

Meetings, Banquets, and Social Events

Hall Rent

Friday & Saturday until 11:30 p.m. \$375.00
 Sunday..... \$300.00
 Monday – Thursday (Minimum 4 Hours).....\$50.00/Hour

Note: Hall rent may not be required depending upon function size, type, and date. If hall rent is required, a non-refundable deposit is required in advance to secure your date.

Beverages

Busch Light Beer (Keg) \$175.00
 Other Domestic (Keg) \$200.00
 Soda (9 oz. cup)..... \$0.75
 Punch (Gallon)..... \$9.00

Meals

Meal Choices

Chicken & Ham	\$11.50 per plate (includes tax, not tip)
Chicken & Swiss Steak	\$13.50 per plate (includes tax, not tip)
Chicken & Roast Beef	\$13.50 per plate (includes tax, not tip)
Chicken & Roast Pork	\$13.50 per plate (includes tax, not tip)

All meals include the following:

Bread or rolls
 Coleslaw

Choice of one of the following:

- Mashed Potatoes & Gravy
- Baked Potatoes
- Broasted Potatoes
- Red Potatoes
- Potato Salad

Choice of one of the following:

- Corn
- Green Beans
- Peas & Carrots
- Carrots, Cauliflower, & Broccoli With Cheese Sauce

Sunset Hall

Decorating

Church Card Box..... \$15.00

If applicable to your function, the gift table & cake table will be covered with a cloth tablecloth and cloth skirt. The head table will be covered with a paper tablecloth and cloth skirt. For additional table coverage:

Paper Tablecloth \$0.75/table

Cloth Tablecloth \$3.00/table

Policies and Guidelines

- We require a minimum of 40 attendees for your function.
- We request that you schedule a planning session at least 30-60 days prior to your event, at which time food, beverage and pricing options will be discussed.
- Decorating using metallic confetti, glitter and sand are prohibited. Candles must be in adequate holders to catch the wax. No candles are allowed in the bathrooms. Any potpourri or flower petals scattered on the tables must be placed on a mirror or other protective surface. Real flowers may be used as centerpieces, but flower petals scattered on table linens must be artificial. If any of the above are used, a \$30.00 charge will be added to the bill.
- All alcoholic beverage sales are regulated by the State of Wisconsin. Sunset Lanes as a licensee is responsible for the administration of these regulations within our facilities. Alcoholic beverages cannot be brought into Sunset Hall from outside sources. We reserve the right to refuse beverage service to any person without legal age verification (21) or anyone who appears intoxicated.
- Menu selection must be confirmed 45 days prior to the event and the final guest count must be confirmed two weeks prior to the event date. The guarantee number is not subject to reduction and represents the minimum number of guests for which you will be charged. If final number is not received, the contracted number of guests will be considered the final number. If the actual count the day of the event is more than the guarantee, final charges will be based on the number of people served.
- All meals will be served using a family-style meal. With a family-style meal, guests will be served coffee, water, bread and butter, as well as their meal at the table. For larger functions, a banquet-style meal may be arranged.
- If applicable to your function, parties may provide individuals to serve the head table and cut the cake. If none are provided, we will serve the head table for \$10.00 and cut cake for \$15.00. Parties must provide their own cake plates.
- For functions requiring a hall rent, a non-refundable deposit is required to confirm your function and guarantee the reservation. The deposit will be applied to your final balance. All bills must be settled at the conclusion of the event. Payment may be made by cash, check or credit card. If bills are settled with a credit card, a 3% service fee will be added.
- All food and beverage items are subject to an additional service charge of 10% and banquets require an additional \$30.00 fee for cleanup. Tax is included in the price of all taxable items, including the meal.

I certify that I have read, understand, and agree to the terms set forth in these policies. I further certify that I have received a copy of Sunset Hall's policies and guidelines and the catering plan and that the information contained within the catering plan has been reviewed by me and is accurate.

Customer Signature: _____ Date: _____