

EVENT CONTRACT FORM AND INFORMATION GUIDE

WHITETAIL COUNTRY CLUB, LLC

DbA - Whitetail Inn

9038 Hwy 70W

St Germain, WI 54558

715-542-2541

This Event Contract ("Contract") is made between _____ ("Client") and the Whitetail Country Club, LLC on this _____ day of _____, 20____, for the use of the venue located at 9038 Hwy 70W, St. Germain, WI 54558 ("Premises"). Said venue does not include the use of the 4-bedroom vacation rental located adjacent to the restaurant.

- Client Name: _____
- Event Date: _____
- Client Address: _____
- Client Phone Number: _____
- Client Email Address: _____

1. Event Details

- 1.1 Type of Event: _____
- 1.2 Estimated Number of Guests: _____
- 1.3 Event Start Time: _____ | Event End Time: _____
- 1.4 Set-up Time: _____ | Breakdown Time: _____
- 1.5 Menu Selection Deadline: _____

2. Payment Terms

- 2.1 Estimated Event Cost: _____
Payment of Estimated cost is due no later than 1 day prior to event, unless otherwise agreed upon.
- 2.2 Deposit Required: \$_____ (Due on: _____).
This Deposit is non-refundable and will be applied to Final Cost of Event.
- 2.3 Final Payment Due: _____
- 2.3 Accepted payment methods: Cash, Check, Credit/Debit Card, or Bank transfer. (Credit cards will incur a 3% convenience fee)

3. Venue Rules and Guidelines

- 3.1 The guest count minimum, beginning Memorial Day weekend through Labor Day weekend, excluding holidays, is 200. The sales minimum for said months is \$15,000 plus sales tax and staff gratuity of 20% (Unless otherwise agreed upon).
- 3.2 The guest count minimum, beginning the week after Labor Day weekend up to Memorial Day weekend, excluding holidays, is 150. The sales minimum for said months is \$12,000 plus sales tax and staff gratuity of 20% (Unless otherwise agreed upon).
- 3.3 The Whitetail Inn will provide black linen napkins at no charge.
- 3.4 White or Ivory Table linens and napkins will be provided at an additional cost to be determined at the time of the reservation.
- 3.5 Bridal Party to supply table skirting; we do not have these available.
- 3.6 Bridal Party to supply dance floor, if needed.
- 3.7 Delivery and set up hours for outside vendors, i.e., florists, entertainers, bakeries, decor, are from 8:00 AM – 12 PM, or after 3:00 PM, on the day of event. Deliveries can be arranged, at the discretion of management, outside of these hours. Please work with Whitetail Inn Management to provide a minimum of a one week notice of said deliveries.
- 3.8 All food will be prepared by the Whitetail Inn. Exception would be a licensed bakery to provide cake and desserts.
- 3.9 Menu Selections to be chosen from our banquet menu. Menu pricing is subject to change.
- 3.10 We charge a \$1000 set up and tear down fee – unless otherwise agreed upon. If a different set up fee is agreed upon that amount will be \$ _____. This fee is separate from the minimum sales required and is not applied to that minimum.
- 3.11 Personal Décor and outside vendors must have their items removed concluding the event, unless otherwise agreed upon.
- 3.12 Music and Bar Service will end no later than 11:00PM, unless otherwise agreed upon.
- 3.13 The golf course is the property of the Town of St. Germain. If your party would like pictures taken on the course, you will be required to contact the Pro Shop manager to coordinate the time to go on the course.
- 3.14 Damages, excessive cleaning above normal wear & tear, and/or overtime use will incur appropriate additional charges to cover the cost of damages, supplies, and staff wages. These additional charges are a separate charge not applied to any required or agreed upon sales minimum.

Client Printed Name	Date Printed
Client Signature	Date Signed
Management Signature	Date Signed