



Commonwealth Commerce Center
 209 E. Washington Ave.
 Jackson, MI 49201
 517 784 0059

COMMONWEALTH COMMERCE CENTER
Function Contract

Function Date _____
Day _____

CONTACT _____

ADDRESS _____

TYPE OF EVENT _____

ROOM _____ **ROOM CHARGE** _____

WORK PHONE _____ **HOME PHONE** _____ **CELL** _____

DEPOSIT: A \$300.00 cleaning/damage deposit is required one week before your event at the Commonwealth Commerce Center. This deposit will be refunded, less any cleaning or damage charges, after the function. The renter will be held responsible for all damage/cleaning costs that exceed the \$300.00 deposit.

SET UP/CLEAN UP: The renter's fee includes the following services: 1) all set up and breakdown of tables and chairs; 2) vacuuming; 3) mopping and wipe down of prep area linoleum floor; 4) cleaning tables and mirrored columns; 5) removal of secured trash from trash receptacles. Only blue masking tape may be used to secure decorations to the walls or mirrored columns. Check with CCC staff before suspending or attaching anything to the ceiling. Renter must remove all decorations at the end of the event (Midnight) **NO balloons, glitter, confetti, poppers, rose petals, beads crystals or open flames. You must check with CCC for any decorations. Cleanup and decorations must be completed by 11:00pm.**

LINENS: Unless you have purchased an all inclusive package (white linens only), linens are an extra cost and must be rented through Commonwealth Commerce Center. They must be paid two weeks prior of booked function.

PAYMENT: \$600.00 payment is due at time of booking. Balance is due 3 months prior to event. Any function that is not booked 3 months prior to event must be paid in full at time of booking (prearranged payment schedule is available).
ALL PAYMENTS ARE NON-REFUNDABLE.

SECURITY: Uniformed security is provided for your function until 11:00 p.m. A \$75.00 an hour security fee will be charged to the renting party for any hours needed after 11:00 pm.

ALCOHOL: Commonwealth Commerce Center has a liquor and liability license. All alcoholic beverages must be purchased through the CCC. CCC has the right to refuse alcohol beverages to anyone under the laws of the Michigan Liquor Control Commission. This specifically pertains to those under the age of 21 years and those who are visibly intoxicated. We can and do ask you for proper identification during function. We will not serve anyone without their ID. Alcohol open or unopened may not leave the premises, and remains property of the CCC. Last Call 10:15pm

NO ALCOHOL MAY BE BROUGHT INTO CCC. If so, the alcohol will be confiscated and the person or persons will be removed from the building and/or event closed down. The damage deposit will not be refunded if alcohol is brought into the building.

VENDORS: Must be licensed with **liability insurance and approved by the CCC.** These documents must be presented before function.

IN-HOUSE CATERING: Our wonderful in-house caterer offers a professional service at affordable pricing. For more information on CCC Catering, call 517 990 3261.

OUTSIDE CATERING: will have a \$300 service charge, payable at time of booking. Caterers must be licensed and approved by the CCC. The CCC is not liable for any issues with outside catering, (food poisoning, servers, food quantity, timeliness, etc.)
 NO home cooked food allowed.

Outside caterers are responsible for all trash cleanup, including the guests tables, their trash in the provided trash cans, and must be emptied in the trash receptical, all kitchen trash, clean up the kitchen area, mop floor and leave it like it was.

****THE WEDDING PARTY WILL BE CHARGED \$300 FOR ANY OF THE ABOVE RULES NOT MET.**

If you change your date/room, after function is booked there will be a \$400 service fee.

CANCELLATION POLICY: To cancel a booked function, CCC requires a written letter stating the room is no longer needed. Must be signed by the contract holder.

The CCC is not liable for any unforeseen issues such as (power outages, mechanical failures, acts of nature) or anything which is out of our control.

* ROOM CHARGE \$ _____

* PAYMENT DATE \$ _____

* BALANCE DUE \$ _____

* Plus \$300.00 damage deposit due two weeks prior.

Balance is due 3 months prior to function.
This contract is for the above listed event and cannot be changed to another function.

*** I know that I will forfeit any and all monies paid for this event listed above if canceled.**

I HAVE READ AND UNDERSTAND THE ABOVE AGREEMENT AND HAVE READ ALL RULES AND REGULATIONS

Signature _____

Date _____ Email _____

All checks payable to Commonwealth Commerce Center
 209 E. Washington Avenue ~ Jackson, MI 49201

Customer # _____ Entry Verification 2026/27 Book

When not renting a ballroom, no loud music is allowed to be played in undesignated areas/rooms. There are tenants and other parties we must respect.

4% service charge for Debit / Credit

* Contract pricing can change without notice