



3958 Eagle Waters Road -- Eagle River, WI 54521
(715) 479-4411 – fax (715) 479-3906 www.eaglewaters.com

Wedding Banquet Contract 2024-2025

Please sign and return the attached Wedding Deposit Contract forms, page three, and the very last page. A completed form with deposit secures your date. Additionally, the forms are your acceptance of the rules and terms of the said contract.

RENTAL & HOUSE RULES

A. Room rental and setup fee is as follows:

\$3,000 January, February, December
\$2,500 March, April, November
\$4,500 May, June (first two weekends), October
\$5,500 June (last three weekends); July, August, and September

(Friday & Saturday events in seasonal & peak *may* require a minimum expense of \$10,000. This includes food, beverage, rental, and lodging expenses.) Sunday and weekday event room rental 50% discount. Excluding Fridays.

B. To secure exclusive use of the building you must guarantee 150 guests.

C. The rental fee includes seven hours of facility use. Additional hours are billed at \$150 per hour. All events must end by 12:00 a.m. unless otherwise agreed upon.

D. An on-site ceremony is an additional \$650. This includes site rental only. Ceremony chair rental is \$3.25 per chair which includes setup and breakdown.

E. The event includes one bartender per 100 guests. Extra bartenders can be hired for \$100 per hour. (On average we provide one server per 50 guests and one busser per 100 guests.)

F. On-site events held on holidays may include an additional \$2.00 per person guest fee.

G. Weddings do not include dessert in the banquet price. Dessert **service** is included.

H. Patio rental is \$600 for wedding ceremony events,

I. No smoking allowed inside any of the buildings. Guests may smoke outside. Disposal receptacles are available in several locations.

J. Wedding set-up is Saturday morning after 11:00 a.m. unless otherwise agreed.

K. Please no sparklers, bubbles, firecrackers, wish lanterns, confetti, or silly string.

DEPOSIT & PAYMENT

The room fee is due as the deposit at the time of booking. The deposit is **non-refundable**. The entire amount due to Eagle Waters (based on the final guaranteed guest count and cost estimates set forth above) shall be paid to Eagle Waters 36 hours prior to your function unless otherwise agreed upon. Overages and shortages will be settled within 48 hours of the event.

Payment shall be in the form of a check/ certified check or cash---**credit card payments are not accepted without an associated 4% handling fee.**

LATE PAYMENTS

Final payments not received within the allotted timeframe will incur monthly interest at current market rates.

MENU PRICING

Menus and food prices are subject to change without notice. Menu prices will be locked in at current rate 30 days prior to event date. Client agrees to pay all increased costs as a result thereof.

GUEST COUNT GUARANTEES

A final guaranteed guest count is due one week prior to the event. The final guest count will be considered a guarantee and Client agrees to pay the per person menu charge for this guaranteed guest count. If the Client fails to provide a final guaranteed guest count by the due date, Eagle Waters will provide food for the number of people specified as the estimate quoted at time of booking.

Eagle Waters must receive any changes to menu selection at least seven (7) days prior to function. The client agrees to pay all increased costs associated with a change in menu selection.

CANCELLATION OF EVENT

The agreement may be cancelled by Client by notice in writing either by being hand delivered with acknowledged written receipt or by certified mail, return receipt requested, **60 days** in advance of the function. If notice of written cancellation is received by Eagle Waters **prior** to said date, the deposit will be forfeited. If cancellation occurs **after** the required notice date, Client agrees that Client will be liable for a cancellation fee, as compensatory damages, in an amount equal to the reasonably projected revenue of said function, said revenue projection to be determined by Eagle Waters and based on functions of similar size, and food and beverage service provided. Client's deposit shall be applied to the cancellation fee.

LIABILITY

A. Eagle Waters and/or any of its employees are not responsible for supervising Client's guests or for Client's guest's behavior. Client shall be liable to Eagle Waters for Client's guests' negligent acts or willful conduct, and Client agrees to pay for any property damage created thereby. The client agrees Eagle Waters and/or staff shall not be responsible for damages to or loss of Client's or Client's guests' property. Client agrees to indemnify and hold harmless Eagle Waters and staff from any liability, loss, or damage including reasonable attorney fees and court costs which it incurs as a result of Client's or Client's guests' negligent acts or willful misconduct or as a result of any damages to or loss of Client's or Client's guests' property.

