

PRIVATE EVENT SPACE CONTRACT



1. CONTRACT & ROOM FEE

- 1.1. A signed Private Event Contract and room fee (Monday - Saturday) or deposit (Sunday) are required to reserve the event space for a date/time.
- 1.2. Please note that the \$500 deposit for a Sunday rental will be used as a credit on the bill the day of the event.

2. SPENDING MINIMUMS & CAPACITY

- 2.1. The room fees and spending minimums for the event space are detailed in the table below.
 - 2.1.1.

Monday-Thursday	11am-3:45pm	Room Fee: \$50
Monday - Thursday	4pm-10pm	Room Fee: \$100
Friday - Saturday	11am-3:45pm	Room Fee: \$100
Friday - Saturday	4pm-10pm	Room Fee: \$150
Sunday - ENTIRE DAY	N/A	Min. Spend: \$3,000

- 2.1.2. Please note: the SUNDAY minimum must be met before the addition of sales tax or gratuity.
- 2.2. If the spending minimum is not met, the deposit will *not be applied as a credit to the bill and will instead be retained as a room rental fee.* The minimum may be reached through the purchase of retail items or gift cards.
- 2.3. The private event space can comfortably accommodate 30 guests seated, 40-50 with a mixed table layout of tables with seats and cocktail tables for standing and mingling. Larger groups may be able to be accommodated during normal business hours, but we are unable to close the facility to the public during any normal business hours for an event. The whole space is only available for rentals on Sundays.

3. CC AUTHORIZATION & PAYMENT

- 3.1. The authorization form attached will be kept securely on file until the date of the event, at which time it will be destroyed for privacy. This card will be used for the initial deposit and final payment unless otherwise indicated.
- 3.2. If you prefer to pay with a different form of payment at the time of the event, please make a note to the event coordinator. Regardless, a credit card is required to be kept on file until the completion of the event.
- 3.3. All payment must be made at the conclusion of the event, including any unclosed bar tabs at the completion of the event.
- 3.4. The card retained on file must not expire before the date of the event, or a new card will be required to put on file.

4. TIME BLOCKS

- 4.1. Groups that wish to reserve the space for times that run through both offered time blocks (11-3:45, 4:00-Close) may be required to pay the room fee for both time blocks at the discretion of management.
- 4.2. These changes will be discussed with the client prior and the contract adjusted accordingly.

5. SALES TAX & GRATUITY

5.1. All spending is subject to both state and local sales tax (5.5%). A 20% gratuity will be automatically added to all bills.

6. CANCELLATION POLICY

6.1. Room fees will not be refunded for any cancellations less than 14 days from the event date.

6.2. Cancellations in December must be made 21 days prior the scheduled event date in order to receive a refund for the room fee.

6.3. Cancellations for events on Friday and Saturday nights made less than 48 hours prior to the scheduled event will be subject to the room fee charge made at the time of booking.

7. DECORATIONS

7.1. Centerpieces, displays, and any other removable decorations are allowed. Banners and signs may be hung only if they are light enough to be affixed to the walls with tape. Absolutely no loose glitter or confetti is permitted. Use of these items may result in an additional cleaning fee.

8. SET UP & TEAR DOWN

8.1. Access to the room begins one hour before your scheduled event begins. Any decorations may be set up at this time. Guests are responsible for set up and removal of any decorations.

8.2. For daytime events, the earliest available time to begin set up is 10:30am.

8.3. All items (including gifts, decorations, etc.) must be removed at the end of the event. Any items remaining must be picked up by the next business day. All items left past 1 business day are subject to being discarded by staff.

8.4. No beverages will be served less than 15 minutes prior to posted closing hours as a "last call" to allow for tear down and clean up by staff.

9. FOOD & BEVERAGE/MENU SELECTION

9.1. No beverages may be brought in for an event, non-alcoholic or otherwise. Only beverages purchased through The Bottle Room are permitted in accordance with liquor license regulations.

9.2. Dessert may be brought in, but only if it is purchased from a licensed bakery or other food service provider. No home made food may be served in accordance with health codes.

9.3. All menus must be submitted to the event coordinator (7) days prior to the date of the event. All groups larger than 15 will not be permitted to order off of the full menu. Groups of 15+ must order from the event menu, which can be obtained both on our website and from the event coordinator.

9.4. Menu pricing is subject to change. All pricing contracted 45 days prior to the date of the event is subject to change without notice. Changes will not exceed 10% of original cost.

10. LIABILITY

10.1. The client agrees to indemnify and hold harmless Rutchik Investments LLC d.b.a. The Bottle Room, its agents or employees for any costs incurred, including attorney's fees, arising as a result of any injury to person or damage of property, or any other claim whatsoever resulting from client's use of the premises.

10.2. Rutchik Investments LLC d.b.a. The Bottle Room is not responsible for damages to or the theft of parked automobiles or contents thereof during the scheduled event.

10.3. Rutchik Investments LLC d.b.a. The Bottle Room is not responsible for any lost or stolen items.

10.4. The Client assumes responsibility for any unreasonable or extreme damage that they incur to the premises: this includes the damage of walls, carpet, furniture, etc. The Bottle Room management reserves the right to assess a service charge for any damages and/or excessive clean-up beyond the expected normal range of a planned function.

10.5. The Client agrees to ensure that the event scheduled and any persons in attendance will conduct no illegal activities.

PRIVATE EVENT CONTRACT - REQUIRED FOR RESERVATION

DATE OF EVENT:	TYPE OF EVENT:
CLIENT/CONTACT PERSON:	GUEST ARRIVAL TIME:
PHONE NUMBER:	SET UP TIME:
EMAIL ADDRESS:	GUEST COUNT ESTIMATE:

\$100 DEPOSIT: PAYMENT OPTIONS: MC VISA DISCOVER AMEX

CC #: _____ SEC. CODE: _____

NAME AS APPEARS ON CC: _____ EXP. DATE: _____

I hereby authorize The Bottle Room to debit the above credit card for the specified amount as stated in figure 2.1.1 of the contract above as a deposit to ensure reservation of the date specified. I authorize this card to be debited in the amount of any unpaid food and beverage balance at the conclusion of the event if no other card is provided to be kept on file for final payment.

SIGNATURE

This contract is made in the State of Wisconsin and shall be construed and enforced in accordance with the laws of such State. This Private Dining Contract constitutes the entire agreement between parties and may not be modified or amended except by an instrument in writing signed by both the Client and The Bottle Room. "The undersigned acknowledges that he/she has read and understands the Private Dining Contract including this page and; the preceding two pages by signing and dating below the undersigned accepts this contract and agrees to comply with the same."

SIGNATURE

DATE