vicki Labrosse: (734) 953-9724 ext. 1 - Sales@iabc-livonia.com  
General Manager- Fabiola Brace: (734) 953-9724 ext. 2 - Fabiola@iabc-livonia.com  
Executive Chef- Nandi Zeqja: (734) 953-9724 ext. 5 - Nandi@iabc-livonia.com

**Vendor Policies –** Vendors are allowed in the facility after 12:00 PM on the day of the event unless alternate arrangements have been previously approved. All vendor items brought into the building must be removed the night of the event, within an hour of the contracted event end time. The Italian American Banquet Center of Livonia is not responsible for any items left overnight. **A \$300 labor charge will be deducted from you deposit, for all break-down that is not finished after the one hour allotted time.**

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## **Italian American Banquet Center Package Inclusions**

**House Linen –** Table Linen - 90x90 length in white only. Napkin Linen - Choice of up to 2 colors from available 25 color options. Contact Sales Office to see swatches. Color polyester table linens and overlays can be provided for an additional cost. Specialty linen is the responsibility of the contracted party.

**Tables –** The IABC will provide 68” round tables that seat 10 guests per table. We do have a selected amount of 72” round tops, that seat 12 guests per table. All 12 tops must be closest to the dance floor. **Please note: For Family Style dining, we require that all tables are set for 10-12 per table. We strongly suggest keeping each table seated with 10 per table. A minimum of 8 to 9 guests at a few tables can be permitted with approval from the Sales Office.** The IABC will also provide a selection of 30” round tall tables per bar. These tables will be covered in a black linen. Should you prefer white or ivory, they can be made available for an additional \$15 per table. An assortment of 6’ tables, 8’ tables, half-moon tables (5’ wide), serpentine tables (67” wide), and 42” rounds (for cakes) are available. Tables need to be requested at the two-week final appointment to be reserved. **Please note: No changes will be made on the day of your event.**

**Chairs –** The IABC will provide uncovered banquet chairs at no charge. These chairs feature gray padding. Contact our Sales Office for style and color options of chair covers and Chiavari chairs.

**Upgrades –** Chair Covers are available at \$3.50 per chair (minimum of 50). Chiavari chairs are available at \$5.00 per chair (minimum of 100).

**Vendor Tables –** All vendors must be included in your guest count and will eat from the same menu as your guests. Vendors must be assigned to a table that is on your floorplan.

**Floor Plans –** Customized Floor Plans will be created at your two-week final appointment. No adjustments will be permitted after one week prior to your event.

**Standard Labor Guidelines –** One Event Supervisor per function. One Bartender per 100 guests (max of 4, dependent on ballroom). One Server per 40 guests for buffet service. One Server per 30 guests for table service.

# Directions

39200 Five Mile Road, Livonia, MI 48154

## From Ann Arbor:

Take US-23 Business North  
Continue on M-14 East to exit 173A (Newburgh Road)  
Head North (left) on Newburgh Road to 5 Mile Road  
Head West (left) on 5 Mile Road  
The Italian American Banquet Center will be on your right side.

## From Detroit:

Take I-96 West to exit 173A (Newburgh Road)  
Head North (right) on Newburgh Road to 5 Mile Road  
Head West (left) on 5 Mile Road  
The Italian American Banquet Center will be on your right side.

## From Novi:

Take I-96 East/I-275 South to exit 170 (6 Mile Road)  
Head West (right) on 6 Mile Road to Haggerty Road  
Head South (left) on Haggerty Road to 5 Mile Road  
Head East (left) on 5 Mile Road  
The Italian American Banquet Center will be on your left side.



*Proud Recipients for  
Four Consecutive Years*



*Many thanks to our outstanding clients for amazing reviews that give our venue this honor!*

Sales Office: Monday–Friday 9:00 AM–5:00 PM, Saturday 10:00 AM–3:00 PM  
(734) 953-9724 ext. 1