

*Hellenic Banquet Center*  
*4970 Mackinaw Rd.*

*(989)793-8659*  
*Saginaw, MI 48603*

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***Thank you for considering the Hellenic Banquet Center for your event! The information provided here should help give you an idea of the services that we provide. If you have any questions regarding this information or would like us to design a menu to fit your specific needs, please don't hesitate to contact our sales department. We're here to help make your party as successful and trouble free as possible.***

### **Room & Deposit Information**

*\*Our facility can accommodate guest counts from 100 to 325. For guest counts under 200, a room rental charge of \$600.00 will apply. We require a final guest count on Friday, the week prior to your event.*

*\*A deposit of \$500 is required to reserve the date for your event. Your deposit will be refunded if we are notified of a cancellation within 30 days of your initial booking. Event cancellation occurring after 30 days will constitute a forfeit of your deposit.*

*\*Room rental charges for events with guest counts under 100 will be priced on an individual basis.*

### **Pricing & Payment Information**

*\*Approximately 2 months before your reception, we will set up a meeting to formally plan your event and choose your menu. At that time, 50% of your estimated total bill will be required. A final payment for the remaining balance will be due 72 hours prior to your event.*

*\*A 17% service charge and 6% State of Michigan Sales Tax will be added to all food and beverage charges.*

*\*Events on Fridays receive a 10% discount and events on Sundays will receive a 15% discount on both food and beverage services.*

*\*Saturday events held between November 1<sup>st</sup> and April 30<sup>th</sup> are eligible for a 10% discount.*

*\*Pricing is not guaranteed until you have received a quote from a member of our banquet sales staff.*

### **Services Provided**

*\*The Hellenic Banquet Center is fully air-conditioned and has adjustable lighting controls. It has a large dance floor and comes equipped with a house audio system.*

*\*A full, professional banquet staff is on hand to run your event including security and certified bartenders.*

*\*Full service menu packages include table linens, colored linen napkins (25 colors), and table skirting. China, silverware, coffee and water service are provided at guest tables.*

We are not responsible for damages to or loss of any item at the banquet center before, during or after an event. Liability for damage to the premises will be charged to the individual or organization authorizing payment for a banquet function.