

EVENT POLICIES

- A room rental fee along with a signed event policy contract is due to confirm the date of your event and **does not** go toward your bill. Room rental is subject to **service fee and 5.5% sales tax** as required by WI state law.
- The Room Rental fee is **non-refundable** if event is cancelled within 1 month of the event, or **within 6 months for wedding rehearsals, showers, ceremony, and/or receptions**. Guests who have been granted a standing event contract may reschedule their event for another date within 6 months of the cancellation without losing their room rental.
- Full restaurant rental requires \$6,000 min food & beverage (not including tax or service fee)
- A final guest count and any special requests are due 7 days prior to the event with payment due at that time. Wedding receptions require down payments at 6 and 3 months prior to event and final payment due 7 days prior. Last minute additions can be made up to 3 working days in advance at the discretion of the chef with payment due at that time. **No refunds** for "no shows" or lower than expected attendance for any reason. You will be charged for the guest count you give us 7 days prior to your event.
- Any event cancellations regardless of when it is received will result in any charges the restaurant has incurred up to the point of cancellation including but not limited to food, liquor, staffing, entertainment or rentals.
- If the event will be invoiced, it must be pre-approved with minimum prepayment of 50% of estimated costs prior to the event. Final payment is due 7 days of the event. *Guests and/or companies that hold regular (min 2x yearly) events are considered guests with a standing contract with one signed banquet policy on file. It will automatically renew annually.*
- Special order keg beer, wine or liquor must be made at least 2 weeks in advance of event to ensure timely delivery. There are no refunds on any unused special order beverages. Guest is responsible for informing staff and guests if there are any limitations on alcoholic beverages to be served and for how long.
- All food and beverages must be purchased through the restaurant. The only exception is a cake which must be purchased from a licensed bakery. There is a \$1.50 per person cake cutting fee for bringing in an outside cake.
- State Law does not permit extra food or leftover food to be taken home.
- Menus change seasonally. The menu price is subject to change up to 2 weeks of the event.
- All event functions will have a 20% service fee with 5.5% sales tax added.
- Tipping is not expected; however, appreciated if it is earned. Please let us know if you would like to tip any employee specifically when paying your bill.
- Smoking is not allowed inside the building before 9 PM.
- Restaurant will not be held liable for any lost, damaged or left on premises, personal items.
- Any additional items that must be rented for your event will be at your expense plus 20% service fee. We will coordinate ordering all rentals, set up & take down of items.
- Guests bringing their own centerpieces must assemble and remove from the event. Any decorating by guests must be cleared and scheduled with management prior to the event. (2 hour max) Please note you will be charged \$25 per hour for clean up beyond normal usage. **NO glitter or sparkles.**
- A guest who requests furniture be removed from an area, will be charged \$50 per hour.
- Guests will be held liable for any damages to property.
- Minors are only allowed in the area of where the private event is being held. Supervision by an adult over 21 years of age is otherwise required. The Speakeasy does not allow minors to consume any alcoholic beverages even in the presence of their parents or legal guardian.
- The Speakeasy reserves the right to refuse service to anyone who presents a hazard to other guests or employees.

I have read and accept the above policies and am fully aware of the services I am being provided and agree to pay for them as outlined in the contract.

Signed: _____ Date: _____

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