

- 1. Your security deposit equivalent to the room fee is required at the time of the contract signing. Cancellations received less than 90 days prior to the scheduled event will result in the forfeiture of your deposit. In the event an alternative date needs to be set for your function, the security deposit is transferable but not refundable.
- 2. Prepayment of 50% of your balance is due ten days prior to the scheduled event. The security deposit will be applied to the remaining balance due the day of your event.
- 3. All banquet and menu details must be finalized 10 days before the event. In the event you exceed the guaranteed number, a per plate charge will be added, and every effort will be made to accommodate those additional guests. All food and beverages are subject to state and local tax and an 18% gratuity charge.
- 4. No food or drink can be brought into or taken out of the facility by or on behalf of the guests, per Wisconsin State Health Codes. Only wedding and/or special occasion cakes are allowed to be brought into the facility by a guest.
- 5. Banquet bar service will end at 12:00 midnight, last call will be offered at 11:30pm. All patrons will be asked to leave the facility no later than 12:30am. We reserve the right to limit the consumption of alcohol in accordance to the State Laws of Wisconsin. Preorder beverages are subject to state and local taxes and an 18% gratuity.
- 6. An additional bartender fee will be assessed if your event doesn't generate a minimum of \$50 per hour per guests. The bartender fee of \$10 per hour will be added to your final bill for each hour of service.
- 7. Appropriate decorations may be installed prior to the function based on availability and authorization from management. Decorations must be removed immediately after the function unless other arrangements have been authorized by management. If decoration are not removed by the agreed upon time, a charge for removal will be added to the total bill. Day and time for decorating and removal should be established 10 days prior to the function. No nails, tacks, glitter, confetti or sequins allowed. Additional cleaning fees will be assessed if these items are used at the rate of \$20 per hour of clean up.
- 8. Management reserves the right to control the volume of any band, D.J., etc., if necessary. Music shall end no later than 12 midnight, unless previously authorized by management.
- 9. Any damage to premises, furnishings, equipment, etc. by contracted party or party's guests are to be payable by the contracted party.
- 10. Menu prices are subject to change at any time without notice.

Guest S	Signature
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Date

Date