



Loft at Fricano Place Policies & Guidelines

We appreciate your interest in the Loft at Fricano Place, where we dedicate ourselves to surpass your expectations in detail, service & professionalism.

Reservations can be arranged through the Event Coordinator. Please call (231) 722-7775 ext. 2 or email events@fricanoplace.com to schedule an appointment or to request additional information.

Amenities:

- The Loft offers a versatile setting from casual to formal for any private function with comfortable seating capacities ranging from 50-175 guests.

Reservations:

- The Loft rental fee is \$1,500. The room use fee includes the use of the contracted room, tables, chairs, tablecloths, bartender services, as well as the room setup and cleanup. The room use fee also includes the help of an on premise Event Manager during your event and the assistance of the Event Coordinator prior to your scheduled event.
- We allow each event a 6 hour time slot. We ask that all events conclude no later than midnight.

Deposit:

- A \$300 non-refundable deposit with a signed contract is required to secure the room reservation and event date. This deposit will be credited toward your room use fee.

Catering Services:

- The Loft offers in-house catering exclusively through Harris Hospitality
- Please contact Fred Scharmer at 231-780-7636 or Fred@harrishospitality.com for Harris Hospitality menu selections and pricing.



- All food selection and payment must be arranged directly with your caterer.
- Wedding cakes or desserts may be arranged with the pastry chef of your choice or provided by Harris Hospitality.

Beverage Service:

- All alcoholic and non-alcoholic beverages will be provided by the Loft
- The Loft offers the option of a full cash bar, a full hosted bar or any combination of the two.
- The Loft will provide bartending services.
- The Loft will apply an 20% service gratuity and a 6% MI State Tax to the consumed product on the hosted beverage bill.
- The Loft adheres to all State laws and regulations regarding the purchase, consumption and service of all alcoholic beverages.
- Last Call for bar service is 45 minutes prior to your concluded event time and the bar will close 15 minutes after the last call notification is made.

Decorations:

- Please refrain from decorating with staples, tacks, nails, tape and/or other adhesives, glitter, confetti, nuts, hard candy, bird seed or rice in the facility. Please enclose all real flame candles.

Tax Exemption:

- At the time of booking an event, a tax-exempt certificate for the State of Michigan must be submitted in order for tax exemption to occur.

Payment:

- The room rental payment is due six months prior to your scheduled event date.
- The beverage bill is due the following business day.
- Payments may be made with cash, check, or one of the following credit cards: VISA or MasterCard.
- The Event Center reserves the right to include a 3% fee on any payments made by credit card.
- Please make checks payable to Fricano's Muskegon Lake and they can be delivered or mailed to: Fricano's Muskegon Lake Attn: Event Coordinator, 1050 W. Western Ave. Suite 200 Muskegon, MI 49441.