

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 & Grill that can accommodate up to 175 guests. The room includes:

- *Free Wi-Fi*
- *Private bar (bartender fee applies)*
- *Private restrooms*
- *Tables & chairs*
- *Ceiling-mounted projector w/pull-down projection screen*
- *Microphone available*

We take pride in providing excellent food and caring service in a warm, friendly atmosphere for you and your guests.

*The Birch Room Banquet Hall
3807 S Riverside Dr.
Beloit, WI 53511
mrbirchroom@gmail.com (Shelly)
amhbirchroom@gmail.com (Anne)
(608)362-5249*

The Birch Room Banquet Hall
Banquet Pricing

Wedding Package 1

\$1000.00 Deposit

\$2000.00 Room Charge

Room use for Friday, Saturday, and Sunday

Wedding Package 2

\$1500.00 Deposit

\$1500.00 Room Charge

*Room use for **day of scheduled event***

Rehearsal Dinner

For bridal party with us

No Deposit

\$250.00 Room Charge w/Pkg 2

Room use for Friday, Saturday, and Sunday

Rehearsal Dinner

\$500.00 Deposit

\$500.00 Room Charge

*Room use for **day of scheduled event***

Non-Bridal Events/Parties

\$500.00 Room Deposit

\$500.00 Room Charge (8 hours total usage)

\$250.00 Room Deposit

\$250.00 Room Charge (4 hours total usage)

Funeral Luncheons

No Deposit

\$100.00 Room Charge

***Catering for all events is handled by The Birchroom.**

The Birch Room Banquet Hall

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 that you may have so we can avoid any last-minute confusion or disappointments.

Security Deposit

A security deposit is required to reserve your event date. Your security deposit 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 clients 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 booking date. Past the 6-month timeframe; only if we book the hall for the same type of event, same date, same 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 Page)*

**There is a \$50.00 bartender fee for each bartender for your event. Banquet planner will determine the number of bartenders needed.*

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

**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.*

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Decorations and Other Services

**We ask that you please discuss your decorating ideas with the banquet coordinator. The following items are not allowed: tacks, nails, loose glitter, silly string, confetti, or animals (including fish). If you wish to put up pictures, banners, or any other items that need to be attached to the walls or ceiling, you must provide a non-damaging mounting material (poster putty, Glue Dots, removable mounting tape, Command Strips/hooks, etc.)*

**In the event that additional clean-up is necessary, i.e. use of loose glitter/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.*

Linen

There is a \$50.00 charge for the use of table linens, linen napkins, and table skirting.

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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 fee of \$50.00 will be charged for each bartender.*
- **Host Bar**- *Your guests 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*
- **Drink Tickets**- *If you would like to offer drinks to your guests 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 would receive. Any drink purchased with the tickets would be 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 circumstances are you or your guests allowed to bring in any alcoholic beverages. Please note that state and local liquor laws regulate all alcoholic beverage 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 at is at 12:00am (Midnight).

The Birch Room Banquet Hall

Banquet Policy Agreement

Catering

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 event date. All special needs, requests, set-up instructions, and a guaranteed guest-count will be given at this time.

*Special price considerations (Children's Menu) will be given for **children under the age of ten**. It is the policy of The Birch Room to prohibit guests/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 (elderly people, children under the age of 4, pregnant women, and immune-compromised individuals).

Please, understand that if it is found that unapproved food is brought in to the banquet hall, it will result in the loss of your security deposit.

The Birch Room Banquet Hall

Menu Selections

Pasta Bar	<i>Alfredo & red sauce, 2 types of pasta, garlic bread, salad</i>	<i>\$16.00</i>
Single-Entree Buffet	<i>Choice of 1 entree item with 2 sides</i>	<i>\$18.00</i>
Two-Entree Buffet	<i>Choice of 2 entree items with 3 additional sides</i>	<i>\$21.00</i>
Three-Entree Buffet	<i>Choice of 3 entree items with 3 additional sides</i>	<i>\$24.00</i>

**Buffet meals include dinner rolls with butter & appropriate condiments*

**Listed prices exclude sales tax and 20% gratuity*

**Prices are subject to change*

Entree Selections

Glazed ham, Baked chicken, Chicken cordon bleu, Swedish meatballs, Roasted turkey, Roasted pork, Roast Beef, Baked fish, Vegetarian lasagna rolls, Spaghetti and meatballs, Baked mostaccioli

Salad Selections

Tossed salad, Potato salad, Creamy coleslaw, Cheddar macaroni salad, Asiago pasta salad, Southwestern pasta salad, Fruit salad (seasonal only)

Potato Selections

Mashed potatoes w/gravy, Au Gratin, Baked, Roasted Red, Rice, Pasta, Sage dressing

Vegetable Selections

Baby glazed carrots, Green beans, Corn, Green beans deluxe, Baked beans

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Hors D'oeuvres

<i>Fresh Fruit</i>	\$95.00
<i>Cheese, Sausage, and Cracker Tray</i>	\$85.00
<i>Vegetable Tray w/Dip</i>	\$75.00
<i>Relish Tray</i>	\$85.00
<i>Gourmet Stuffed Deviled Eggs</i>	\$125.00
<i>Mini Rubens</i>	\$125.00
<i>Assorted Pinwheels</i>	\$125.00
<i>Tea Sandwiches</i>	\$125.00
<i>Parmesan, Basil, and Tomato Skewers</i>	\$150.00
<i>Shrimp Cocktail</i>	\$150.00
<i>Meatballs (Swedish or BBQ)</i>	\$85.00
<i>BBQ Little Smokies</i>	\$85.00
<i>Artichoke Dip w/Crostini</i>	\$125.00
<i>Taco Dip w/Chips</i>	\$75.00
<i>Chex Mix, Gardettos, Chips & Dip</i>	\$75.00

**Listed Prices excludes sales tax and 20% service charge*

**Prices are subject to change*

The Birch Room Banquet Hall
Beverages

<i>Punch (2 gallons)</i>	<i>\$35.00</i>
<i>Champagne:</i>	
<i>House Verdi.....</i>	<i>\$18.00</i>
<i>Asti.....</i>	<i>\$25.00</i>
<i>Non-Alcoholic.....</i>	<i>\$12.00</i>
<i>½ Half Barrel Domestic Beer</i>	<i>\$240.00</i>
<i>½ Half Barrel Premium Beer (Michelob, etc).....</i>	<i>\$270.00</i>
<i>Unlimited Soda - Per Person.....</i>	<i>\$3.00</i>
<i>Coffee Station - Per Fill</i>	<i>\$35.00</i>

Desserts

<i>Cookie Tray</i>	<i>\$60.00</i>
<i>Brownie Tray.....</i>	<i>\$65.00</i>
<i>Mini Cheesecakes</i>	<i>\$75.00</i>

**Listed Prices exclude sales tax and 20% service charge*
**Prices are subject to change*

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Banquet Policy Agreement

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: _____

Email Address: _____

Type of Function: _____

Date of Event: _____

Hours of Service: _____ to _____

Estimated Guest Count: _____

Menu & Guest Count Guarantee Date: _____

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

Client Signature

Date

Birch Room Representative

Date