

**BELLE MAER HARBOR**

41700 CONGER BAY DRIVE, HARRISON TWP, MI 48045 (586)465-4534 FAX: (586)465-6956

**2017 WEDDING GAZEBO RESERVATION FORM**

Member Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Well Number: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ or \_\_\_\_\_

Event: \_\_\_ Wedding \_\_\_ Reception Day: \_\_\_\_\_ Date: \_\_\_\_\_

Number of guests (50 Maximum): \_\_\_\_\_ Number of Cars (20 Maximum): \_\_\_\_\_

Start Time: \_\_\_\_\_ End time (10:00 pm is latest): \_\_\_\_\_ Caterer: Yes \_\_\_ No \_\_\_

Caterer Name: \_\_\_\_\_ (Proof of Insurance required)

Entertainment (DJ, band): \_\_\_\_\_ (Proof of Insurance required)

**Acknowledgements:**

1. The \$125.00 rental fee must be paid before the Wedding is officially reserved by the Marina office staff. The rental fee is not refundable.
2. The Member must be present at the event and be responsible to see that the guests follow all of the Marina rules and regulations. It is extremely important that functions at the Wedding Gazebo do not infringe upon the enjoyment of the Marina by our BMH Members.
3. The rental of the Wedding Gazebo is available for Member functions only. The Wedding Gazebo is not available for Member sponsorship to non-household family.
4. Two days prior to the event, the Member must supply a list of guests by name, which the Marina office will give to the guard so that he can check in the guests as they arrive. The Marina does not supply any chairs or tables.
5. This form can be completed by phone, email or by fax (586-465-6956). Once the event has been approved, the Marina office staff will require that the form be signed and the \$125.00 be paid before the reservation is final. No dates will be reserved without the proper documentation and payment.
6. If paying with credit card, please return this Reservation Form with the Credit Card Authorization Form which is available on the BMH website under the "Forms" link or from the Marina Office.

Agreed and accepted:

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: Eric Foster \_\_\_\_\_ Date: \_\_\_\_\_ Jim Krause \_\_\_\_\_ Date: \_\_\_\_\_

Dates: Signed Form Received: \_\_\_\_\_ Rental & Security Deposit Received: \_\_\_\_\_

Certificates of Insurance Received: \_\_\_\_\_