



Flat Creek Eatery & Saloon – Hayward, WI
 10290 N. Highway 27S. Hayward, WI 54843
 Phone 715-634-1466 Ext. 326 Fax 715-634-2403

BANQUET & CATERING CONTRACT

Date(s) of Function: _____
 Organization Name: _____
 Function Name: _____
 Person(s) in Charge of Arrangements: _____
 Phone/Fax/Email: _____
 Catering Sales Person: CAROL TILLEMAN
 Phone/Fax/Email: 715 - 634 - 1466 EXT. 326

FUNCTION SPACE

Room Name: GRAND BALLROOM _____ Mtg / Banq / Exh / Wedd (circle one) Approx # Attend _____

Size or room locations are subject to change in the event of substantial reductions or increases in attendance. Your Catering Representative will contact you prior to any changes. In order to reserve the room, we require that the room rental fee be paid at the time when the arrangements are made. This will serve as your deposit, which is not refundable. Any other charges are payable immediately after the event, unless other arrangements have been made.

PAYMENT METHODS

(Circle or fill out the appropriate area)

Credit Card Name	#No.	Exp.
A Deposit of \$ _____	is required by date _____	To hold & confirm the indicated facilities & services of the Flat Creek Inn & Suites.
Deposit of \$ _____	was received on (date) _____	check cash credit card other
Direct Billing Address: _____		

Thank you for choosing Flat Creek Eatery & Saloon to help you plan this important event. Your group has been tentatively booked for the above info. In order for this event to become a definite booking, the deposit named above, along with this signed contract, must be return to the Flat Creek Eatery & Saloon PO Box 1010, Hayward, WI 54843. The deposit will hold your space and will be used toward your final bill. It is non-refundable in the event of cancellation. You will need to contact us three business days prior to the event with the final guarantee. If the final guarantee is not received 72 hours prior to the function, groups will be charged for food and beverages in accordance with the figure stated previously. All food and beverages must be purchased through this facility. Food and beverage charges do not include applicable service charges, gratuity, or state and local taxes. You will be responsible for all contracted food and beverage charges if the event is cancelled within 7 days of the function date. On all functions where a bartender is requested or required, a charge of \$50 per bartender will be implemented until revenue of \$200 per bartender is reached. Flat Creek Eatery & Saloon will not assume any responsibility for lost or stolen items, during or after this function.

Catering Sales Representative: _____
 Signature: _____

Client Representative: _____
 Signature: _____

BANQUET & RESTAURANT GENERAL MANAGER
 Date: _____

Title: _____
 Date: _____