

## Contract Information

### **Grand Ball Room**    Seats up to 500 people

You must meet the requirement of a minimum of 250 guests to eat dinner.  
If you do not meet the requirement, you will be invoiced for the minimum.

### **Badger Room**    Seats up to 200 people

You must meet the requirement of a minimum of 100 guests to eat dinner.  
If you do not meet the requirement, you will be invoiced for the minimum.

### **Fee and Deposit Schedule**

- A room fee along with a signed contract is required to guarantee event date.
  - Rental fee includes: Table, chairs (set-up and take-down), linens, paper dinner napkin, silverware, china, use of PA system, cordless microphone for speeches, use of screen and projector (large hall), TVs for video, DJ hook ups, background music and bartenders.
- A \$500.00 deposit towards your food bill will be required six months before your wedding. \*Failing to do so may result in the cancellation of your reception date. Deposit will be applied to cost of the event.
- A final contract will be sent out two months prior to your wedding.
- All details must be finalized **14 days** before your wedding; this includes final guest count, all food and beverage choices. The final bill is based upon the number confirmed. If the number of guests exceeds the count given, you will be invoiced for the additional guest accordingly: At this time the food portion of your bill is due.
- All other charges for beverage, amenities, and services will be due the day of the event.
- We do accept credit/debit cards. Checks or money orders are also accepted.
  - **There is a 4% charge if your food/bar bill is paid with a credit card**
- **Prices will be guaranteed 60 days prior to the function.**
- An 20% gratuity and a 5.5 % Wisconsin Sales Tax will be added to your food bill and bar bill.

### **Additional Ideas**

- We offer white chair covers with a silvery sash at an additional cost of \$2.00 per chair (if you put covers on), \$3.00 per chair (if we put covers on).
- We offer a head table riser so all your friends and family will be able to see the bridal party. The riser seats up to 20 people in the Grand Ballroom only. There is a \$200.00 rental fee.
- In the Grand Ball Room, "squared tables" give the round table effect. (Note: Tables seat up to 14 people.)

## **General Information**

- DJ must be done at 11:00 p.m.
- The Village at 170 does not cut cakes, pies, desserts for weddings. You are responsible for supplying plates, napkins, and forks for the wedding cake.
- All decorations must be removed at the conclusion of the reception.
- With the exception of cake/cupcakes or specialty dessert from a licensed vendor, all food, beer, soda, champagne, etc. must be purchased from us. No carry-ins allowed.
- The Village at 170 is not responsible for lost, stolen or damage to your property.
- The Village at 170 reserves the right to refuse alcohol to anyone who is under 21, cannot produce a valid ID or appears to be intoxicated.
- A valid major credit card number will be taken and put-on file in case of damages caused by yourself or your guests to linens, rental items or property. This card will also be used to cover any unpaid balances, in the event that your check payments do not clear, an additional \$50.00 will be added and charged to this credit card.
- Due to food and safety regulations, The Village at 170 is prohibited from releasing any leftover food to you or your guests. This policy is required by the Wisconsin Department of Health. All food that has been on a buffet has reached the maximum safe food handling time restraints as stated in the Wisconsin Food Code 3-501.19 an 3-501.16.