2020 DIVANI WEDDING ETIQUETTE AND POLICIES

BOOK YOUR EVENT

Reservations are taken on a first come, first serve basis. A signed contract and deposit of $1000 is required. If not received within three (3) days, Divani reserves the right to cancel the reservation. Some rentals and additional services require a 50% non-refundable deposit. A credit card must be on file for all payments which will automatically be charged as scheduled.

ROOM FEE and MINIMUMS

Rental rates are calculated from when doors open to when doors close. Setup and take down time should be included in your allotted timeframe. Minimums are calculated prior to sales tax and service fee.

CAPACITIES

Capacities will vary depending on menu selections and setup needs.

SALES TAX and SERVICE FEES

6% Michigan State Sales Tax where applicable and 22% Service Fee to all food and beverage sales. A 2% Administrative Fee will be added to all rentals and additional services.

PAYMENT TERMS

Deposits and final payment may be made by cash, debit, or credit card (Visa, MasterCard, Discover, or American Express). Divani does not accept personal checks. All deposits will be applied to the final bill. $1000 deposit due with contract. Ninety (90) days after signing, a deposit equal to the food and beverage minimum is required. Thirty (30) days prior to the event, one half of the remaining estimated total is required. Any balance   is due at the conclusion of the event.

CANCELLATIONS

Should a cancellation be required, all deposits are non-refundable and a $100 administrative fee will be charged. Cancellations less than five (5) days prior to your event will be charged the remaining estimate based on the guaranteed final count.

MENU SELECTIONS and GUARANTEED FINAL COUNT

Please provide your final menu at least 60 days prior to the event. The guaranteed final count must be communicated at least fourteen (14) days prior to the event.   Charges are calculated on the estimated guest attendance when no final guaranteed count is provided and we will bill accordingly regardless if fewer guests attend.

FOOD and BEVERAGE

All food must be supplied and served by our staff with the exception of specialty cakes from a licensed bakery. Additional charges may apply. Divani will make every effort to accommodate special dietary requirements with advance notice. When choosing two separate plated options, you must prepare visual markers   for the servers to easily identify what each guest should receive. Divani will not provide alcoholic beverage service to events without food service. The food service arrangements must consist of a complete meal choice or comparable hors d'oeuvres. All beverages must be supplied and served by our staff. This includes alcoholic beverages given as gifts. Alcoholic beverages cannot be served to anyone under the age of 21. Proper identification is required for all guests at all times. We reserve the right to refuse to serve alcoholic beverages at any time. Due to market conditions, all food and beverage prices are subject to change.

ROOM USAGE and DAMAGES

We cannot assume responsibility for the damage or loss of any merchandise or   articles left prior to or following a scheduled event. The contact is responsible for damage or loss of property or excessive cleaning that occurs as a result of their event. Open flames, confetti, and glitter are not permitted. Divani will not provide supplies including ladders, extension cords, batteries, tools, tape, etc.. Divani will not be held liable for not performing any agreement dues to acts of God, war, government regulations, disaster, fire, strikes, civil disorders, and/or emergencies, making it illegal or impossible to provide the facilities to hold your event.

DEPOSIT SCHEDULE and MILESTONES

$1000 deposit due with contract.

90 days after signing: a deposit equal to the food and beverage minimum is required.

60 days prior to event: menus are due.

30 days prior to event: one half of the estimated total is due.

14 days prior to event: guaranteed final count is due.