

Wegner's Cedar Lake Inn, LLC.

Banquet Policies

The renting party agrees to the following terms and conditions.

1. Function and space available on a first come, first serve basis. The down deposit depends on the day of the event; either \$200 (Sunday-Thursday) or \$400 (Friday and Saturday). The down deposit is due upon signing. All down deposits are non-refundable. If for some reason you wish to cancel your contract, any additional monies paid after the down deposit will be refunded only if we are able to rebook the date. The refundable portion will be made available the following Monday after the event's scheduled date.
2. 14 days before your event, final food selection must be determined.
3. 14 days before the event, a guaranteed number of guests (the minimum number of meals you will be charged for) is required. Final payment for food is due at this time. Events that cancel less than 48 hours before the time of the function are non-refundable. If the amount of product served is above the number agreed upon, the bill will be changed accordingly. Any other charges, such as liquor and other rentals, are due at the end of the event. Wegner's Cedar Lake Inn, LLC. will prepare a certain percentage of product over your count, depending on the nature of your event. Health regulations and insurance restrictions prevent Wegner's Cedar Lake Inn, LLC. to release any extra food prepared out of the facilities or grounds.
4. A seventeen percent (17%) service charge and applicable taxes will be applied towards any food, beverage, and additional rentals. Room charges are not taxable.
5. If you are non-taxable, a copy of your sales tax-exemption certificate must be attached to the contract. Wegner's Cedar Lake Inn, LLC. must be made aware of your non-tax-exemption at the time of booking.
6. The customer agrees and understands that any price quoted for any rental agreements may be subject to price increases without notice that may occur between now and the scheduled event. Prices will be guaranteed ten (10) weeks before your function. Prices may be guaranteed a minimum of six (6) months from the date of the event with full payment of all catering, excluding service charges and taxes.
7. The customer agrees to obey all ordinance of the Town of West Bend and the laws of the State of Wisconsin, and shall be liable for any or all damage done to the property of personal injury caused by guests, employees or agents.
8. Any expense incurred towards repair and/or equipment lost or damaged by you guests will be assessed after the event.
9. Room decorations may not be taped, stapled, or hung from any ceiling, wall or lighting fixture, unless the customer has express written consent from Wegner's Cedar Lake Inn, LLC. management staff.
10. A fifty-dollar (\$50) fee will be added for additional special room cleaning.
11. The customer is required to purchase any and all food and beverage products from Wegner's Cedar Lake Inn LLC., unless the customer has express written consent from Wegner's Cedar Lake Inn, LLC. management staff.
12. Wegner's Cedar Lake Inn, LLC. will provide licensed bar staff for any events that require alcoholic beverages to be served.
13. A fifty-dollar (\$50) bartender fee will be applied to the beverage portion of this contract if the cash sales of the bar does not exceed five hundred dollars (\$500).
14. Prices for non-buffet catering selections are based upon one (1) serving per entrée per function. Any additional selections for serving can be provided for an additional cost.
15. Functions are staffed based on the amount of guests. Additional staff (if requested) will be charged at an additional rate.
16. All musical/entertainment arrangements are to be handled by the customer. Music must be contracted to end by 12:00 am. Wegner's Cedar Lake Inn, LLC. closes at 1:00 am.
17. Payments for catering or rental can be made with cash, Master Card, Visa, American Express, and Discover credit cards or any personal, business or cashier's checks. A fifty-dollar (\$50) fee will be billed to the customer in case of any returned check.
18. Wegner's Cedar Lake Inn, LLC. will not assume any responsibility for damage or loss in our parking lot, coat check, or facilities before, during or after any event.
19. There will be a \$25.00 clean up fee for any use of confetti.
20. There is a minimum count of 30 guests for our Banquet room. This is the least amount that you will be charged for.

It is understood between Wegner's Cedar Lake Inn, LLC and the customer that if for any reason Wegner's Cedar Lake Inn, LLC. is unable or unwilling to carry out all or substantially all of the the provisions listed on this contract, then Wegner's Cedar Lake Inn, LLC. shall adjust the customer's obligations hereunder accordingly, and if appropriate, shall return all monies paid hereunder by the customer. In no event shall the customer make claim for, nor shall Wegner's Cedar Lake Inn, LLC. be liable to the customer for any incidental or consequential damages arising from Wegner's Cedar Lake Inn, LLC. inability or willingness to carry out all or subsequently all of the provisions of this contract.

Cake Cutting...\$1.00 per person
Cork Fee...\$25.00 per bottle

Wegner's Cedar Lake Inn, LLC. Representative

Customer