

The Birch Room Banquet Hall

Thank you for considering The Birch Room as your venue for your special event.

We are conveniently located between Beloit and Janesville on Riverside Drive. We have a large private room in the upper level of Boundaries Bar and Grill that can accommodate up to 225 guests. The room includes:

- *Private Bar & Restrooms*
- *Signature Drink for your event*
- *Tables & Chairs*
- *Ceiling mounted Projector with Pull down Projection Screen*
- *Wi-Fi*
- *Guest Podium & Microphone*

Our goal is to meet your every need, we take pride in providing excellent food and caring service in a warm, friendly atmosphere for you and your guests.

Banquet Pricing

Weddings- PKG 1

\$1000.00 Deposit
\$2000.00 Room Charge
Get the Room for the Weekend,
Friday, Saturday, Sunday
We do all the catering ourselves

Weddings – PKG 2

\$1000.00 Deposit
\$1000.00 Room Charge
Gets the Room for the day of
ONLY
We do all the Catering ourselves.

Rehearsal Dinner – Our Bridal Party

No Deposit
\$250.00 Room Charge –with PKG 2
We do all Catering ourselves

Rehearsal Dinner

\$500.00 Deposit
\$500.00 Room Charge
We do all Catering ourselves

Class Reunion, Birthday Parties, Anniversary Party,

Retirement Party

\$500.00 Deposit
\$500.00 Room Charge 8 hours
We do all catering ourselves

Funeral Luncheon

No Deposit
No Room Charge
We do all Catering ourselves.

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Banquet Policy Agreement

The following policies have been established to enable us to accommodate you the best way we can. We encourage you to read them carefully and present us with any questions you may have so we can avoid any last minute confusion or disappointments.

Security Deposit

Your deposit is required to reserve your date; this is a deposit only and does not apply towards your balance owed. The security deposit will be applied towards any damages or loss incurred by PJ Vance 2014 LLC due to negligent or willful acts of Client or Client's guests. Refundable portions of the security deposit will be returned to the booking party within 15 business days after the function. In the event of a cancellation, the security deposit will be refunded only if we receive written notice 6 months prior to the original date. Past the 6 month time frame; only if we book the hall for the same type of event, same day and time. If you cancel your function two weeks prior to your event you will be charged up to 50% of the estimated food and room charges.

Prices, Service Charges, Gratuity and Taxes

A Room Rental Charge is required for all events. (Please see Banquet Pricing Sheet)

There is a \$50.00 Bartender fee for each Bartender for your event, Caterer will determine the number of Bartenders needed.

A twenty percent (20%) service charge will be added to all food and beverage prices. The service charge is a cost component of the meal, which is retained by the company for services rendered. Services include; waitstaff, event set up and take down, clean up, cake, gift, registration and head table.

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Prices, Service Charges, Gratuity and Taxes – continued

Applicable state and local taxes will be added to the total bill. Groups requesting tax exemption must submit current documentation of their tax-exempt status at the time of payment.

Decorations and other Services

We ask that you please discuss decorating ideas with the Banquet Coordinator. We ask that no tape, tacks or nails be used in the Banquet hall, along with no glitter, silly string confetti, or animals (including fish), are not allowed.

In the event that additional clean-up is necessary, i.e. use of glitter or confetti, or other excessive disorder, Client will be charged a clean-up fee which will be taken out of the security deposit. Any decorations, cake parts, or other items left in the banquet hall the following day will become property of the Birch Room unless arrangements have been made.

We carry several decorating items that can be rented to help you achieve the atmosphere you are looking to provide.

Linen

There is a \$50.00 charge for the use of Linens and Table Skirting.

Beverage Facilities

Please discuss with the Banquet Coordinator the different beverage stations available.

- *Cash Bar – Your private bar is set up with a wide selection of rail, call and premium liquors along with the most popular domestic beers, our house wines and soft drinks. A \$50.00 Bartender fee will be charged per bartender*

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Beverage Facilities – continued

- *Host Bar – Your guest are provided with an open bar for as long as you specify. This service is served by the glass and includes wines, domestic and premium bottled beer, soft drinks and mixed drinks. Prices do not include sales tax and gratuity.*
- *Drink Tickets – If you would like to offer drinks to your guest without exceeding your budget, this is a wonderful alternative to the host bar option. You would be required to furnish drink tickets (you can be creative and have them match the theme of your event) that you can give to your guests. You would decide how many each guest may receive. Any drink purchased with the ticket will get put on a separate tab that you, the host of the event, will be responsible for paying at the end of the evening, with either cash or credit card. Once the drink tickets are exhausted, your guests may continue to purchase drinks for cash at the bar. \$50.00 Bartender fee will be charged per bartender.*

Under no circumstance are you or your guest allowed to bring in any alcoholic beverages. Please note State and Local liquor laws regulate all alcoholic beverages sales. We reserve the right to check any and all identification. We do not serve anyone under the age of 21. Anyone who violates this policy will be asked to leave. Last call is at 12:00am (Midnight)

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Menus

You will find a selection of various menus attached to this agreement. Our menus are suggestions only. We would be pleased to customize a menu to meet your needs. Our buffet – style meals will allow for a 5% overage to cover larger appetites.

