

# General Information

## Food Service

No food or beverage of any kind is permitted in banquet or meeting rooms unless provided by the hotel. Wisconsin health code states that no food or beverage items, which remain uneaten after the event, may be removed from the hotel by the customer or its attendees.

## Menu Prices

The hotel will confirm the food and beverage prices 60 days prior to the event. Menu selections must be received by the hotel's catering department at least 14 days prior to the event.

## Multiple Entrées

If multiple entrées are selected, there will be an additional \$100 labor charge for two entrees and \$150 for three entrées. Multiple entrée selections are not permitted for groups under 20.

## Labor Charge

There will be an additional \$25 labor charge for guarantees under 25 people and a \$100 labor charge for hot buffets under 50 people.

## Final Guarantee

The final guarantee of attendance must be submitted to the catering department by noon three working days prior to the event.

## Banquet Bar

Each banquet bar ordered must generate at least \$200 in sales per bartender or a \$100 per bartender service charge will be assessed. Barreled beer is not included in the \$200 minimum.

## Service Charges and Taxes

All food and beverage items are subject to service charge and tax. The current service charge is 19%. State and local sales tax will then be added to the total amount. The current tax rate is 5.5%.

## Room Assignments

All room assignments are subject to change, especially in the case of fluctuating attendance figures. Any extraordinary room set up changes, within 72 hours prior to event, may be assessed a set up fee of \$100.

## Decorating Policies

The hotel does not permit affixing of anything to the walls, floor or ceilings of rooms with staples, tape, glue or nails. No glitter, confetti or open flame candles will be allowed. All displays, materials, signs, banners and decorations must be removed prior to departure. All guest rooms and meeting/function rooms must be in the same condition that they were prior to the event.

## Package Shipping and Handling

The hotel will accept packages up to three business days prior to the event. The first 10 boxes will not be assessed a handling fee. Each box after 10 will be charged a \$1 per box handling fee. Oversized boxes or boxes weighing more than 50 lbs. may be subject to an additional fee.

## Parking

Parking is based on availability in our underground parking ramp. The current fee is \$7 per vehicle for more than 4 hours and \$4 for less than four hours. Our parking ramp has a 6'2" clearance.