



Mukogawa Fort Wright Institute

CUSTOMER AGREEMENT

A. Application Process

- A signed Customer Agreement and a Banquets/Party Prospectus must be completed prior to each event.
- Fees for the event shall be due fifteen (15) days prior to the event, unless other arrangements have been made. 15 % gratuity and current Washington State Sales tax will apply.
- A \$_____ deposit must accompany the Agreement and Prospectus. The deposit will be returned upon the acceptable completion of the event. Additional charges may be withheld from the deposit for such actions as unscheduled overtime, excessive cleanup, equipment damage, etc. Deposits will be returned within two (2) weeks.
- A **deposit is required to hold your space**; all functions are on a first come (to deposit), first served basis.

B. Cancellation/Refund Policy

- Cancellation 90 days or more prior to the event will receive 100% refund of the deposit, less a \$25 service fee for each area booked.
- Cancellation 89 or less days prior to the event will receive no refund.

C. Décor/Set up

- Only masking tape may be used for application of decorations to all buildings. Use of tacks, nails, scotch tape, duct tape, staples of any kind, etc., is strictly prohibited.
- No pinning of any items to drapes.
- Nothing may be applied to the ceiling or lights.
- The plants must not be moved or decorated, e.g. no application of lights, glitter, or feathers, etc.
- Use of chalk or paint on the asphalt is prohibited.
- You may toss **ONLY** Bird seed or Blow bubbles. This is only permissible when done outside. No rice, pop corn or confetti of any type is allowed.
- No open flame; fire code requires that all candles be in a hurricane glass. Any candles burning, not contained in a hurricane glass, **WILL** be confiscated.
- Excluding the Rose Arbor, no tables & chairs can be setup or taken outside.
- A Room set must stay in place, moving of chairs or tables is prohibited.
- The stage cannot be moved.
- No other sound equipment can be plugged into MFWI's sound system.

D. Food/Menu

- No outside food allowed in the building, except mints, nuts, and wedding cake.
- A 14 day notice is required on all menus, or they will be Chef's Choice.
- All Buffets will be left out for 1 ½ hours at most. This time frame is not applicable to hors d' oeuvres.
- No doggy-bags or to-go containers will be allowed during buffets.
- No customers/ walk-in's are allowed in the kitchen.

E. Alcohol

- A liquor permit must be obtained by the customer, end at midnight and be posted before any alcohol will be opened or served. **No exceptions.**
- Any and hard alcohol must be brought up to bar, and be dispensed by your bartender or it will be confiscated.
- No pitchers of beer will be allowed. Beer may only be served by the bottle/glass.
- No home brew of any type allowed.
- All alcohol must be kept in the building at all times.

F. Other Considerations

- All functions must be contained in an 8 hour period unless otherwise noted.
- Events will not go past 12:00 AM.
- Shoes and shirts must be worn at all times.
- No pets allowed in the buildings.
- Cars are to drive and park in posted areas, no driving on the lawn. Customers will be billed for sprinkler repair and are responsible for any and all damage caused by any of their guests.
- Any equipment damaged will be billed at replacement cost, not repair cost. Any building repair will be billed at maintenance overtime rate, because these repairs are not regular day work.
- Customers and children must stay in the room where the function is booked unless other arrangements have been made.
- Paying customers may take pictures around the immediate Commons and Rose Arbor Area, and only with prior approval.
- MFWI is not responsible for items left on its premises whether they belong to a rental group or a vendor/supplier with whom the group has contracted.

By signing this agreement the Customer agrees to hold Mukogawa Fort Wright Institute harmless from any and all bodily injury and/or property damage claims arising from the negligence of the Customer, it's officers, agents, employees, family members, or guests. The Customer will assume all responsibility caused by not adhering to the Mukogawa Fort Wright Institute's rules, policies, and guidelines as established in this Agreement.

_____ Customer Name (printed)

_____ Event(s) Date

_____ Customer Signature

_____ Customer Signature

_____ Mukogawa Fort Wright Institute Signature

_____ Date

<i>Where did you hear about us?</i>	
Dex Yellow Pages _____	circle section Banquet Facilities, Meeting Rooms, Weddings
Visitspokane.com _____	Spokane Regional Chamber Directory/Website _____
Website: _____	Other: _____