

WEDDING/EVENT VENUE AGREEMENT

the Supper Club, Banquets, & Events at Eagle Waters Resorts

3958 Eagle Waters Road - Eagle River, WI 54521
Phone: (715) 479-4411 www.eaglewaters.com

This agreement outlines the terms and conditions for hosting a wedding, private event, or celebration at The Supper Club, Banquets, & Events at Eagle Waters Resort. A signed agreement and required deposit are necessary to secure the event date.

Wedding Venue Rental Fees Friday and Saturday - 150+ Guest Count

The venue rental fee includes seven hours of access to all facilities—banquet ballroom, dining room, bars, patio, cabanas, and game room—plus a site coordinator, and access to our AV equipment, tablescape, and our preferred provider list.

For events with fewer than 150 guests, the venue fee includes all areas except the front dining room. A full-facility buyout or exclusive access will incur an additional fee of $60 per person for the difference between your guest count and 150.

The venue fee from Sunday to Thursday is set at 50% of the standard rates.

The applicable fees are as follows:

- $3,000 – March and April
- $3500 – January, February, November and December
- $4,500 – May, June (first two weeks) and October
- $5,500 – June, July and August and September

Events scheduled on a holiday may incur an additional $1,500 venue fee along with minimum food and beverage charges. Events over seven hours are billed at $200 per hour.

The base rental rate for Not-For-Profit events and Celebrations of Life is set at $100 per hour. For all other non-wedding occasions, the standard hourly fee is $150 unless otherwise agreed upon.

B. Patio and Cabana Rental Fees

- Patio Area and Cabanas – $1,500
- Covered Cabana Rental – $150 per hour.
- Fire Pit Propane Fee – $60 each

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• Standing Heater Propane Fee – $75 each

Event Miscellaneous Fees

• Wedding Ceremony (Outdoor or Indoor) – $650

Outdoor ceremonies can take place with views of Eagle Lake framed by Northern Wisconsin pines or on the patio before the waterfall. The ceremony fee covers the use of the location, and a thirty-minute rehearsal hosted the evening prior.

• Standing Heater Propane Fee – $75 each

• Fire Pit Propane Fee $60 each

• Chair Rental – $3.75 per chair (includes setup and breakdown)

• Table Rental – $20 per table

• Podium Rental – $50

• Arch Rental – $100 (decorated +$50; relocation to banquet facility +$50)

• Additional Decorative Setup – project-based fee beginning at $60 per hour

• Event Planner $65 per hour

• AV WIFI equipment: TV $50, screen $25, portable sound $100, projector $50

• Tablescape/decor, photographer and entertainment negotiated fee based on choices

Deposit & Payment Terms

• The venue rental fee deposit is due at the time of booking to secure the event date.

• Deposits are non-refundable unless the venue successfully rebooks the original event date.

• The deposit will be applied toward the final event balance.

• The remaining balance (excluding overages, bar tabs, and labor charges) is due a week prior to the event.

• Payments may be made by cash, check, or certified check.

• Credit card payments are accepted with a 4% processing fee.

• A valid credit card must remain on file for day-of charges and will be processed 48 hours after the event if unpaid. Credit Card processing fee applies.

Cancellation Policy

If the client cancels the event, the initial deposit is non-refundable. If cancellation occurs within 90 days of the event date, the client may be responsible for additional costs incurred or committed by the venue.

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Food & Beverage

All food and beverage service must be provided by The Supper Club, Banquets, & Events at Eagle Waters Resort unless otherwise approved in writing. Outside food or beverage is not permitted without prior authorization. Weddings do not include dessert in the banquet price. Dessert service can be provided for an upcharge.

Menu Pricing

Menus and food prices may change without prior notice. Menu prices will be fixed at the current rate 30 days before the event date. The client agrees to cover any additional costs that arise. Lack of prior notice to the client does not preclude the application of price increases.

Guest Count and 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. The client agrees to pay all increased costs associated with a change in menu selection.

