



## **Prairie du Chien Country Club Wedding Venue Contract**

**Event Date:**

**Event Type:**

**General Information:**

### **Event Contacts**

<u>Name</u>	<u>Role</u>	<u>Phone</u>	<u>Email</u>
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### **Wedding Agreement**

#### **FOOD & BEVERAGE**

All food and beverages, with exception to wedding cake /cupcakes, must be purchased through Prairie du Chien Country Club (PDCCC). PDCCC strictly adheres to all federal, state and local laws with regard to food and beverage purchases and consumption. Per Wisconsin Administrative code (DH & SS, Section 196.07) no food may be allowed in from an outside source. As well, no liquor will be allowed to be brought onsite (Wis. State 125.32 (6). For liability reasons no food prepared by the Club (including any remaining uneaten food for the function) may be taken out of the Club. You may bring in your own cake/cupcakes from a licensed baker; however, a handling charge of \$.50 per person will be assessed to cover cutting, serving, linen, dish and silverware washing of cut wedding cakes.

Menus must be prearranged for all parties. Menu selections must be made at least 30 days prior to the date of your function. We are happy to assist you in planning your menu and accommodating any special requirements.

1. The exact number of each entrée to be prepared must be reported to the Food & Beverage Manager by noon, seven days in advance.
2. When choices are offered, the correct number of each must be prepared in advance; therefore, the host will be charged for that count plus any last-minute additions.

Menu prices are not negotiable. Prairie du Chien Country Club will not quote firm prices more than 60 days in advance; therefore, menu prices are subject to adjustment.

**TAX/SERVICE CHARGES**

All food purchases, bar purchases and open bar tabs are subject to a 19% service charge; 5.5% sales tax is then added to the total amount. These prices are detailed in the banquet menu section. Groups requesting a sales tax exemption must provide a copy of their tax exemption certificate prior to the scheduled function.

**GUARANTEES & PAYMENTS**

An attendance guarantee is required by noon, seven days prior to each meal function. It is not possible to lower the guarantee after seven days prior to the function; however, it may be increased. If a guarantee is not submitted, seven days in advance, the preliminary number given will be considered the correct number. You will be charged for the number guaranteed or the number actually served, whichever is greater. If an attendance count increases more than 5% within three days prior to the function, we reserve the right to substitute an entrée selection.

Full payment must be made three (3) days prior to your events based on the estimated bill created from your guaranteed numbers and beverage selections as outlined on your Banquet Event Order (BEO). If paying by personal check, payment must be received 10 days in advance. **Full balance of any additional purchases made that evening is due no later than the end of the event.** An Event Timeline and BEO which details our services which will be provided and is considered part of this contract.

**RENTAL, DEPOSITS & CANCELLATION**

Rental

Rental for the Pavilion (9:00am- 12:00am) is **\$1500.00**. No event will be considered confirmed until a contract has been signed and the deposit is received. Contract & Deposit must be signed by both parties and received by \_\_\_\_\_.

Deposit & Pre-Payments

A signed contract, along with a **non-refundable \$500 deposit** is required to reserve the Pavilion. This deposit is then applied towards the "final bill".

Cancellation

This agreement may be canceled by either party with written notice at any time. The Group acknowledges that if this agreement is canceled for any reason, the group agrees to pay Prairie du Chien Country Club based on the scale below:

<u>Date of notice prior to scheduled event:</u>	<u>Cancellation Charge:</u>
1 Year or More	Loss of Deposit
6-12 Months	%50 percent of food minimums
Less than 6 months	%100 percent of food minimums

**DECORATIONS**

Please check with our Food & Beverage Manager and ask about appropriate sizes when ordering flowers for buffet tables or any special requests that you may have. There will be an added charge for setup of chair covers, special napkin folds and more than a basic centerpiece.

**MINORS**

Prairie du Chien Country Club personnel will not serve alcohol to underage guests. Any guest who, in the opinion of the Club personnel, has exceeded a safe level of alcohol consumption will be refused service. The ultimate responsibility in matters of underage drinking, excessive drinking or inappropriate conduct belongs to the host of the event.

**GENERAL LIABILITY**

Prairie du Chien Country Club does not permit the affixing of anything to the walls, floor or ceilings of rooms with nails, staples, tape or any other substance without permission from . Host agrees to be responsible for any damage to the premises or equipment by members, guests, invitees or outside groups contracted by host during the function. Any unreasonable amount of cleanup will be charged a labor charge of \$25 per hour per employee needed to complete the work.

**CLOSING POLICY**

Bar service ends at 11:30 pm. There will be no exception to this regulation. All Club guests must vacate by 12:00 am. No entertainment may be scheduled to perform later than 11:30 pm. One hour is allowed after the entertainment is concluded to take down and remove equipment from the Club. The event host will be charged at a rate of \$50 per hour for additional time taken.

**MEDIA RELEASE**

Occasionally, PDCCC takes photos and videos of on-site events. Some of the media is used for marketing materials. By initialing below, you agree to allow Prairie du Chien Country Club to use images of your event, without compensation. Prairie du Chien Country Club agrees to allow release any of the photos or videos to your group with written request. \_\_\_\_\_

**AGREEMENT SIGNATURE**

The agreement constitutes the entire agreement between the parties and supersedes all prior agreements, whether written or oral. The agreement shall become effective as the date it is fully executed by the parties hereto, provided that such execution occurs before the cut-off date. Until the effective date, no venue space arrangements herein are binding on Prairie du Chien Country Club. Each party here by represents to the other that the person(s) who sign this agreement below on its behalf is fully authorized to do so.

Group Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Prairie du Chien Country Club Authorized Signature