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**The Birch Room Banquet Hall**

**Event Information and Contract**

3807 S. Riverside Drive

Beloit, WI 53511

Banquet Coordinator - Shelly: (608) 290-7962

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 on 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 with pull-down projection screen.
* Microphone available

We take pride in providing a rustic, warm, friendly atmosphere for you and your guests.

**The Birch Room Banquet Hall**

3807 S. Riverside Drive

Beloit, WI 53511

Shelly: mrmbirchroom@gmail.com

Cell: (608) 290-7962

**Banquet Pricing**

**Wedding Package 1:**

*$1000.00 Deposit*

*$4500.00 Room Charge*

*Room use for Friday, Saturday and Sunday*

**Wedding Package 2/Quinceañera Package:**

*$1000.00 Deposit*

*$2000.00 Room Charge*

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

**Non-Bridal Events/Parties**

***8 hour total usage***

*$500.00 Deposit*

*$1000.00 Room Charge*

***4 hour total usage***

*$250.00 Deposit*

*$500.00 Room Charge*

**Funeral Luncheons – 3 hour event**

*\*No Deposit*

*$300.00 Room Charge*

*Linens Included*

*$100.00 Service Charge*

*$400.00 total, excluding bartender fee and taxes.*

**Banquet Policy Agreement**

**Security Deposit**

*A security deposit is required to reserve your event date. Your security deposit is a deposit only and does not apply toward your balance owed. The security deposit will be applied toward any damages or loss incurred by Avance & Son’s Investments 22, LLC (DBA The Birch Room) 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 2 weeks prior to the original booking date. If you cancel your function two weeks prior to your event, you will be charged up to 50% of the security deposit.*

**Prices, Service Charges, Gratuity and Taxes**

* *A room rental charge is required for all events. (Please see Banquet Pricing Page)*
* *There is a $100.00 bartender fee for each bartender needed for your event. The Banquet Coordinator will determine the number of bartenders needed. (1 bartender per 100 people required)*
* *A twenty-five percent (25%) service charge will be added to all events. The service charge is a cost component of the banquet, which is retained by the company for services rendered. Services include event set-up/take–down and clean up.*
* *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.*
* *Please note that your event must be paid in full 15 days prior to the date of the event.*

**Banquet Policy Agreement**

**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**
* **Animals (including fish)**
* **Balloons filled with confetti**

**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.)**

We request that you do not include popcorn as any part of your event.

**In the event any additional clean-up is necessary, (use of any of the above listed items or excessive disorder) the client will be charged a clean-up fee, which will be taken out of the security deposit or could include the entire 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 any linens.*

**Beverage Options**

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, seltzers, our house wines, and soft drinks. A fee of $100.00 will be charged for each bartender. The number of bartenders needed will be determined by the Banquet Coordinator.  *20% gratuity will be added to all open tabs.*
* **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 beer, seltzers, 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 so 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. $100.00 Bartender Fee will be charged per bartender. The number of bartenders needed will be determined by the banquet coordinator. 20% gratuity will be added to all open tabs.

***Under no circumstances are you or your guests allowed to bring in any beverages. Please note that state and local liquor laws regulate all alcoholic beverage sales. We do not serve anyone under the age of 21, nor do we condone them drinking in our facility. Be aware that we reserve the right to card any guest. Anyone who violates this policy will be asked to leave, and deposit may be kept due to violation of signed contract and loss of business for the facility. The last call is at 11:30pm. You are responsible for your guests and their behavior.***

**Catering**

You are free to use any licensed caterer of your choice. However, the caterer must be licensed by the State of Wisconsin or the State of Illinois and be able to provide us with a copy of a current license.

This is also required for any baked goods that are brought into The Birch Room.

It is the responsibility of your caterer or client to provide all necessary equipment for your event. This includes dishes, cutlery, chafers, etc. Your caterer is also responsible for the clearing of tables, removal of dishes, cutlery, chafers, etc.

Please be sure that whatever caterer you use understands this. Be aware that failure to comply with our policies will result in the forfeiture of the security deposit.

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

**Beverages**

**Punch (2 gallons) -** $40.00

**Champagne:**

*House Verdi -* $18.00

*Asti -* $25.00

*Non-Alcoholic -* $15.00

**½ Barrel Domestic Beer -** $250.00

**½ Barrel Premium Beer (Michelob) -** $290

**Unlimited Soda – Per Person -** $3.00

**Coffee Station – Per Fill -** $40.00

*\*Listed Prices* ***DO NOT INCLUDE*** *sales tax or 25% service charge*

*\*Prices are subject to change\**

**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. I understand that by signing I acknowledge that if I do not abide by the regulations provided herein, I could forfeit all, or a portion of the Security Deposit.

General Information:

Name of Client:

Phone Number:

Address:

Email Address:

Type of Function:

Date of Event:

Hours of Service: TO

Estimated Guest Count:

Guest Count Guarantee Date:

Final Payment Due:

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

Client Signature Date

Birch Room Representative Date