

Weddings

Hall Rent

Friday & Saturday until 12:00 a.m. \$400.00
 Sunday..... \$300.00

Notes: A non-refundable deposit is required in advance to secure your date.

Beverages

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

Meals

Meal Choices

Turkey and Dressing Sandwich, Ham Sandwich, Baked Beans, Potato Salad, and Coffee	\$8.00 plus tax
Roast Beef Sandwich, Ham Sandwich, Baked Beans, Potato Salad, and Coffee	\$8.50 plus tax
Chicken and Ham, Mashed Potatoes and Gravy, Vegetable or Cabbage Salad, Bread, and Coffee	\$10.00 plus tax
Chicken and Beef or Chicken and Pork, Mashed Potatoes and Gravy, Vegetable or Cabbage Salad, Bread, and Coffee	\$11.50 plus tax

Decorating

Church Card Box..... \$15.00

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 \$3.05/table

Policies and Guidelines

- 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. Final pricing will be locked in at this meeting, until then pricing is subject to change.
- 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. Hanging materials from the walls or ceiling is prohibited. If any of above is 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.
- The head table 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. If the head table consists of more than 25 people, then an additional charge of \$1.00 per person will be added to the bill. The rest of your guests will be served using a buffet-style meal. With a buffet-style meal, guests are released table by table to serve themselves.
- Parties may provide individuals to cut the cake. If none are provided, we will cut the cake for \$15.00. Parties must provide their own cake plates.
- 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%. Meals are also subject to a 5.5% state sales tax, while tax is included in the price of other taxable items.

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: _____