



Flat Creek Eatery & Saloon – Hayward, WI

10290 N. Highway 27S. Hayward, WI 54843

Phone 715-634-1466 Fax 715-634-2403

BANQUET & CATERING POLICIES:

Dear Valued Customer...

In order to best serve all of our customers and to ensure that your function runs smoothly, Flat Creek Eatery & Saloon has established the following policies.

The prices listed on our banquet menus are current and, due to market conditions are subject to change. Once the menu is selected, a price can be confirmed to you 60 days prior to your event.

It is necessary that a guarantee as to the number of guests attending an event be confirmed to our sales office seven business days prior to the event 715-634-1466. Guarantees for events on Sunday, Monday, and Tuesday must be confirmed by the preceding Thursday. Once a guarantee is given, it may not be reduced, but we can increase (within reason).

Deposit & Payments

Social functions such as weddings, fraternity parties, proms, and political functions are required to give a deposit (full room rental charge) at the time the event is booked. Full payment is required 24 hours after the event unless previous arrangements have been made. We suggest meeting with our catering staff at that time to establish the projected cost. A credit card imprint will be required to cover any additional charges the day of the event. In addition to the prices listed on the menu, Flat Creek Eatery & Saloon will add the customary 20% service charge and 5.5% state sales tax on all banquet charges.

Set-Up and Clean-Up

Included with your ballroom rental fee, will be the set up and clean up after your event. Any excessive clean up that is performed by Flat Creek Eatery will have a cleaning fee of \$75.00 added to the bill. Using confetti or sprinkles on the tables will result in an additional \$50.00 clean up fee.

Menu & Preparation

To ensure that all details are handled in the most professional manner possible, we would like to ask for your menu selection and specific requirements at least 15 days prior to your function.

Entertainment

Entertainment can be arranged through Flat Creek Eatery & Saloon. When outside entertainment is brought in, we require a copy of the contract for our records. If the volume from the entertainment or public address system disturbs other patrons, we reserve the right to lesson the volume.

Beverage Service

Flat Creek Eatery & Saloon is the legal, authorized licensee permitted to sell and serve liquor, beer or wine on the premises. No alcoholic beverages will be served to persons under the age of 21. ID will be required. All alcoholic beverages must be purchased from Flat Creek Eatery. No alcoholic beverages are to be brought on the premises that have not been purchased from our facility, according to state law. We reserve the right to shut down a function if this policy has not been followed.

Facility Rental Times

When renting the facility, it will be available to you as early as the day before your event for decorating. This is not a guarantee, but we will do our best to accommodate your needs. The ballroom will remain available until 12:00a.m. and the Flat Creek Eatery bar will remain open until 2:00a.m. (or until the last guest leaves). If you would like the ballroom to be open later than midnight, we would be happy to accommodate this for a fee of \$50.00 per hour beyond midnight.

Equipment Rental

Audiovisual equipment can be ordered through the catering office. We ask that all requests be made at least three business days prior to your event. Request for equipment for events on Sunday, Monday, and Tuesday must be received by the proceeding Thursday.

Liabilities

Flat Creek Eatery & Saloon cannot assume liability for damage or loss of articles left in this facility.

The event host shall be liable and shall reimburse Flat Creek Eatery for any damage or loss incurred on the premises by the client or their guest during or after the scheduled event.

DATE OF EVENT: _____

Carol Tilleman G.M. **Date**

Clients Signature **Date**