All menu selections will be confirmed two weeks in advance of your function. All special needs, set-up instructions and a guaranteed guest count will be given at this time.

Special price considerations or a Children's menu will be given for children under the age of ten.

It is the policy of The Birch Room to prohibit guest/clients to take with them any food items at any time including "leftover" items from the buffets, etc.

The National Restaurant Association guidelines and local Health Department regulations will be strictly enforced. Please understand that these restrictions are designed to ensure the safety of you and your guests and your complete cooperation is appreciated. The only exception to this rule is your event/wedding cake.

As required by the Wisconsin Health Department, we must inform consumers that the consumption of raw, undercooked, or otherwise not processed certain animal foods on the menu may pose a health risk to highly susceptible people (the elderly, children under the age of 4, pregnant women, and immune-compromised individuals).

Menu Selections

Pasta Bar: *Alfredo & Red Sauce with 2 types of Pasta, Garlic Bread and Salad \$14.00*

Single Entrée Buffet: *with your choice of 2 Sides \$16.00.*

Two Entrée Buffet: *Your Choice of 2 Entrées and 3 additional sides. \$19.00*

Three Entrée Buffet: *Your Choice of 3 Entrées and 3 additional sides. \$21.00*

Buffet Meals include dinner rolls with butter and appropriate condiments.

Entrée Selections

*Glazed Ham Baked Chicken Chicken Cordon Bleu Swedish Meat Balls
Roasted Turkey Roasted Pork Roast Beef Baked Fish Vegetarian Lasagna
Rolls Spaghetti and Meat Balls Baked Mostaccioli*

Salad Selection

*Tossed Salad Potato Salad Creamy Cole Slaw Cheddar Macaroni Salad Asiago
Pasta Salad Southwestern Pasta Salad Fruit Salad (Seasonal only)*

Potato Selection

*Mashed/Gravy Au Gratin Baked Twice Baked Roasted Red Rice Pasta
Sage Dressing*

Vegetable Selection

Baby Glazed Carrots Green Beans Corn Green Beans Deluxe Baked Beans

Listed Prices excludes sales tax and 20% gratuity.

Prices are subject to change.

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Hors d'oeuvres

Cold Appetizers

Serves 50

<i>Fresh Vegetables.....</i>	<i>\$75.00</i>
<i>Cheese, Sausage and Cracker Tray.....</i>	<i>\$75.00</i>
<i>Seasonal Fruit Bowl/Basket</i>	<i>\$95.00</i>
<i>Bruschetta.....</i>	<i>\$45.00</i>
<i>Smoked Salmon.....</i>	<i>\$185.00</i>
<i>Cocktail Shrimp.....</i>	<i>Fair Market Value</i>

Hot Appetizers

Serves 50

<i>Tomato Basil Shooters.....</i>	<i>\$60.00</i>
<i>Meat Balls</i>	<i>\$85.00</i>
<i>BBQ Cocktail Franks</i>	<i>\$85.00</i>
<i>Frank Beef in Puff Pastry.....</i>	<i>\$85.00</i>
<i>Poached Pear & Brie.....</i>	<i>\$175.00</i>
<i>Spanakopita.....</i>	<i>\$145.00</i>
<i>Chicken Drumminettes</i>	<i>\$115.00</i>
<i>Broaster Jumbo Popcorn Chicken</i>	<i>\$140.00</i>

Light Snacks

Serves 50

<i>Chips with Dip</i>	<i>\$30.00</i>
<i>Chips with Salsa.....</i>	<i>\$30.00</i>
<i>Finger Sandwiches.....</i>	<i>\$75.00</i>
<i>Party Mix.....</i>	<i>\$15.00 lb.</i>
<i>Fancy Mixed Nuts.....</i>	<i>\$24.00 lb.</i>

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Beverages:

<i>Punch (2 gallons)</i>	<i>\$35.00</i>
<i>Champagne – House Verdi</i>	<i>\$15.00</i>
<i>Asti</i>	<i>\$24.00</i>
<i>Non-Alcohol</i>	<i>\$12.00</i>
<i>½ Half Barrel Domestic Beer</i>	<i>\$220.00</i>
<i>½ Half Barrel (Premium, Michelob, etc.)</i>	<i>\$250.00</i>
<i>Unlimited Soda – per person</i>	<i>\$3.00</i>
<i>Coffee Station – per fill</i>	<i>\$35.00</i>

Desserts:

<i>Tray of Cookies</i>	<i>\$60.00</i>
<i>Tray of Brownies</i>	<i>\$65.00</i>
<i>Mini Cheese Cake</i>	<i>\$75.00</i>

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*I have reviewed the information contained within the **Banquet Policy Agreement** packet provided to me by The Birch Room. I understand the policies outlined and understand my responsibility to honor them.*

General Information:

Name of Client: _____

Phone Number: _____

Address: _____

Type of Function: _____

Date of Event: _____

Estimated Guest: _____ Hours of Service: _____ to _____

Menu & Guest count Guarantee Date _____

I have read and understand these policies and agree to honor what is outlined within this agreement.

Client Signature

Date

Birch Room Representative

Date