

Terms and Conditions

- A signed confirmation contract stating your requirements is required
- A \$300 deposit is required at time of booking and is **non refundable** in the event of cancellation
- The deposit will be applied to your invoice and the balance is due in full the day of your event
- All invoices are subject to an **18% gratuity charge** (food & beverage) and **5.5% sales tax**
- We are the sole provider of food and beverages with the exception of wedding cakes
- Guests who have special dietary needs can be accommodated with advanced notice
- Due to health regulations, excess food items from an event cannot be removed from the banquet site
- We require that you contact us with your menu choice at least seven days prior to your event
- We require that you meet with us seven days prior to your event to finalize your arrangements
- We must have a final count of the guest seven days prior to the event
- You will be charged the full amount for the guaranteed number of guests
- It is prohibited for guests to take alcohol off our premises
- It is our policy to refuse bar service to any guest who appears intoxicated
- Smoking is prohibited in the restaurant, all banquet rooms, and hotel rooms
- All bars will be closed no later than 2:30 am
- Bands/DJ's are allowed to play until 1:00 am

Hall Capacity and Pricing

*All room rentals include: set up, linens on all tables, ice water and dinnerware.

*1/2 day rentals are from 6:00am-4:00pm or 4:00pm-2:00am.

*Full day rentals are from 6:00am-2:00am (next day).

*All Banquet Room Rentals on Friday/Saturday nights must have a \$500.00 food/beverage minimum

Conference Room seats 10 people, \$25 (half day), and \$50 (full day)

Banquet room #1 seats up to 80 people, \$100 (half day), and \$200 (full day)

Banquet room #2 seats up to 40 people, \$50 (half day), and \$100 (full day)

Junior's seats up to 100 people, \$5000 food and beverage minimum

Banquet rooms #1 and #2 seats up to 150 people, \$150 (half day), and \$300 (full day)

Banquet room #2 and Junior's seats up to 150 people, \$6500 food and beverage minimum

Banquet rooms #1, #2, and Junior's seats up to 250 people, \$8000 food and beverage minimum

Pool room holds up to 25 people, \$4-adults \$3-children, \$30-group, and \$65 for pool room and small banquet room for half day rental ****Food and beverages are not allowed in this area and is open to hotel guests regardless of a party's reservation****

Additional Rental Options

Floor Length Table Clothes.....	\$8 per table
Linen Napkins.....	\$1 each
Portable Dance Floor.....	\$100
Portable Stage.....	\$50
Screen.....	\$10
Projector.....	\$15
Podium.....	\$10
P.A. System.....	\$25
Lights.....	\$25
Conference Call Phone.....	\$20
Bar Set-Up.....	\$50

Midway Party Rental

We offer rental services from Midway Party Rentals for chair covers, table linens, draping, centerpieces, etc. They can customize your event to your style and liking. More pricing information is available upon request.

Decorating

Access to the banquet room for decorating is based on availability before the scheduled event. Decorating of the banquet space is allowed only with the use of masking tape and light wire. No staples, nails, or tacks allowed. We also do not allow the use of confetti or glitter. If using candles please be sure there are no open flames and that they are in a stable holder. **Client accepts liability in case of damage to banquet room. The hotel and restaurant reserve the right to charge an appropriate fee if there is any damage to the room or equipment provided, or when extra clean-up is required.** The hotel and restaurant assume no responsibility for damages or loss of equipment, merchandise, or personal property left in any banquet room or any part of the hotel before, during, or after your event. If you are using a decorating/rental company for your event, make sure prior arrangements are made with the company to pick up any rented equipment or decorations the day following your event. **The hotel and restaurant are not responsible to make these arrangements for you.**

Force Majeure

The performance of this agreement by either party is subject to acts of God, government authority, disaster, strikes, civil disorders, acts of war, terrorism, or other emergencies, any of which make it illegal or impossible to provide the facilities and/or services for your meeting. It is provided that this Agreement may be terminated for any one or more of such reasons by written notice from on party to the other without liability.

Indemnification

Each party hereby agrees to indemnify, defend, and hold other harmless from any loss, liability, costs, or damages arising from actual or threatened claims or causes of action resulting from the gross negligence or intentional misconduct of such party or its respective officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable.

Arbitration/Dispute Resolution/Attorney's Fees

Any controversy, claim, or dispute arising out of or relating to this Agreement, shall at the option of Riverview Hotel and Suites, be settled through non-binding mediation or binding arbitration conducted in the accordance with the rules of the American Arbitration Association or through an action brought in any court of competent jurisdiction in the state of Wisconsin for trial and determination by such litigation, including appellate proceedings, the prevailing party shall be entitled to recover reasonable attorney's fees and costs. In addition, the group shall be responsible for payments of attorneys' fees and interested associated with Riverview Hotel and Suites' efforts to collect monies owed under the terms of this Agreement. The parties consent to the located and to service of process outside the state of Wisconsin pursuant to the applicable requirements of such court in any matter so submitted to it and THE PARTIES EACH EXPRESSLY WAIVE THE RIGHT TO A TRIAL BY JURY. Any judgment or award rendered by the arbitration as referenced above may be entered in any court in the State of Wisconsin having jurisdiction thereof or in any court having jurisdiction over the party against whom judgment is sought to be enforced. Neither party shall under any circumstances be responsible for indirect, consequential or punitive damages.

Signature

****By signing this contract, you are agreeing to the above banquet policies and the following terms and conditions.****

ACCEPTED AND AGREED TO:

Company Name:

Riverview Hotel and Suites
Junior's Bar & Restaurant

Name and title_____

Toni Hinz – Sales/Marketing & Events Coordinator

Signature_____

Signature_____

Date_____

Date_____

Cancelation Policies

**Excludes initial room rental and any previous arrangements*

6 months prior = 100%

3 months prior = 50%

2 months prior = 25%

1 month prior = 10 %

0-13 days prior = 0%

Estimated Serving Times

Arrival:_____

Social/Cocktail Hour:_____

Hors D' Oeuvres:_____

Salads:_____

Entrée:_____

Dessert:_____

Presentation/Speaker:_____

Dance:_____

Bar Close/Departure:_____