

Michigan Union Events Planning GUIDELINES FOR YOUR EVENT

We are very pleased that you have chosen our beautiful facility. The following guidelines have been prepared to help you efficiently plan for your event.

The Ballroom & Pendleton Room

To allow for dancing, bar, materials tables and reception area, we recommend a maximum of 300 guests in the Ballroom and 104 guests in Pendleton. In addition, we have many suitable rooms for smaller events.

Bar Service

Please refer to our bar and wine menus for pricing. Alcoholic beverage service must stop one hour prior to the end of your event. All alcohol service must end one hour prior to the end of your event. The latest a bar may remain open is 12:00 Midnight.

Proper picture identification is required for anyone (including the entire wedding party) who receives alcohol service at a University Unions facility.

We offer host bars, cash bars, or a combination (4 hours maximum duration). We also offer wine service with dinner (2 hours maximum duration). If you combine a host and cash bar; the bar set up fees will revert to the cash bar pricing. Please refer to our bar menu for bar set up prices.

Specialty wines by the case and liquors (3 bottle minimum) are sometimes available. Please remember that no alcohol is to be removed from the building. Even if you do not serve all of your special order wine or liquor you will not be allowed to take it with you. This policy is in compliance with the State of Michigan Liquor Control Commission laws.

All alcoholic beverage charges on your confirmation are estimates only; actual amounts will be tallied after your event and your bill will be adjusted to reflect consumption.

Additional Items

A wedding cake and favors are the only foods that may be supplied by an outside source. There is a fifty-cent per person cake-cutting service fee that includes the use of our plates and forks for the cake and table service.

If you are offering favors, menu cards, or programs that need to be placed at each table setting, our staff will happily place them for you. Please have these preassembled items delivered to our office three days before your event, along with alphabetized placecards.

China and Silverware

We provide china, stemware and flatware for your event at no additional charge. Samples are available in our office. Silver-plated and gold-plated flatware, white china, ivory china with a gold band and gold and silver chargers are also available as rental items.

Decoration, Candles, and Flowers

We offer several varieties of candles enclosed in glass holders (as required by fire code.) Your event coordinator will be happy to discuss items and pricing available for your event.

Florist and Entertainment

In general the room will be ready to receive centerpieces, special plants, cakes, musicians or disc jockeys approximately one hour ahead of the start time of your event. Please let us know if this is not sufficient. There will be a charge associated with early access or set-up of the room. Please direct deliveries to the loading dock. Service providers should be aware that the loading dock doors may be locked, in which case they will need to request access at the facility's information desk.

Final Count and Payment

Your final count is due one week prior to the event. Generally the week before your event on Friday is the time when you will give your final count. We will make all attempts to accommodate any changes made beyond these dates; however such changes may result in late fees.

Please bring your final diagram and/or seating chart at that time as well. Payment of the balance of the anticipated charges will be expected two weeks prior to your event, with the exception of University Departments who will be billed on their short code. Payment is based on the final count and includes 100% of the estimated balance (food, beverage, equipment rental, room rental, tax and gratuity, as they apply). After the event, adjustments will be made for your actual alcoholic beverage consumption as well as any additional meals or charges that may occur at the event. The most efficient method of payment is by credit card. MasterCard, Visa, Discover and American Express are all honored. After the event either your card will be credited with any amount owed you or you will be charged for the balance.

Gratuity and Tax

18% gratuity and 6% tax are added to all food and beverage charge. All events have an option to upgrade their service level, which allows each server to offer more personal table service to your guests. The gratuity for this upgraded service is 24%.

Parking for Your Guests

Parking will be available at the Thompson Parking Structure. After 6pm Monday – Saturday and all day on Sundays your guests can park for free unless Parking Services is staffing an attendant for another special event. Events starting before 6pm Monday through Saturday will require a parking attendant. If you require a parking attendant please be prepared to supply an alphabetized guest list. You may choose to have the per car charge for your guests' parking added to your bill or paid by your guests directly. In either case there is a charge for the attendant which will be billed on your confirmation. Parking arrangements must be made at least two weeks in advance.

Valet Service-The Michigan Union does not offer this service. All details for valet service are set up between you and the company you wish to hire. An Ann Arbor based valet company is Kerby's Kurb Service. Please feel free to personally contact Bill Kerby at 734-368-2608.

Place Cards, Multiple Entrée Selections, Children's Meals

Place cards should be delivered in alphabetical order and should contain the guest's name, table number and their menu choice, if applicable. If you are offering a choice of entrées to your guests you will need to code your place cards using B for Beef, C for Chicken, F for Fish, K for Kid's Meal, Vegan for Vegan and V for Vegetarian. We will also need a list of the meal selection by table - for instance: Table #1 – 2 Chicken, 5 Beef and 1 Vegetarian. This allows our staff to service your guests without interruption. Multiple entrée selections are available at a fee of \$1.00 per person, and there are no multiple entrée selection fees for having a vegetarian choice or children's meals available, so long as the number does not exceed 5% of your total count. Please prepare your response cards with the appropriate choices including a space for the guest's name.

Children's meals are available. The most popular selection is Chicken Fingers and French Fries; other options are available. All children will be served the same meal. Please indicate the children's meals on the place cards.

Recommendations

Included in this packet is a list of suggested service providers from cake suppliers to valet parking services. Please feel free to contact them directly or request that we handle those arrangements for you. These service providers are familiar with our facility.

Signage

We will supply signage inside central lobby areas listing the room location of your event.

Tables

Six foot diameter round tables are available to seat up to 10 guests. We also supply table numbers. Once we have confirmed your diagram we will ask you to number each table in the center and write the number of guests next to the table in parenthesis.

Our facilities have a limited number of café and bistro tables that are available for hors d'oeuvres receptions. We also have a limited number of high chairs and boosters. Please include them wherever necessary on your diagram.

Table Linens

There is no charge for our standard white 90" square tablecloths and white napkins when a full meal has been purchased. Please note our tablecloths for the dinner tables are not round nor are they floor length. Our rectangular or square banquet cloths with white skirting are also provided for gift, cake and placecard tables at no charge. A variety of napkin colors are also available; additional charges apply. Full-length white tablecloths, colored or patterned linen tablecloths, specialty napkins, overlays with liners, chair covers with sashes and Chiavari chairs are all available at various rental prices. We have several linen books to choose from.

Vendor Meals

Please contact your vendors (DJ, Band, Photographer, Videographer, etc.) regarding their meal/break policy. Please inform your event coordinator of their meal/break requirements at the time you finalize your event details. Vendors who require a meal will need a vendor table or they can be seated with your guests.

Planning Timeline

Please plan to meet with us approximately two months prior to your event; you will need to bring the following information at that time:

- Menu, including accompaniments, hors d'oeuvres and any snacks you would like served after dinner

- Beverage selections for the bar as well as the selection for champagne and wine with dinner

- Approximate count

- Approximate table diagrams

- Color schemes, swatches and decoration ideas

- Names and phone numbers of your cake supplier, florist, musician, disc jockey, or any other service providers

- Sequence and timeline of events

- Guests with special meal needs and meal arrangements for service providers (disc jockeys, photographers, etc.)

- Any questions or special requests

A final meeting will need to be scheduled 2 to 3 days prior to your event. At this time, you will bring in all your event items.

We look forward to working with you and hope that this information will be helpful to you during the course of your planning. Thank you for choosing the Michigan Union. It is our pleasure to provide you with our best service and delicious food in this historic atmosphere. Please feel free to contact us with any questions.