



34615 Warren Rd.  
 Westland, MI 48185  
 PH: (734) 331-3369

## Rental Agreement

This contract defines the terms and conditions under which **SoHo Banquet & Event Center**, (hereinafter referred to as SoHo), and \_\_\_\_\_ (hereafter referred to as the Renter/Customer) agree to the Renter's use of the SoHo facilities on \_\_\_\_\_ (reception/event date). This contract constitutes the entire agreement between the parties and becomes binding upon the signature of both parties. The contract may not be amended or changed unless executed in writing and signed by SoHo Banquet & Event Center and the Renter. Event will start at \_\_\_\_\_ AM/PM and ends at \_\_\_\_\_ AM/PM. Food to be served at approximately \_\_\_\_\_ AM/PM. Event type \_\_\_\_\_

### Renter Information (Section 1)

Contact Person Name(s)/Renter: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Bride's Name & Phone(opt): \_\_\_\_\_ Groom's Name & Phone(opt): \_\_\_\_\_

### Venue Selection (Section 2)

You have selected the following venues for your event at the SoHo:

Grand Ballroom (North)  Grand Ballroom (South)  Grand Ballroom (BOTH N & S)  Magnolia Ballroom  Great Lakes Ballroom

Access to rented space is 3 hours before event starts, unless specified here: \_\_\_\_\_ AM/PM.

### Rental Deposit and Payment Agreement

The total cost for use of the SoHo and its facilities described in this contract is listed above. To reserve services on the date/s requested, the SoHo requires this contract be signed by Renter and an initial payment of \$\_\_\_\_\_ be paid as a non-refundable deposit. A second payment of fifty percent (50%) of the balance is due six months prior to the event date. Payment of the remaining balance is due forty-five (45) days in advance of the event. Deposits and payments must be made by cash or personal check (made payable to SoHo Banquet & Event Center) on the schedule noted below. A receipt from SoHo will be provided for each payment.

Reducing the number of guests than the agreed amount on this contract will increase the price per person. The increase in price per person is not negotiable.

### (Section 3)

<p>Food Package Choice (Family Style): # _____</p> <p><b>Price Per Person x Guest Count:</b></p> <p>\$ _____ x _____ = \$ _____</p> <p>Additional Services: _____ \$ _____</p> <p>Additional Services: _____ \$ _____</p> <p>Additional Services: _____ \$ _____</p> <p>Room Charge: _____ \$ _____</p> <p>Outside Catering Fee: _____ \$ _____</p> <p style="text-align: right;"><b>SUB TOTAL: \$ _____</b></p> <p>Service &amp; Gratuity (20%): _____ \$ _____</p> <p>Tax (6%): _____ \$ _____</p> <p style="text-align: right;"><b>GRAND TOTAL: \$ _____</b></p> <p style="text-align: right;"><b>Deposit Paid: \$ _____</b></p> <div style="border: 1px solid black; height: 60px; margin-top: 10px;"> <p>Notes:</p> </div>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 33%;">Date</th> <th style="width: 33%;">Payment Amount</th> <th style="width: 33%;">Payment Form</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p><b>1. I understand that additional products and services not stated in this contract require additional charges.</b></p> <p><b>2. I, the renter, have access to Exhibit A, showing the rules, regulations, terms and conditions. I understand that it is available online at <a href="http://www.sohobanquet.com">www.sohobanquet.com</a></b></p> <p><b>3. I hereby agree to Exhibit A in its entirety, pages 1-9.</b></p> <p><b>4. I agree to provide a valid credit card to be kept on file for additional services, incidentals or damages.</b></p> <p><b><u>Renter:</u></b></p> <p>Signature: _____ Date: _____</p> <p>Print: _____</p> <p><b><u>On Behalf of SoHo Banquet &amp; Event Center:</u></b></p> <p>Signature: _____ Date: _____</p> <p>Print: _____ Title: _____</p>	Date	Payment Amount	Payment Form									
Date	Payment Amount	Payment Form											

(Section 4)

SoHo Banquet & Event Center

Guest Name: \_\_\_\_\_ Event Type: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Ballroom: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time, Start: \_\_\_\_\_ AM/PM End: \_\_\_\_\_ AM/PM

Food Service Time: \_\_\_\_\_ AM/PM

**Package 1** \_\_\_\_\_  
(Lunch Package Only)

- **Fresh Salad with organic house dressing**
- **Premium Rice**
- **Mostaccioli Pasta topped with SoHo Signature Vegetarian Sauce**
- **Organic Boneless Chicken** with creamy mushroom sauce

**Package 2** \_\_\_\_\_

- **Hummus**
- **Fresh Salad with organic house dressing**
- **Premium Steamed Vegetables**
- **Mostaccioli Pasta topped with SoHo Signature Vegetarian Sauce**
- **Premium Beef** - slow roasted beef chunks served with long grain rice mixed with specially seasoned ground beef
- **Organic Boneless Chicken** with creamy mushroom sauce

**Package 3** \_\_\_\_\_

- **Hummus**
- **Premium Salad with organic house dressing**
- **Mostaccioli Pasta topped with SoHo Signature Vegetarian Sauce**
- **Roasted Potatoes**
- **Premium Steamed Vegetables**
- **Wild Salmon** with creamy lemon sauce
- **Premium Beef** - slow roasted beef chunks served with long grain rice mixed with specially seasoned ground beef
- **Organic Boneless Chicken** with creamy mushroom sauce

**Appetizers**

**(\$4-\$7) per person for the following:**

- Boneless Wings** - honey chipotle BBQ, honey garlic, mango habanero and Korean pepper (\$7)
- Fresh garden vegetables served with ranch dressing** (\$4)
- SoHo Grazing Board; decorative assortment of cheese, snacks, crackers, fruits and breads** (\$7)
- Cocktail Shrimp** (\$7)
- Hummus, olives, pita bread and pita chips** (\$4)
- Select all the above choices and receive special pricing and display option created by our SoHo team:**

\$ \_\_\_\_\_

**Displayed**

**Sweets**

- \$5: Assorted bite size cakes and pasteries.** (see photos and videos)

**Fruits**

- \$5: Fruits: Special selected seasonal carved and designed fruit platters.** (see photos and videos)

- Select both for special pricing: \$ \_\_\_\_\_**

**Serve to table** or  **Displayed**

**Specialty Drinks**

- Adeni Tea** (\$3)
- QH - Menu #5** (\$5-\$7)
- QH - Menu #7** (\$6-\$9)

Special Notes/Request: \_\_\_\_\_

SoHo Banquet & Event Center Signature: \_\_\_\_\_

Renter Signature: \_\_\_\_\_