

CONTRACT SPECIFICATIONS:

1. A SECURITY DEPOSIT OF THE ROOM CHARGE IS REQUIRED AT THE TIME OF THE CONTRACT FINALIZATION. A CANCELLATION RECEIVED LESS THAN 90 DAYS PRIOR TO THE SCHEDULED EVENT WILL RESULT IN THE FORFEITURE OF THE DEPOSIT.
2. WE REQUIRE AN ADVANCE PAYMENT OF AT LEAST HALF OF THE TOTAL ESTIMATED COST OF THE FUNCTION TO BE PAID NO LESS THAN 10 DAYS PRIOR TO THE EVENT. BALANCE TO BE SECURED BY A CREDIT CARD AND PAID ON THE DAY OF THE EVENT. ANY MISCELLANEOUS CHARGES TO BE PAID WITHIN TWO WEEKS.
3. ALL BANQUET AND MENU REQUIREMENTS MUST BE FINALIZED 10 DAYS BEFORE THE EVENT. THE BANQUET SPECIFICATION SHEET MUST BE SIGNED NO LATER THAN 10 DAYS PRIOR TO THE EVENT. IN THE EVENT YOU EXCEED THE GUARANTEED NUMBER, A PER PLATE CHARGE WILL BE ADDED. ALL FOOD AND BEVERAGES ARE SUBJECT TO STATE AND LOCAL TAX AND A 17% SERVICE 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 BIRTHDAY CAKES ARE ALLOWED TO BE BROUGHT INTO THE FACILITY BY A GUEST.
5. BANQUET BAR SERVICE WILL END AT . WE RESERVE THE RIGHT TO LIMIT THE CONSUMPTION OF ALCOHOL IN ACCORDANCE TO THE STATE LAWS. PARTIES MAY RESERVE A HALF BARREL OF BEER PER 100 GUESTS (GUARANTEED GUEST COUNT) AT A COST OF \$145.00 FOR DOMESTIC BEERS EACH PLUS TAX AND A 17% SERVICE CHARGE. NO KEGS WILL BE TAPPED AFTER 10:30 P.M. WITHOUT CONSENT OF MANAGEMENT OR CONTRACTED PARTY. HOST BAR TABS ARE SUBJECT TO TAX AND A 17% SERVICE CHARGE.
6. MANAGEMENT RESERVES THE RIGHT TO SCHEDULE ROOMS ACCORDING TO GUARANTEED NUMBER OF GUESTS. THE ESTIMATED NUMBER OF GUESTS MUST BE GIVEN AT TIME OF BOOKING, AND CANNOT BE ADDED TO WITHOUT PRIOR APPROVAL FROM MANAGEMENT.
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 DECORATIONS 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.
8. MANAGEMENT RESERVES THE RIGHT TO CONTROL THE VOLUME OF ANY BAND, DJ, ETC., IF NECESSARY. MUSIC SHALL END NO LATER THAN 12 MIDNIGHT, UNLESS PREVIOUSLY AUTHORIZED BY MANAGEMENT.
9. ANY DAMAGE TO PREMISES, FURNISHINGS, EQUIPMENT, ECT. BY CONTRACTED PARTY OR PARTY'S GUESTS ARE TO BE PAYABLE BY CLIENT/ORGANIZATION.
10. MENU PRICES ARE SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE.

SIGNATURE:

DATE: