

Cascades Manor House

1970 Kibby Road Jackson, MI 49203
517-784-1500 Fax 517-784-8861
www.cascadesmanor.com

Name _____

Date _____ Occasion _____

Arrival Time _____ Departure Time _____

Approximate Count _____ Final Count Due Date _____

Room Requested: Dining Room Fireside Room VIP Room

Nonrefundable deposit required at time of booking: \$ _____

Additional deposit required two months prior to event: \$ _____

- ◆ Invoice is based on final count, which is due 7 days prior to your event.
- ◆ The Cascades Manor House provides all food and beverages. However, specialty cakes are permissible. Leftover foods cannot be taken off the premises.
- ◆ We are a smoke free facility.
- ◆ Delivery/set up times must be scheduled through our staff. **Glitter, streamers, and confetti are not allowed.** A clean up fee will be charged if these items are used on our premises. All decorations must be removed after the event.
- ◆ The Cascades Manor House allows up to five hours for your event. A rate of \$100 per hour will be added for extended time.
- ◆ Alcoholic beverages are not to be taken outside the building.
- ◆ Management reserves the right to refuse bar service to anyone we deem intoxicated or unmanageable.
- ◆ Security Service is is not required for this event billed at \$20 per hour.

Responsible Party

General Manager

Phone _____ Alternate Phone _____

Date _____

Date _____