B. Eagle Waters shall not be liable to Client for loss of profit, or actual or consequential damages occasioned by its inability to perform any of its obligations under this Agreement by reason of fire, strikes, war, civil disturbances, acts of God, unavoidable casualties, public carrier delays, inability to obtain necessary supplies, or acts of public authorities.

BREACH OF AGREEMENT

In the event of a breach by Client of this Agreement, Client shall pay all costs and expenses, including actual attorneys' fees, incurred by Eagle Waters to enforce this Agreement against Client.

LODGING --- During prime lodging season there are minimum night rental requirements based on unit size and owner requests. We cannot guarantee on-site lodging will be available. If lodging is imperative to your event, please check/confirm with lodging staff prior to signing the contract.

OTHER PROVISIONS

MISCELLANEOUS

Menus and food prices are subject to change at any time 30 days prior to the function at Eagle Water's discretion to meet changes in economic conditions. Client agrees to pay all increased costs as a result thereof.

Taxes, tip/gratuity, are not included in bar and/or food/meal packages– client must add 25.5% (20% gratuity and 5.5% sales tax) to get final per person cost.

This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin. This agreement contains the entire understanding and agreement of the parties with respect to the subject matter hereof and supersedes all prior oral and written agreements.

ALL TERMS OF THIS CONTRACT PRESENTED HEREIN ARE ACCEPTED BY:

Client

Date

Eagle Waters

Date

FOR YOUR CONVENIENCE, BELOW IS AN EVENT WORKSHEET TO ASSIST YOU WITH YOUR ESTIMATED EVENT CHARGES.

EVENT _____ **EVENT DATE** _____

GUEST ESTIMATE _____ (menu is based on this estimate)

MENU WORKSHEET

A. Menu estimate \$ _____, based on menu selection described below for _____ people @ \$ _____ per person.

B. Menu selection _____

Eagle Waters must receive any changes to menu selection at least **seven days** prior to function. The client agrees to pay all increased costs associated with a change in menu selection.

Menus and food prices are subject to change at any time **30 days** prior to the function at Eagle Water's discretion to meet changes in economic conditions. Client agrees to pay all increased costs as a result thereof.

BEVERAGE WORKSHEET

A. Beverage estimate is \$ _____, based on the beverage plan selected and described below.

B. Beverage selection: _____

PERSONNEL WORKSHEET

Eagle Waters provides the standard number of servers and bartenders per number of guests for a specified time period. Extra personnel needed for additional hours will be charged accordingly.

A. Personnel estimate is \$ _____, based on the requirements described below.

B. Personnel needs

Servers: _____ Bartenders: _____ Misc. _____

MATERIAL RENTAL WORKSHEET

Material rental is \$_____, based on the requirements listed below.

	<u>Quantity</u>	<u>Unit</u>	<u>Total Cost</u>
On site ceremony		\$650	
Tables		included	
Banquet Chairs		included	
Outside Ceremony Chairs		\$3.25 per chair	
Chair Covers		\$ 5.00 per chair	
Linens		included	
Skirting		included	
Candles/oils		\$ 1.00 each	
Balloon Drop		\$ 400.00 each	
Arch		\$ 100.00	
Table Center Pieces		price based on costs	
Ice Sculpture		price based on costs	
Tent		price based on costs	
Additional Staff		priced on needs	

Other: _____

Total Materials Rental Fees \$_____

ADDITIONAL SERVICES WORKSHEET

The additional service fee is \$_____, based on the requirements described below.

ESTIMATE OF TOTAL EXPENSES

Menu Estimate	\$_____
Beverage Estimate	\$_____
Personnel Estimate	\$_____
Setup/tear-down Estimate	\$_____
Venue Rental Fee	\$_____
Ceremony Fee	\$_____
Materials Fees	\$_____
Additional Services Estimate	\$_____
 SUBTOTAL	 \$_____
 Gratuity_____ X 20%	 \$_____
 Sales Tax of _____ X 5.5%	 \$_____
 TOTAL ESTIMATE	 \$_____



Event Deposit Contract

Event: _____

Event Date: _____

Deposit Paid: _____ Estimate Number of Guests: _____
(Room Rental Fee)

Bride's Name: _____

Phone: _____ Email: _____

Address: _____

Groom's Name: _____

Phone _____ Email: _____

Address: _____

Other(s): _____

*I understand and accept the terms of the attached banquet contract.
Once the deposit is received your date will be secured.*

Bride's signature: _____ Date: _____

Groom's signature: _____ Date: _____

Host Signature: _____ Date: _____

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