



Room Fees

Included items:

- Modern Square Design China and Full compliment of Glassware
- Heavyweight Stainless Flatware
- Upholstered Wooden Chairs
- Wood Edged Laminate Tables that comfortably seats up to ten people
- Applicable Setup – Customized Table layout, Versatile lighting design, Hanging of cloth accent panels and placement of favors and/or name cards
- Password protected Wireless Internet Service
- Complimentary Cake Cutting
- On site Event Planner and Coordinator
- Restaurant Trained Bar and Service Staff

Room Rental

DAYTIME	Cityscape West	Cityscape East	Cityscape Combined
Monday-Friday	\$150 per 4 hours, \$35 each added	\$150 per 4 hours, \$35 each added	\$300 per 4 hours, \$70 each added
Saturday Day	-	-	\$1400 per 6 hours, \$200 each added Stock linen colors included in fee \$10,000 Minimum Food & Beverage required
Sunday Day	\$200 per 4 hours, \$50 each added	\$200 per 4 hours, \$50 each added	\$400 per 4 hours, \$100 each added
EVENING	Cityscape West	Cityscape East	Cityscape Combined
Monday – Thursday	\$175 per 4 hours, \$45 each added	\$175 per 4 hours, \$45 each added	\$350 per 4 hours, \$90 each added
Friday Evening	\$600 per 6 hours, \$100 each added	\$600 per 6 hours, \$100 each added	\$1200 per 6 hours, \$200 each added
Saturday Evening	-	-	\$1400 per 6 hours, \$200 each added Stock linen colors included in fee \$10,000 Minimum Food & Beverage required
Sunday Evening	\$200 per 4 hours, \$50 each added	\$200 per 4 hours, \$50 each added	\$400 per 4 hours, \$100 each added

Additional linen charge of \$5 per table for each time slot except Friday Night, Saturday Day, and Saturday Night.

State sales tax of 6% and 20% staffing fee will be applied to any food and beverage items.

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Event Contract

Prices subject to change without notice -- signed contract pricing guaranteed.

Rental Equipment-If CITYSCAPE ARRANGES FOR RENTALS & EQUIPMENT, THOSE FEES WILL BE INCLUDED ON THE BANQUET EVENT ORDER.

High Resolution Overhead LCD Projector and Screen - \$125 each screen for up to 2 hours

(\$25 per additional hour of use per screen)

Audio Equipment Rental (Including use of Ceiling Mounted Sound System and DVD/CD Player) - \$50

Dance floor set-up & Rental

325 square foot dance floor - \$250

400 square foot dance floor - \$325

Stand Alone Podium - \$15

Microphone Rental

Corded - \$25

Cordless System with use of cordless Microphone or Lapel Mic - \$45

Easels - \$5

Cocktail Table with coordinating linen - \$20

Mini Grand Player Piano - \$175

Chrome Rope & Station - \$15 per two pole section

Terms of Payment

Types of Payment Accepted

Cash, credit cards (all major credit cards) and cashiers checks. The payee on your on your credit card will appear as The Union, LLC.

Payment Schedule

- \$500 minimum is required to secure and hold date.
- Once a contract is signed by both parties, a payment of 25% of the total event (minus the \$500 hold payment) is due.
- A payment schedule will begin six months prior to the date of the event. First payment will be 25% of the signed contract amount.
- Payments are required at 90, 60 and 30 days prior to the event.
- Final guest count and 100% of final contract estimate is due 10 days prior to the event.
- Final payment is due at the completion of the event.

If there is an overpayment made, the amount will be refunded in the form of a check within 14 days of the completed event.

Final billing is based on the actual meals served; at a minimum, you will be charged for the confirmed guest count given 10 days prior to the event.

Refunds and Cancellation Policy

Cityscape and Millennium Restaurant Group work very hard to serve all our clients. In the event of a near date cancellation, it is often impossible to re-book the space we have booked with for you. As a result, should cancellation be necessary, the deposit will be refunded as follows:

- 90% of the deposit will be returned up to 2 weeks after signing a contract.
- 50% of the deposits will be returned up to 6 months prior to the date of the event.
- 25% of the deposits will be returned up to 3 months prior to the date of the event.
- If cancellation occurs within 30 days of the scheduled event, all deposits will be forfeited. In the event that Cityscape can rebook the date with a similar "dollar amount" event, the client will receive 50% of the deposits made up to 50 % of the contracted amount.