Alcohol, Smoking, Vaping & Liability

No outside beverages are permitted. All alcohol must be purchased and served by the venue's licensed bar staff. Unauthorized carry-ins shall be confiscated. The venue's staff may refuse service to guests who seem intoxicated or disruptive.

Smoking and vaping is prohibited inside the buildings. Guests can smoke outside where disposal receptacles are provided.

Outside Vendors

Clients may hire outside vendors such as photographers, DJs, florists, and planners. All vendors must be approved by wedding coordinator and coordinate arrival and set up times with venue management. Eagle Waters can provide a preferred vendor for list.

Decorations & Setup

Eagle Waters offers a host of rental tablescape options. Confetti, glitter, open flames, nails, firecrackers, sparklers, wish lanterns, silly string, bubbles or permanent fasteners are not permitted. The client is responsible for removing personal decor items following the event. Wedding set-up begins Saturday after 11:00 a.m. unless otherwise agreed.

Staffing & Hours

The event includes one bartender per one hundred guests. Extra bartenders can be hired for $125 per hour. On average we provide one server per fifty guests and one bus-person per one hundred guests. The rental fee includes seven hours of facility use. Additional hours are billed at $200 per hour. All events must end by 12:00 a.m. unless otherwise agreed upon.

Damage & Cleaning

The client is responsible for any damage to the property caused by guests, vendors, or event activities. Cleaning or repair fees may be charged to the credit card on file.

Outdoor Ceremony Weather Policy

In the event of severe weather, the venue staff reserves the right to relocate outdoor ceremonies to an indoor space to ensure guest safety. We always prefer to accommodate guest wishes.

Music & Event Timing

Music and amplified sound must comply with local ordinances. The venue may establish a music curfew to comply with local regulations.

Event Insurance

For large events such as weddings or corporate functions, the venue may require proof of event liability insurance prior to the event date.

Cancellation of Event

The Client may cancel the agreement by providing written notice, either hand-delivered with a receipt or sent by certified mail, at least **60 days** before the event. If Eagle Waters receives this cancellation notice before the 60-day deadline, the deposit will be forfeited. For cancellations after this deadline, the Client will owe a cancellation fee (room deposit) and compensatory damages equal to the projected revenue from the event, based on similar functions and services. The deposit will be applied to these fees.

Liability

Eagle Waters and its employees are not responsible for supervising Client's guests or their behavior. The client is liable for any property damage caused by their guests' negligence or willful conduct and must pay for such damages. Eagle Waters and staff are not accountable for any loss or damage to the property of Client or their guests. Client agrees to indemnify Eagle Waters and staff against any liability, loss, or damage, including attorney fees and court costs, arising from the negligence or misconduct of Client or their guests, or from the loss or damage of property.

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.

Lodging

During the peak lodging season, there are minimum night rental requirements based on unit size and owner preferences. On-site lodging availability cannot be guaranteed. If lodging is essential for your event, please verify availability with the lodging staff prior to signing the contract.

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. Additionally, any service provided is subject to the tax and gratuity fees.

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.

his 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.

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Client Agreement & Signature Page

The client acknowledges that they have read, understand, and agree to the terms outlined in this event venue agreement.

Event Information

Event Name: _____

Type of Event: _____

Event Date: _____Estimated Guest Count: _____

Ceremony Included: Yes ☐ No ☐

Client Contact Information

Primary Contact Name (s): _____

_____

Organization (if applicable): _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

City / State / Zip: _____

Payment Information

Deposit Amount: _____Deposit Date: _____

Include front page of contract with venue fees.

Payment Method: Cash ☐ Check ☐ Credit Card ☐

Signatures

Client Name (Printed): _____

Client Signature: _____Date: _____

Authorized Representative

The Supper Club, Banquets, & Events at Eagle Waters Resort

Name: _____

Signature: _____Date_____

ALL TERMS OF THIS CONTRACT PRESENTED HEREIN ARE ACCEPTED BY THE SIGNING OF THE SIGNATURE PAGE.

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