



Fricano Event Center Policies & Guidelines

1050 W. Western Ave. Muskegon, MI 49441 (231) 722-2600

We appreciate your interest in the Fricano Event Center where we dedicate ourselves to surpass your expectations in detail, service, and professionalism.

The Fricano Event Center can be booked through Emily Harger, the Event Coordinator.

Please call 231-722-2600 ext. 23 to schedule an appointment or to request additional information.

Amenities:

- Fricano Event Center offers an elegant setting with spectacular views of Muskegon Lake for any private function with comfortable seating capacities ranging from 100-500 guests.
- Fricano Event Center has an outdoor terrace for guests to enjoy.
- Fricano Event Center is a non-smoking environment with designated smoking areas outdoors and within Fricano's Muskegon Lake Pizza Restaurant.

Reservations:

- The Fricano Event Center rental fee is \$2,000 on Friday and Saturday and \$1,500 on Sunday through Thursday. The rental use fee includes the use of the contracted room, tables, chairs, white 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 non-refundable deposit with a signed contract is required to secure the room reservation and event date.
- This deposit will be credited to your account the night of your event.

Cancellations:

- In the event of any cancellation, your initial deposit will not be refunded. However, if Fricano Event Center is able to rebook the room for an event of similar nature to the cancelled event and a new signed contract is in place, your deposit will be refunded.

Catering Services:

- The Fricano Event Center will provide a list of preferred catering companies.
- Wedding cakes or desserts may be arranged with the pastry chef of your choice.

Beverage Service:

- All alcoholic and non-alcoholic beverages will be provided by Fricano Event Center.
- Fricano Event Center offers the option of a full cash bar, a full host bar or any combination of the two.
- Fricano Event Center will provide bartending services.
- Fricano Event Center 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 reserve from decorating with staples, tacks, nails, tape, glitter, confetti, nuts, bird seed or rice in the facility.
- Please enclose all real 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 7 days prior to your scheduled event date.
- The beverage bill is due at the conclusion of your event.
- Payments may be made with cash, check, or one of the following credit cards: VISA or MasterCard. Fricano 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.