Guest Count

At the time of booking, an approximate number of guests is appropriate. However, as Cityscape Events begins the planning process for your group, we must be aware of the actual number of attendees. A guaranteed number will be provided no later than 10 days prior to the date of the event. Cityscape Events will prepare meals or plan service for that number as a minimum amount to be charged.





Terms of Payment Cont.

Additional Fees

- A staffing fee equal to 20% of food and beverage will be added and is applied before taxes, room fees and non food & beverage incidentals are charged. If discounting of food & beverage services is made, the staffing fee applies to the total food & beverage before discounts are applied. ***We reserve the right to modify staffing fees based on style of event.**
- Taxes will be applied at a rate of 6% and will apply to the food & beverage of your event only. Tax exempt organizations will be required to submit a copy of their tax exemption prior to the date of their event in order to receive proper credit.
- A cash bar staffing fee will be applied to events requesting a cash bar at a rate of \$25 per hour of provided service per 80 people.
- A set-up fee for an additional or for a "stand alone" Satellite bar is \$50
- Staffed coat check person at \$15 per hour of service.
- Installation and breakdown of additional "supplemental" lighting, privacy panels, decoration extras, etc will be based on \$25 per hour.

Liability

Cityscape Events LLC is not responsible for lost, damaged or stolen articles or merchandise which is left unattended during, prior to or after the event. In accordance with MLCC regulations, Cityscape Events reserves the right to refuse service of alcohol. Damage to the space from misuse or negligent behavior is the responsibility of the client and will be charged accordingly to reimburse for the cost of replacement.

Decorations

Clients of Cityscape Events must obtain prior approval from an agent of Cityscape Events before hanging decorations on wall surfaces, etc. Any decorations that will deface, destruct or otherwise damage the premises will not be allowed. Decoration and access of the space will be allowed by the client 2 hours prior to the event. Cityscape Events will handle complete standard room and table decorations free of charge. If additional decoration assistance is needed to complete your vision of your space, Cityscape provides assistance at \$25 per hour (2 hour minimum).

Price Guarantee

Prices are subject to change without notice -- signed contract pricing guaranteed. Price guarantee for events occurring greater than 12 months from signing of a contract may reflect a change in pricing for Food & Beverage and will not exceed 5% of the original signed quote. The client will be informed of changes and a new contract will be issued.

I, the undersigned, have read and understand the details, terms and conditions outlined above regarding the event I am booking with Cityscape Events and The Millennium Restaurant Group. I understand that changes to this Banquet Event Order (BEO) may occur throughout the planning process leading up to the event and that those changes will require my approval by initialing subsequent BEO's.

Accepted By:

Host or Sponsor of Event>>

Date>>

Approved By:

Cityscape Representative>>

Date>>

PLEASE SIGN AND PRINT NAME



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Event Contract

Room Hold Deposit Contract

Between Cityscape Events & _____

\$500 minimum is required to secure and hold date of _____

This is a non-refundable amount and is applied to the final bill of the event.

I, the undersigned, have read and understand the details, terms and conditions outlined above regarding the event I am booking with Cityscape Events and The Millennium Restaurant Group. I understand that changes to this Banquet Event Order (BEO) may occur throughout the planning process leading up to the event and that those changes will require my approval by initialing subsequent BEO's.

Accepted By:

Host or Sponsor of Event>>

Date>>

Approved By:

Cityscape Representative>>

Date>>

PLEASE SIGN AND PRINT NAME





Client Name: _____

Event Date: _____

Deposit Information:

Deposit Schedule	Date Received	Dollar Amount	Deposit Type
Hold Deposit			
Initial 25% Deposit <i>(minus hold deposit)</i>			
6 Month 25% Deposit			
3 Month 25% Deposit			
30 day 15% Deposit			
Final Payment Due <i>(10 days prior to event)</i>			
Total >>>			

If there is an overpayment made, the amount will be refunded in the form of a check within 14 days of the completed event. Final billing is based on the actual meals served; at a minimum, you will be charged for the confirmed guest count given 10 days prior to the event.

Grand Total of Event \$ _____ Balance Due to Client \$ _____ Balance Due to Cityscape \$ _____

Additional Information:

Name: _____

Address: _____

Phone: () _____

Email: _____



Cityscape Deposit Schedule