

# Meridian & Gatherings

## BANQUET CENTERS

**Event name:**

**Contact:**

**Phone:**

**Location:** Meridian/Gatherings Banquet Center,  
5200 – 5206 Bissonnet, Bellaire, TX, 77401  
Office – (713) 667-8866 Michael - Cell (832) 594-7296 Lee - Cell (832) 894-0934

**Event Date:**

**Event Format:**

**Time of Event:**

**Set-up time:**

**Table Size:** 8 Tops

**Number of Guests:**

**Total Cost of Event:**

**Deposit Requirements:** \$1,000 (a receipt will be provided once the deposit is charged)  
\$1,000.00 IS NON REFUNDABLE.

Room Rental and Buffet Package

Round Tables & Banquet Chairs  
Table Cloths, Linen Napkins and Chair Covers  
China, Silverware and Glassware  
Gold or Silver Chargers  
Guest table decorations (Centerpieces)  
Dance Floor, Gift Table, 2 Easels for portraits, Registration Table  
Decorated Cake Table, Skirted buffet table  
Bridal Room  
Staffing  
Police Officer  
Four to Six hours of event time  
Full Setup and Cleanup

Catering Menu:

(Choose From Menu Selection)

Choice of Two Appetizers  
Main Entree  
Side Item 1 (Starch)  
Side Item 2 (Vegetable)  
Dinner Rolls  
Beverages: Iced Tea, Lemonade & Water  
Bar Package: Includes Two Bartenders, Mixers (Sodas, Tonic Water & Juices), Limes,  
Glassware & entire bar setup  
\*Client may purchase outside alcohol for the event if bar package is purchased\*

\*We can **customize any event**; let us know what you have in mind

## Meridian - Gatherings Banquet Center Contract

This agreement is between \_\_\_\_\_ (Hereinafter "Client") and Meridian - Gatherings Banquet Center, 5200 - 5206 Bissonnet, Bellaire, Texas and is effective immediately upon the signature of all parties. Client and Meridian - Gatherings Banquet Center agree to the following:

1. Meridian - Gatherings Banquet Center is reserved for Client's event.
2. Client's rental includes the above attached Banquet Worksheet.
3. A down payment of **\$1,000.00** is required with this event agreement to confirm the event date and time. It is understood that Meridian - Gatherings Banquet Center books quickly (and at any time), so time is of the essence if Client intends to contract with the facility. It is the policy of Meridian - Gatherings Banquet Center that "First come, first serve," so Client cannot reserve the facility without a deposit. Meridian - Gatherings Banquet Center is not responsible for advance blocking date(s) for Client. 25% of remaining balance will be due four months before event date and again two months before event date. The remaining balance will be due one month before event date. This amount is **non-refundable and non-transferable.**
4. Client shall tender payment of \$ \_\_\_\_\_ for all contracted amount by this date: \_\_\_\_\_ & \$ \_\_\_\_\_ by this date: \_\_\_\_\_ & \$ \_\_\_\_\_ by this date: \_\_\_\_\_.
5. In the event the client fails to tender such payment and the late payment section 6 is not exercised,
  - 1) Client shall be in breach of contract;
  - 2) The contract will be terminated;
  - 3) Client shall surrender client rights to possess the premises on the event date;
  - 4) Meridian - Gatherings Banquet Center shall be entitled to all monies advanced as liquidated damages for Client breach of the contract.
6. In the event that Meridian - Gatherings Banquet Center, at its sole discretion, agrees to accept late payment, a \$25.00 per every thousand dollars per day late fee is assessed for each working day the balance is past due. If this occurs, the contract/agreement herein will remain in effect upon payment of the balance and late charges.
7. Client will provide a completed Credit Card Authorization Form and copy of the credit card itself (front and back) at date of signing this contract. Damages to the property and extra cleanup charges which are incurred by Meridian - Gatherings Banquet Center, will be charged to the Clients credit card on file.
8. Client agrees to assume liability for any attendees who incur injuries or loss of property as the result of incidents that are caused by Client's own negligence.
9. Meridian - Gatherings Banquet Center is leased for functions "as is." Meridian - Gatherings Banquet Center reserves the right to also make additional upgrades and add-ons to the facility, and this happens from time to time.
10. Meridian - Gatherings Banquet Center reserves the right to approve any third party contractor or vendor Client chooses, and it is expressly agreed that Meridian - Gatherings Banquet Center assumes no loss, theft or damage resulting from such third parties, or from preferred or exclusive vendors, even upon approval.

