

## WEDDING POLICIES

### Room Rental

A minimum of \$6500.00 in food and beverage must be spent for a Saturday evening function and \$4500.00 for Friday or Sunday function in our Ballroom. This amount doesn't include applicable taxes, service charges, special linen charges, cash bar revenue, bartender fees or any other incidental charges.

### Deposit and Payment

A \$1500.00 deposit is required to reserve the ballroom with the signing of the contract. A second deposit of \$1500.00 is required six months prior to the wedding date. Another \$1500.00 is due 90 days prior as well as 30 days prior. The remainder of the balance due will be collected seven days prior to the wedding date when the final guarantee is submitted.

### Guarantee

A guarantee of the number of guests you expect is required seven business days prior to your function along with payment in full. This is considered a minimum guarantee for which you will be charged. Guarantees may not be decreased after this point, but may be increased if needed.

### Bridal Suite

Our wedding packages include a complimentary night stay in our Bridal Suite. Our gift to both of you on your first anniversary is a complimentary night in our bridal suite (based on availability; reservation is required).

### Guest Rooms

We would be more than happy to discuss special room rates for your out-of-town guests. You may do so with our Sales Manager at (414) 765-1904.

### Bartenders

There will be no bartender fee so long as the cash bar revenue exceeds \$500.00 per bartender. If this is not met, a \$150.00 per bartender charge will prevail. This is not valid for weddings that have 100 or more people.

### Wedding Cake

We will cut, serve and wrap your wedding cake. The fee is \$200.00 flat rate. Please ask your bakery to provide boxes.

### Parking

Hotel ramp parking is available to banquet guests at the posted ramp prices, subject to availability.

### Cancellation

In the event of cancellation, all deposits are non-refundable.