

RESERVATION POLICIES

GUARANTEE

The final number of attendees is required (2) business days prior to your event. This is your guarantee and may not be lowered. If a guaranteed number is not received by the due date, the estimated attendance on your Banquet or Event Planning Order Sheet will become your guarantee. Your final invoice will be based on your guarantee or the greater of actual attendance.

MENU PRICES

Menu selections should be submitted at least (2) weeks prior to the event date. Menu prices are our current rates and may be subject to change. If there's a change in market price that affects your menu choice you will be advised of any increase in cost prior to your event and provided with additional menu options.

FOOD POLICIES

According to Wisconsin Administrative Code (DH & SS, Section 196.07), no food may be allowed in any function room from outside sources. If you require or prefer a special menu, we will be glad to work with you to accommodate your specific request or needs.

BEVERAGE/BEER/WINE POLICY

No alcohol or beverages are permitted from the outside. We maintain a full license to serve beer, wine, mixed drinks and soft drinks to our guests. We card for legal age of all patrons requesting the consumption of an alcoholic beverage. We have a zero tolerance policy for underage drinking and do not allow a sale of alcohol to be made to a person of legal age for another person underage.

ROOM SET UP AND EQUIPMENT

Room set up and details should be submitted no less than 2 weeks in advance of the event date. All audio-visual and related equipment (CD's/DVD's/PowerPoint Laptops) to be used during the presentation must be previewed for compatibility with in-house systems to insure a successful presentation. Advance preview time will be arranged at a mutually convenient and agreed upon time at no additional expense.

Rehearsals will incur additional expense which may be subject to additional charge.

LINENS AND CHINA

Perfect Presentations will provide all necessary table linens, china, glassware, silverware, linens and napkins for all functions. We will be glad to work with you if you have special requirements. Any special requirements may require some additional service fee.

SERVICE AND TAX

A standard 17% service charge, plus 5% sales tax will be added to all food and beverage items. The service charge is taxable by law in the State of Wisconsin.

DEPOSIT AND PAYMENT

Most functions require a non-refundable deposit to secure a definite booking date. This amount will be credited to your final bill. Payment is due the day of your event. Payment must be made by cash, check, cashier's check, or money order. Any other billing arrangements need to be approved by both parties prior to booking the event date. Checks returned NSF will result in additional service fees. Deposits guarantee your event date.

PLEASE IF YOU HAVE ANY QUESTIONS FEEL FREE TO CONTACT US. WE WOULD BE HAPPY TO ASSIST YOU IN PLANNING YOUR EVENT.

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