



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)

Renter Name(s): _____ Phone: _____
 Address: _____
 Contact Person Name: _____ Phone: _____ Email: _____

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>Price Per Person x Guest Count:</p> <p>\$ _____ x _____ = \$ _____</p> <p>Additional Services: _____ \$ _____</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;">SUB TOTAL: \$ _____</p> <p>Service & Gratuity (21%): _____ \$ _____</p> <p>Tax (6%): _____ \$ _____</p> <p style="text-align: right;">GRAND TOTAL: \$ _____</p> <p style="text-align: right;">Deposit Paid: \$ _____</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; margin-bottom: 10px;"> <thead> <tr> <th style="width: 25%;">Date</th> <th style="width: 35%;">Payment Amount</th> <th style="width: 40%;">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>1. I understand that additional products and services not stated in this contract require additional charges.</p> <p>2. I, the renter, have access to Exhibit A, showing the rules, regulations, terms and conditions. I understand that it is available online at www.sohobanquet.com</p> <p>3. I hereby agree to Exhibit A in its entirety.</p> <p>4. I agree to provide a valid credit card to be kept on file for additional services, incidentals or damages.</p> <p><u>On Behalf of SoHo Banquet & Event Center:</u></p> <p>Renter:</p> <p>*Signature: _____ Date: _____</p> <p>Print: _____</p> <p>Signature: _____ Date: _____</p> <p>Print: _____ Title: _____</p>	Date	Payment Amount	Payment Form									
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(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; decreative 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

\$3 per person for the following:

- Adeni Tea**  PREMIUM ORGANIC COFFEE
- Refreshers (Seasonal Flavors)**

Special Notes/Request: _____

SoHo Banquet & Event Center Signature: _____

Renter Signature: _____