11. Client will be responsible for all alcoholic beverages. Client must attach a copy of the Texas Alcoholic Beverage Commission License with this agreement. Client will not serve alcohol to minors, and no illegal drugs or other banned substances are allowed at the facility. Client will provide all necessary mixers. Client agrees to assume liability for any attendees that incur injuries or loss of property due to alcoholic beverage consumption and further agrees to assume all liability for damages, theft and/or loss to Meridian - Gatherings Banquet Center. In addition, the client agrees to defend, indemnify and hold harmless Meridian - Gatherings Banquet Center, its owners, officers, employees, agents and trustees, from any liability or damages asserted against Meridian - Gatherings Banquet Center, as a result of such claim, demands, costs or judgment arising out of the event being sponsored by the client pursuant to this agreement.
12. If during your event, such event is interrupted by reason of outage of power, flooding, storms, or by force majeure not within the control of Meridian - Gatherings Banquet Center, no portion of your rental fee will be refunded.
13. Meridian - Gatherings Banquet Center is not responsible for articles left or lost on the premise or in automobiles. Furthermore, Meridian – Gatherings Banquet Center is not responsible for automobiles self parked on or near the premises before, during or after the event.
14. All returned checks are subject to a \$30.00 return check fee. Please note Meridian - Gatherings Banquet Center is a NON-SMOKING facility.
15. Free parking is available. Valet services will be provided by Meridian - Gatherings Banquet Center if needed.
16. At all times there will be a minimum of one licensed Peace Officer on the premises during the event. Meridian - Gatherings Banquet Center will be entitled to have its owners, representatives, and agents on site at all times with complete access to all parts of the premises.

**CANCELLATION POLICY:**

1. Any cancellations must be submitted in writing. Upon receipt of deposit and signed event agreement, Meridian - Gatherings Banquet Center will block contracted dates and such dates will be unavailable for other clients to book. Deposits and payments are **non-refundable and non-transferable**.
2. Client may not assign, transfer or otherwise convey any rights in and under this agreement.
3. This agreement supersedes any previous discussion between the parties. This agreement/contract may only be amended in writing, when signed by both parties.
4. I / we hereby accept this agreement as stated in its entirety.

_____	_____
<b>Meridian - Gatherings Banquet Center</b>	<b>CLIENT</b> _____
<b>Date:</b> _____	<b>Date:</b> _____

Date: \_\_\_\_\_

Customer Name: \_\_\_\_\_

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

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Meridian - Gatherings Banquet Center In-House Policies**

Decorators are welcome if the following policies are respected and adhered to.

Client and client’s decorators will make no alterations to the premises whether internal or external. Temporary signs and decorations not affixed to the structure or walls are permitted.

All decorations brought in by decorators or client must meet all City Fire Codes and be pre approved by Meridian - Gatherings Banquet Center at least one week prior to the event.

Client will comply with all laws and regulations in the use and operation of the premises.

No Open Flames (Votives are okay), dangerous materials or other potential hazardous materials or activities are allowed.

Glitter, Confetti, Rice and Birdseeds are not permitted.

Vendors may enter the Ballroom no sooner than one hour prior to Event unless specific arrangements have been made prior to event with Meridian - Gatherings Banquet Center management.

Please advise your vendors that Meridian - Gatherings Banquet Center does not have a workshop area. Therefore all vendors must arrive with their final product for display or final execution.

**REHEARSAL POLICY:**

Meridian - Gatherings Banquet Center offers a two hour complimentary rehearsal time. The date and times of the rehearsal will be when we do not have a booked event and must be scheduled in advance with your Meridian - Gatherings Banquet Center representative. No outside food or drinks will be allowed inside the premises. Please contact your Meridian - Gatherings Banquet Center representative to go over food and beverage options.

# Credit Card Authorization Form

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**Cardholder Name (Please Print)**

**Credit Card Type:** \_\_\_\_\_

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**Credit Card Account Number**

**Expiration Date**

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**Client or Event Name**

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**Event Date**

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**Meridian - Gatherings Contact Name**

**I hereby authorize the Meridian – Gatherings Banquet Center to apply costs for the attached contract services to the credit card identified above.**

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**Cardholder Signature**

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**Date**

**Please send my Invoice and receipt to the address or Email below.**

**Name:** \_\_\_\_\_

**Address** \_\_\_\_\_ **City, State** \_\_\_\_\_ **Zip code** \_\_\_\_\_

**Email Address** \_\_\_\_\_